



City of Muncie – Dept. of Public Works
5790 W Kilgore Av. Muncie, IN 47304
Telephone: 765-747-4878 Fax: 747-4794

RIGHT-OF-WAY USE APPLICATION

Application Date: _____

Owner’s Name: _____ Phone #: _____

Address: _____ Fax #: _____

_____ Cell#: _____

Utility ID #: _____

Contractor’s Name: _____ Phone #: _____

Mailing Address: _____ Fax #: _____

Email: _____ Phone#: _____

BE AS SPECIFIC TO THE USE AS POSSIBLE Utility ID #: _____

Location of Right-of-way Use: _____

Type of Right-of-way Use: _____

Is this located within a historic district? YES [] NO []

<https://www.cityofmuncie.com/topic/index.php?topicid=180&structureid=44>

Non-invasive [] Dumpster [] Monitoring Well [] Sod

Invasive: [] Excavate or Dismantle of City Facilities

[] Install/Repair [] Utility

[] Driveway/Mailbox Approaches: _____

DRAWING OR SPECIFICATIONS REQUIRED

[] Poles [] Restoration of City Facilities

[] Type of Restoration [] Sod [] Sidewalk [] Pavement [] Etc.

[] Type of Excavation: _____



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ACCESS SPECIFICATIONS

What is purpose of Driveway? Residential Commercial

What type of material is to be used in construction of driveway approach?

Concrete Asphalt Gravel

Depth of Pavement: _____ Inches Is drainage pipe required? No Yes

Material: _____ If yes, Diameter of pipe: _____

THE PERMITTEE SHALL NOTIFY THE ENGINEERS OFFICE 24 HOURS PRIOR TO THE TIME HE/SHE INTENDS TO REQUEST A FINAL INSPECTION.

PERMIT INFORMATION

Start Date: _____ Completion Date: _____

Print Applicant Name Sign Applicant Name

Address Phone

PERMIT FEES

_____ Permit Fee for drive - \$25.00 Residential \$75.00 Commercial

_____ Permit Fee for each/address street Cut - \$20.00 x _____ (# of cuts) = \$ _____

_____ Permit Fee \$20.00 per day \$20 x _____ (# of days) = \$ _____

_____ Review Fee \$40.00 \$40.00 Fee = \$ _____

Total: \$ _____

ACKNOWLEDGEMENT OF APPLICATION

\$5,000.00 Surety for Protection of Street Facilities

\$500.00 Surety Posted by Adjacent Owner (Homeowner)

Bond # _____

Public Utility Indemnification Agreement Posted



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INDEMNITY AGREEMENT:

In consideration of the issuance of a Right-of-way Use Permit as requested by the undersigned applicant, the undersigned agrees to indemnify, defend, and hold harmless the City of Muncie, Indiana, it's officials, agents, and employees from any liability due to loss, damage, injuries or other casualties of any kind, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of the permit or the work or activity connected therewith, or from the work or activity undertaken there under, whether due in whole or in part to the negligent acts or omissions of the City, its officials, agents, or employees, or the applicant, his agents, contractors or employees or other persons engaged in the performance of the work or activity, or the joint negligence of any of them, including any claims arising out of the workman's compensation act or any other law, ordinance, order, or decree, for a period of the applicable state of limitations. The applicant shall pay all reasonable expenses and attorney fees incurred by or imposed on the City in indemnity agreement.

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE INFORMATION SET FORTH ON THE APPLICANT IS TRUE AND COMPLETE.

Signature of Applicant/Contractor: _____

Print Name: _____

Date: _____

Witness: _____

OWNERS STATEMENT

The undersigned owner of the facility to be installed in the right-of-way acknowledges and agrees that the right-of-way use permit is granted with the understanding that if the area where the facility is located is needed by the City of Muncie for a public use, the facility will be relocated at the owner's expense.

Owner Signature: _____

Printed Name of Owner: _____

Date _____