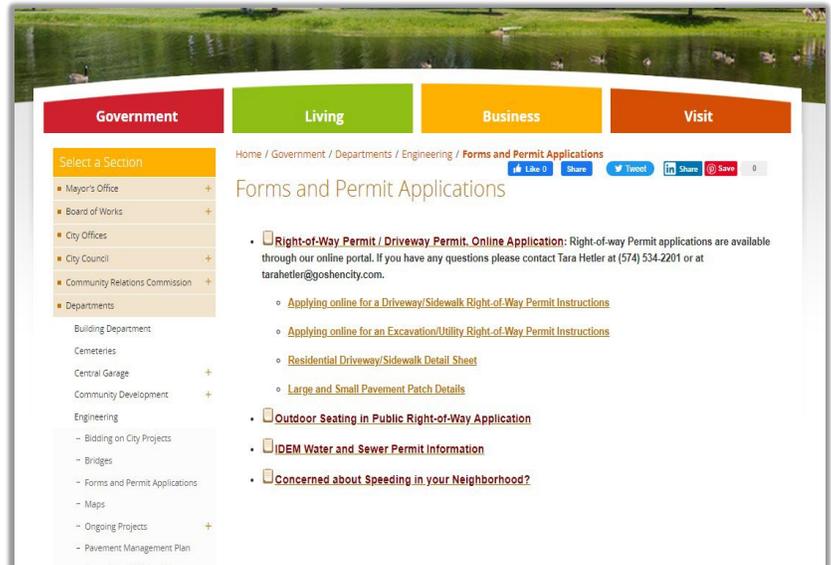# Right-of-Way/Utility Permit

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.
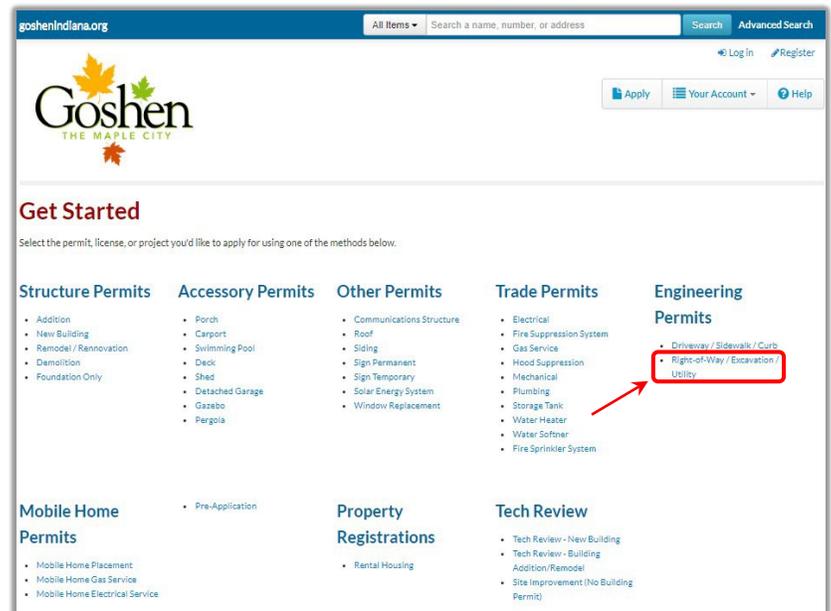
Step 3

A 'Before You Begin' text box will pop up with information regarding requirements and possible fees. After reading, select *Continue.*
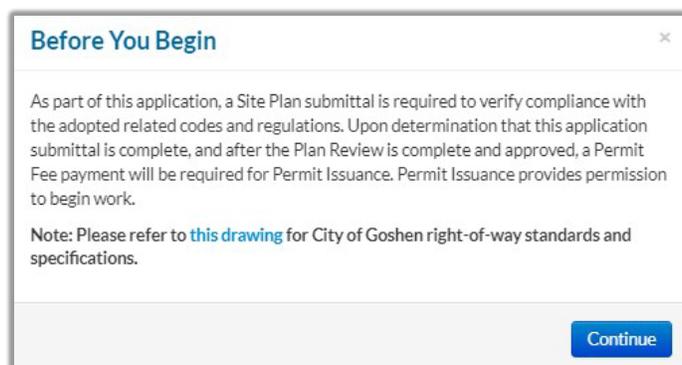
Step 4

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.

Tip: 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 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.

New 20,000sq.ft. building 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.

D. Type Specific - D15 Right-of-Way

Opening Type *

Cut ▾

Save and Continue

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 information.

Do you have a contractor?

Yes No

Existing

A. General - A06 Additional Contractor Information

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.

Note: 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.

Step 8

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

D. Type Specific - D31 Street Cuts

Cut Surface *
Asphalt

Length (ft) *

Width (ft) *

Quantity *

⊕ Add

Step 9

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

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 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-of-way. If you previously select yes for a road closure or lane restriction, include a traffic control plan before submitting.

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.

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.