

**Hampton Township
Right-of-Way Permit Application
Local Utility Provider**

Description of Utility Service

<u>Type of Service</u>	<input type="checkbox"/> Buried	<input type="checkbox"/> Overhead	<u>Purpose of Permit Application</u>
<input type="checkbox"/> Electric			<input type="checkbox"/> Install New Service
<input type="checkbox"/> Gas			<input type="checkbox"/> Repair Existing Service
<input type="checkbox"/> Telephone			<input type="checkbox"/> Connect to Existing Service
<input type="checkbox"/> Cable			<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____			

Location

Attach a site map or drawing showing the location of all project work.

Description of Construction Activities

<u>Type of Construction</u> (mark all that apply)	<u>Type of Permit Required</u>
<input type="checkbox"/> Trench	<input type="checkbox"/> Excavation
<input type="checkbox"/> Plow	<input type="checkbox"/> Obstruction
<input type="checkbox"/> Hole	<input type="checkbox"/> Combination
<input type="checkbox"/> Bore	
<input type="checkbox"/> Structure(s) for overhead service	An obstruction or combination permit is required if the project will create anything more than an incidental obstruction of the road surface in the right-of-way (if traffic will need to be diverted).
<input type="checkbox"/> Other _____	

Project Schedule

Start Date _____ End Date _____

Applicant Information

Utility Owner _____
Contact Name _____ Phone _____

Contractor _____
Address _____
City _____ State _____ Zip _____
Contact Name _____ 24/7 Phone _____

Applicant Name _____ Title _____

The applicant affirms that s/he is familiar with the township right-of-way ordinance and related state requirements, and the requirements of this permit, and agrees to perform the work of this project in accordance with these requirements.

Applicant Signature _____ Date _____

Approval

Board of Supervisors _____ Date _____

Paid _____ Date _____ Receipt No. _____ By _____

Hampton Township Right-of-Way Permit Requirements Local Utility Providers

Permittees must comply with the requirements of Hampton Township Ordinance Number 2014-1, titled "AN ORDINANCE REGULATING TOWN ROAD RIGHT-OF-WAYS AND THE IMPACTS FROM LARGE UTILITY PROJECTS", adopted April 15, 2014, which can be found at:

<http://www.hamptontwp.com/pdf/Ordinances/Ordinance%202014-1.pdf>

In addition, permittees must comply with the following permit requirements.

Location of Utility Placement

If other utilities already exist in a township right-of-way where a permittee will place new utilities, every effort shall be made to place new utilities on the same side of township roads as existing utilities. Placement on the opposite side of the township roads must be noted and discussed with the township board and approved by the board prior to permit approval.

Every effort shall be made to place new utilities on the outside upslope of a roadway ditch. Placement of utilities in other locations must be noted and discussed with the township board and approved by the board prior to permit approval.

Buried utilities shall not be placed under any township roadway surface except when crossing the roadway.

Buried utilities shall not be placed above any culverts in township right-of-ways.

Permit Requirement for Repair of Existing Utilities

Repair of existing utilities does not require a permit if the Estimated Restoration Deposit for the utility project is still held in escrow by the township, or if the repair does not require installation of buried utilities across a roadway surface.

Permit Requirements for Connection to Existing Utilities

Connection to existing utilities does not require a permit if the Estimated Restoration Deposit for the utility project is still held in escrow by the township, or if the connection does not require installation of buried utilities across a roadway surface.

Estimated Restoration Deposit

Excavation permits for the construction of new utilities require an Estimated Restoration Deposit to be held in escrow by the township. The township may use funds from the escrow account to repair any damage caused by permittee activities that the permittee is unwilling or unable to repair in a timely manner.

The township will continue to hold the escrow deposit for up to one year after receipt of a completion certificate from the permittee, depending on the season of completion. After ensuring that no unforeseen settling or other damage occurs, representatives of the township and the permittee shall perform a final inspection of the project and, upon agreement that the right-of-ways have been returned to their original condition, the escrow deposit shall be returned to the permittee.

**Hampton Township
Right-of-Way Permit Fee Schedule
Local Utility Providers**

Permit Fees

Type of Permit	Work to be Performed	Fee
Excavation Permit	Construction of new utilities, including methods such as plowing, boring, trenching, and placement of overhead service	\$500 or \$0.10 per lineal foot, whichever is greater
	Connection to existing utilities (if permit is required)	\$500
	Repair of existing utilities (if permit is required)	\$500
Obstruction or Combination Permit	Obstruction Permit (for a Combination Permit the Obstruction Permit fee is IN ADDITION to any Excavation Permit fees)	\$500
Penalty	Any non-emergency work performed without a permit or not covered by a permit	Double the permit fee

Estimated Restoration Deposit

Excavation Permit	Construction of new utilities, including methods such as plowing, boring, trenching, and placement of overhead service	\$1.00 per lineal foot, \$1000 minimum, to be held in escrow by the township for up to one year after receipt of Notice of Completion
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