



CITY OF AVON

RIGHT-OF-WAY CHECKLIST

AT GRADE OR BELOW

PROJECT: _____

LOCATION: _____

CONTACT NAME: _____

PHONE NUMBER: _____

General Requirements - This form shall be completed by the Applicant and submitted to the Service Department with the City of Avon Right-of-Way Permit Application Form and a copy of the site plan. Each applicable item shall be addressed prior to approval. If an item cannot be provided, give a response in the comment column (N/A or otherwise).

ITEM NO	REQUIREMENT	PROVIDED	COMMENTS
1	Plan shall include a location map to the scale of not more than 1" = 50'.	☐	
2	Plan shall include proprietor information, parcel number and/or address of all affected adjacent parcels.	☐	
3	Plan shall include all relevant street names.	☐	
4	Plan shall show the location of the proposed facility, including invert elevations of all structures, piping, or appurtenances.	☐	
5	Plan shall show any property lines within 50 feet of the proposed work.	☐	
6	Plan shall show the location of all physical structures, water main, sanitary sewer, storm systems and gas; including manholes, hydrants, trees and anchor points (for Aerial work).	☐	
7	Plan shall show the length, size and type of each section of proposed pipe/conduit.	☐	
8	Plan shall include a legend identifying all line types and symbols used.	☐	
9	Provide a note stating whether or not the proposed facility will be located within 500-feet of a waterbody or watercourse. If so, the project may also require a SESC permit.	☐	
10	Show and note any and all locations of staging and/or stockpiling of equipment and materials.	☐	
11	Traffic Control Plan sheets - Add note on plan "Maintenance of Traffic shall conform to ODOT 614". A minimum of one lane of traffic shall be maintained. Road closures are NOT permitted.	☐	
12	All existing facilities within the road right-of-way or within 25-feet of the proposed facility shall be shown on the plan.	☐	
13	For proposed above-ground facilities, a separate detail of each facility including dimensions shall be provided.	☐	
14	Dimensions of the proposed facility/facilities from existing pavement, property lines, right-of-way lines and other facilities shall be provided.	☐	
15	Above ground facilities shall be installed outside of the sight triangle. If an above ground facility is proposed within the sight triangle of the right-of-way, strip topography is required within 50-feet of the proposed facility to verify no sight obstructions will be proposed.	☐	
16	If work is proposed on private property that does not have an existing utility easement, an additional easement must be obtained and shown on the plan.	☐	

17	Utilities shall not be located within the Zone of Influence (45-degrees from the utility invert to the ground elevation) of any existing or proposed sanitary sewer or water main.	☐	
18	Add note stating "Proposed installations shall maintain clearance / separation to existing utilities of 5' horizontal and 18" vertical from any City of Avon water main, storm sewer or sanitary sewer."	☐	
19	Road crossings shall be at a 90-degree angle to an adjacent road. Show in detail bore pit and recovery pit locations.	☐	
20	Above ground facilities shall be a minimum of 3-feet off of the pedestrian pathways or sidewalks.	☐	
21	Aerial Placement - Overhead wires shall not block the view of traffic signals, or run in front of traffic radar detection. (initial)	☐	
22	Open cutting of streets is not permitted. (initial)	☐	
23	Provide a note on plans that as-built drawings must be submitted to the Service Director, for any underground work that is performed in the ROW, within thirty (30) days of completing the work.	☐	
24	Utility Easements shall be utilized when available. (initial)	☐	
25	Hazardous openings are not permitted. (initial)	☐	
26	Permittee is responsible for all damages, repairs and restoration. (initial)	☐	
27	Provide note on plans that all work within the City Right of Way shall conform to the City of Avon construction standards.	☐	
28	Contractors and Sub Contractors must be registered with the City of Avon Building Department. (initial)	☐	
29	Provide note on plans that Service Director must be given 48 hour notice, prior to commencement of work.	☐	
ADDITIONAL COMMENTS: 			

NOTE: If directional drill is the installation method, the contractor must contact our Utilities Department if they need water for their drilling rig.