Right-of-Way/Utility Permit

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 access the portal directly at https://cityportal.goshencity.com or a link along with information can be found on the City of Goshen's website, www.goshenindiana.org under Government > Departments > Engineering > Forms and Permit Applications

Step 2

From the portal homepage, under Engineering Permits, select *Right-of-Way/Excavation/Utility*.

If you are installing or replacing a driveway or sidewalk, you will need to select the Driveway / Sidewalk / Curb application. Those instructions are different.

Step 3

A 'Before You Begin' text box will pop up with information regarding requirements and possible fees. After reading, select *Continue*.



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 work.

Note: Please refer to this drawing for City of Goshen right-of-way standards and specifications.

Continue

Step 4

Enter a nearby address or parcel number of where the work will take place. Select the land use and enter a description of the project.

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

Location	
Choose the location of the apply for the permit at the do not qualify to apply for t	desired permit. If your account is not associated with a currently valid contractor, you may only be able to address associated with your account. If no location or search mechanism is shown below, then you currently his permit type.
Change Location *	204 E Jefferson St
Land Use	
Choose the proposed use a please specify the current,	ssociated with the permit. If the use is not changing as a result of the work proposed in the permit application or existing use.
Commercial	∃ ∗
Description	
Description Type a description for this p	xermit here.
Description Type a description for this p New 20,000sq.ft. building	permit here. that will be used as an office building.
Description Type a description for this p New 20,000sq.ft. building	permit here. I that will be used as an office building.

Step 5

For the opening type, your options are cut, bore or both. Please make sure select both if you are boring but then also making a cut of some kind. Then continue.

Step 6

It is requested that you enter any sub-contractors' information. If this information is unknown at this time, you are able to leave this section blank and submit the information at a later date before the work proceeds.

Contractors				
Enter your contractors inform	ation.			
Do you have a contractor?				
Yes No				
Existing				
A. General - A06 Add	ditional Contrac	tor Informatio	n	
Contractor Name				
Contractor Phone				
Contractor Type				
General	~			
Contractor Email				
				Delete
⊖Add				

Step 7

Any road closure or lane restrictions are required to get the Board of Public Works approval. We will submit the request on your behalf but, we will need the exact dates and a traffic control plan will need to by uploaded in the documents section at the end.

<u>Note:</u> estimated start and end dates applies to the whole project.

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.

Cut Surface 🗰		
Asphalt 🗸		
Length (ft) 🗰		
Width (ft) 🗰		
Quantity 🛊		

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 sk Yes No	Indicate if the right-of-way work is related to driveway or public access installation or repair.

Step 8

You will need to enter the details of the cut, the bore, or both if you previously selected both.

Step 9

Simply indicate what type of work is being proposed. Select all that apply.

Step 10

You will be required to upload a site drawing and a copy of your or the sub-contractor's surety bond before you are able to submit. Surety bonds need to be at least \$5,000 to the City of Goshen for work in the right-ofway. If you previously select yes for a road closure or lane restriction, include a traffic control plan before submitting.

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.
Contractor's Current Surety Bond (REQUIRED)
Choose File No file chosen
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! Your application has been submitted for review. You may follow the review progress, respond to messages, download comments when available, etc. under 'Your Items' on the portal. You will receive an email notification when we approve or if we have questions.

Goshen	
Congratulations! Your application Your reference code is: EUTL7K A member of our team will review your submission and may contact you Print Summary Your Items	n has been submitted successfully.
Rate your experience: ☆☆☆☆ Comment (250 characters)	
Provide any additional feedback here (Optional) Send Feedback	

Note: If you do not receive this *Congratulations* message after selecting *Submit*, the application may have timed out while you were going through the process. Before the systems times out, the project is saved. You can reopen it by going to *Your Account* in the top right-hand corner from the homepage, selecting *Your Items*, then under the address of the application, you can select *Edit*. Finish entering details or uploading documents, then select *Submit* again.