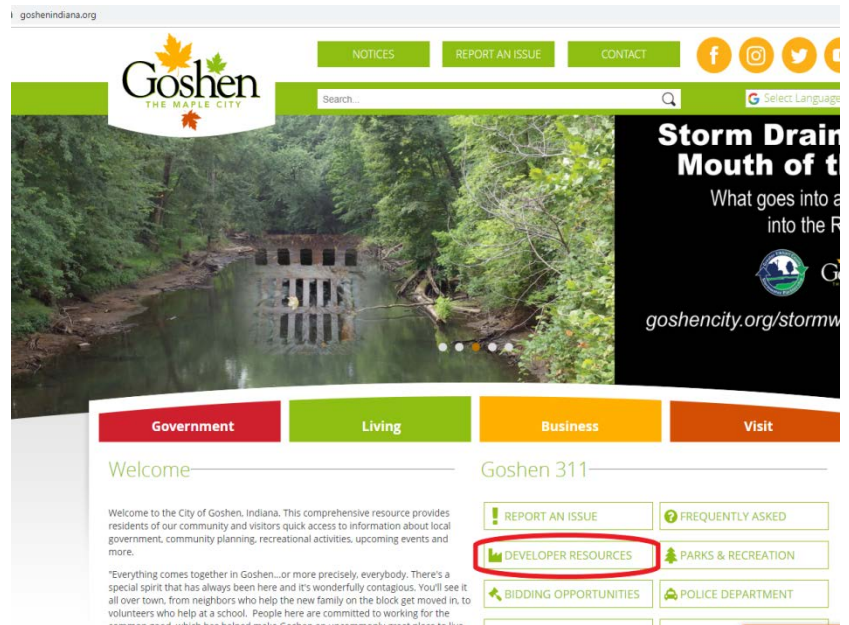# *Online Right-of-Way Permit: Excavation/Utility*

You will need to create an account before you can apply for a right-of-way permit online. Once you are ready to apply for a excavation/utility right-of-way permit, here are some instructions to help you along the way.
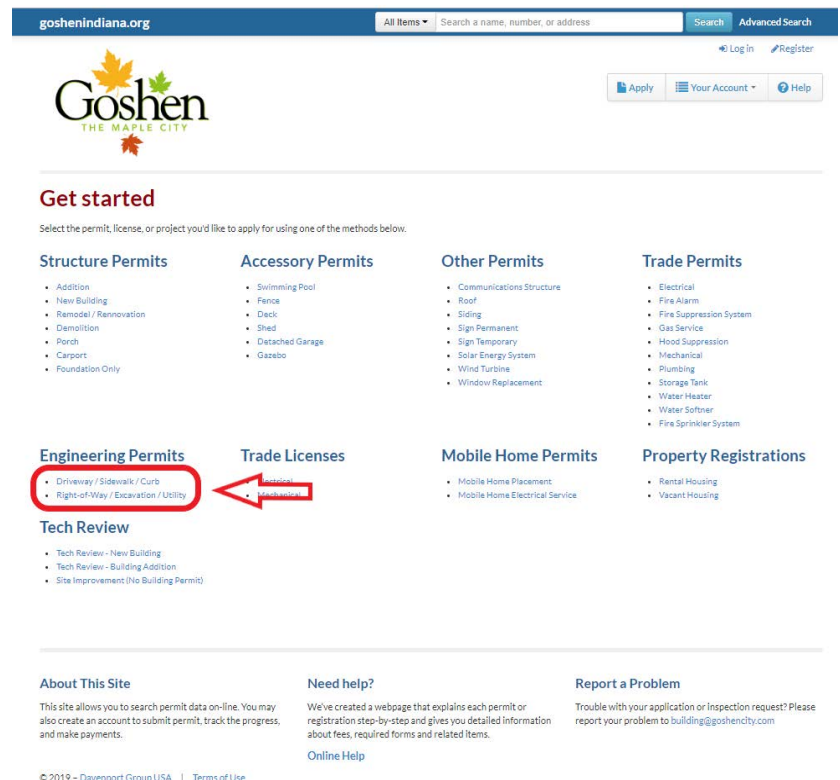
Step 1

You can go to the portal directly at www.cityportal.goshencity.com or the link can be found under the Developer Resources page.

Step 2

On the homepage under Engineering Permits, select the type of right-of-way permit application you will need.

There are two types of right-of-way permits. One for driveways and sidewalks, the other is for any excavation or utility work. These instructions will guide you through a driveway/sidewalk permit.

Step 3

A text box will pop up with some important information you need to know before continuing with the right-of-way permit application.

Before You Begin

As part of this application, a Site Plan submittal is required to verify compliance with the adopted related codes and regulations. Upon determination that this application submittal is complete, and after the Plan Review is complete and approved, a Permit Fee payment will be required for Permit Issuance. Permit Issuance provides permission to begin construction. Upon completion of the work and passing of the final inspections, a Certificate of Completion can be issued.

Note: Please refer to this drawing for City of Goshen driveway standards and specifications. All sidewalks must be ADA compliant.

Important: Schedule an Inspection, online or by calling 574-534-2201, when driveway or sidewalk is formed, before pouring.

Continue

Step 4

Enter the location by address or parcel number of where the project will be. Select the land use and enter a description of all work that will take place.

If there is no particular parcel, select an address close to the project and list all areas under the description.

Location

Choose the location of the desired permit. If your account is not associated with a currently valid contractor, you may only be able to apply for the permit at the address associated with your account. If no location or search mechanism is shown below, then you currently do not qualify to apply for this permit type.

Change Location * 204 E Jefferson St

Land Use

Choose the land use of the desired permit.

Not Applicable ▾ *

Description

Type a description for this permit here.

testing

*

D. Type Specific - D15 Right-of-Way

Opening Type *

Cut ▾

Save and Continue

Continue

Step 5

Let us know if the project will include any street or sidewalk closures as those require approval through the Board of Public Works.

Estimated start and end dates applies to the whole project, not just the closure request.

If you selected bore/cut on the previous page, it will ask for details.

D. Type Specific - D15 Right-of-Way

Street Closure *
[Full ▼]

All street closures require approval by City Board of Public Works. All street closures and restrictions require a traffic control plan submittal. (Full and Partial only)

Sidewalk Closure *
[Yes | No]

Start Date *
[mm/dd/yyyy]

Specify the projected Start Date for the work to begin.

End Date *
[mm/dd/yyyy]

Specify the projected End Date for the work to complete.

D. Type Specific - D32 Boring

Cut Surface *
[Asphalt ▼]

Length (ft) *
[ ]

Quantity *
[ ]

[⊗Delete]

[⊕ Add]

Step 6

Select yes or no to indicate if the right-of-way work is related to any of the options.

C. Service - C14 Right-of-Way Activity

Water *
[Yes | No]
Indicate if the right-of-way work is related to water system installation or repair.

Sanitary Sewer *
[Yes | No]
Indicate if the right-of-way work is related to sewer system installation or repair.

Stormwater *
[Yes | No]
Indicate if the right-of-way work is related to stormwater system installation or repair.

Sanitary Sewer Cap *
[Yes | No]
Indicate if the right-of-way work is for capping a sewer service line.

Gas *
[Yes | No]
Indicate if the right-of-way work is related to gas line installation or repair.

Electric *
[Yes | No]
Indicate if the right-of-way work is related to electric line installation or repair.

Cable *
[Yes | No]
Indicate if the right-of-way work is related to cable system installation or repair.

Cell Tower *
[Yes | No]
Indicate if the right-of-way work is related to work on a cellular tower, cellular infrastructure, or small cell service.

Telephone *
[Yes | No]
Indicate if the right-of-way work is related to telephone line installation or repair.

Fiber *
[Yes | No]
Indicate if the right-of-way work is related to a fiber line installation or repair.

Sidewalk *
[Yes | No]
Indicate if the right-of-way work is related to a sidewalk installation or repair.

Driveway *
[Yes | No]
Indicate if the right-of-way work is related to driveway or public access installation or repair.

Step 7

You will be required to upload a site drawing before you can submit. The drawing does not have to be anything professional. It could be as simple as an aerial photo with markings to show the proposed work.

Document Submittal Instructions

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

Files over 180MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

Applications will not be processed until all required documents have been submitted.

Attach Site Drawing (REQUIRED)

[Choose File] No file chosen

Submit General Document(s)

[Choose File] No file chosen   [Add]

Existing Documents:

Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

Review and Submit Application

[Submit]   [Save Changes] [View & Print]

Congratulations! You have submitted your permit for review. You may follow the review progress, respond to messages, pay fees, and upload revisions under 'Your Items' on the portal. If you have any questions, please contact Tara Hetler at (574) 534-2201 or tarahetler@goshencity.com