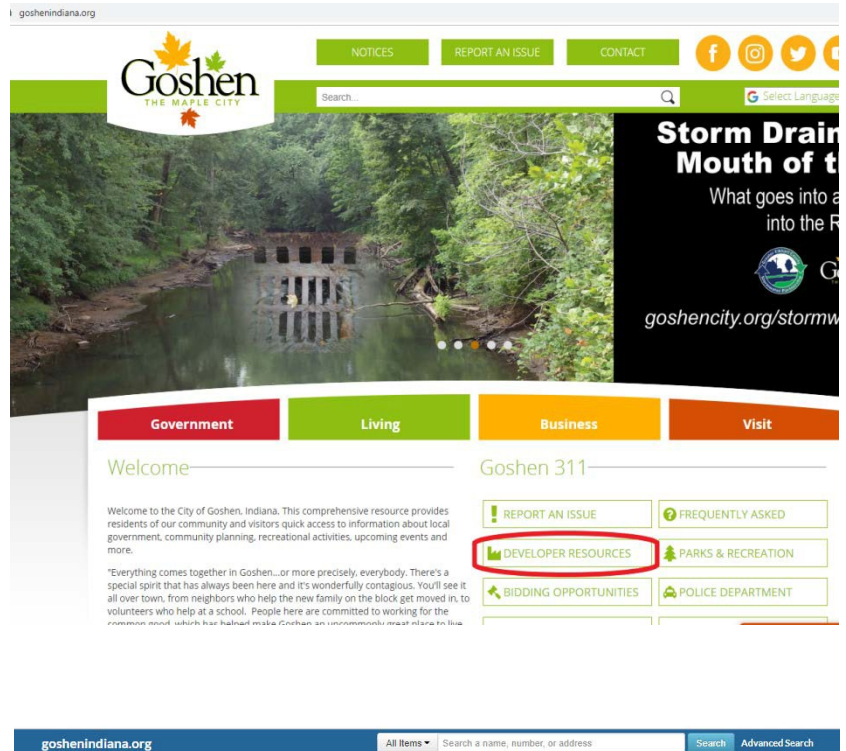


Online Right-of-Way Permit: Driveway/Sidewalk

You will need to create an account before you can apply for permits online. Once you are ready to apply for a driveway/sidewalk/curb right-of-way permit, here are some instructions to help you along the way.

Step 1

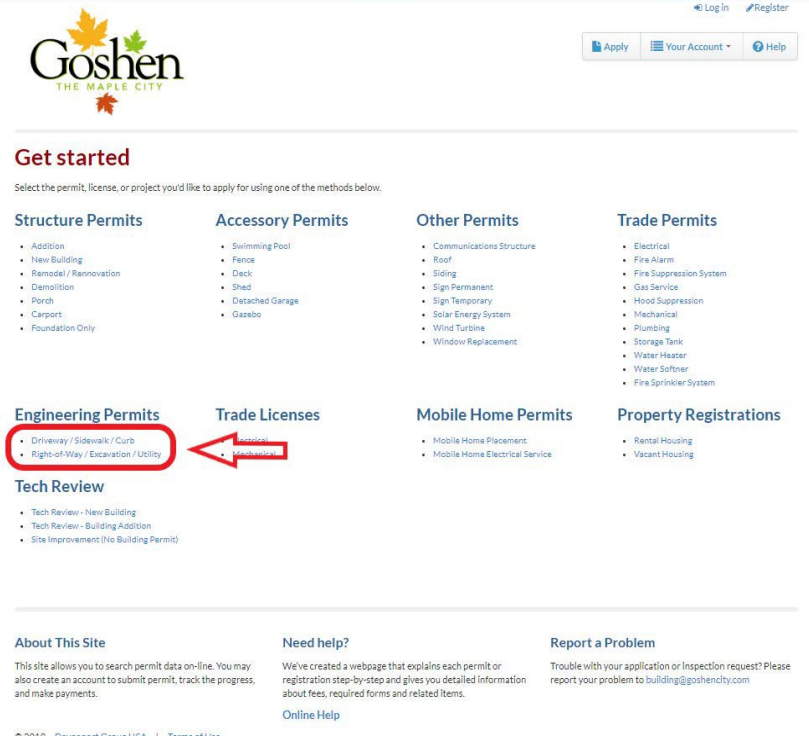
You can go to the portal directly at <https://cityportal.goshencity.com> or the link to the portal can be found on the Developer Resources page.



Step 2

On the portal 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 the work that will take place.

Tip: If you are having trouble with the address, try entering just the house number, continue, then select the address from the list.

* = Required

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 proposed use associated with the permit. If the use is not changing as a result of the work proposed in the permit application, please specify the current, or existing use.

Commercial *
▼

Description

Type a description for this permit here.

testing

[G](#) *

Step 5

Answer some general questions about the type of work that you will be doing. Select continue when finished.

A. General - A01 Type of Work

Driveway Approach *
 Yes No

Sidewalk *
 Yes No

D. Type Specific - D07 Driveway

Is Curb being Cut *
 Yes No

Save and Continue

[Continue](#)

Step 6

We will need to know if you have a bond on file with the City. You may be required to secure a bond before the permit can be approved. All driveways and sidewalks will need to be ADA compliant.

A. General - A06 Questionnaire

Current Bond with City *

Yes No

You will be required to upload proof of bond upon application submittal. If you do not have a current bond, you will need to secure a bond with the city before the permit can be approved.

D. Type Specific - D07 Driveway

Type of Work *

Driveway Thickness in Right-of-Way (inches) *

Thickness in the right-of-way must be at least 6 inches.

D. Type Specific - D18 Sidewalk

Thickness of Sidewalk (in) *

Minimum of 4 inches

Sidewalk Work Type *

Sidewalk Material *

Length of Sidewalk Work (ft) *

Width of Sidewalk (ft) *

Sidewalk width must be a minimum of 5ft wide unless matching to a different width of an adjacent sidewalk.

Step 7

You will be required to upload a site drawing before you can submit. The drawing does not need to be anything professional. It can be as simple as an aerial photo with markings to show measurements and locations of where the driveway and/or sidewalk will be.

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)

No file chosen

Submit General Document(s)

No file chosen

Existing Documents:

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

Review and Submit Application

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