

**APPLICATION FOR APPROVAL TO PERFORM WORK
IN COUNTY RIGHT OF WAY**

EXAMPLES INCLUDE BUT ARE NOT LIMITED TO INSTALLATION/ REMOVAL OF
CONDUIT, FIBER OPTIC CABLE, POLES, PEDESTALS ETC.

TO: BOARD OF SHELBY COUNTY COMMISSIONERS

FIRM NAME: _____

hereby requests permission to perform work in the County Highway Right of Way at the following described location: _____

for the purpose of installing/ removing/ replacing _____

Bores _____ Pedestals _____ Poles _____ Handholes _____ Other _____ (Please list number of each)

(*The Shelby County Commissioners do not authorize utility work outside of the County’s Right of Way, i.e. along private roads)

Installation will consist of a **subsurface opening** _____ feet long in the Right of Way, _____ feet wide and _____ feet deep (when applicable). Work must be at least 3 feet from pavement.

Attached is a drawing showing location, size, height and controlling dimensions of the proposed installation relative to existing pavement, Right of Way, and any other utilities. Applicant is responsible for locating all utilities in work area and maintaining a safe traffic flow. If the road will be closed a separate request for approval will be required.

Anticipated start date: _____

Applicant agrees to notify the Shelby Co. Highway Garage, (317-392-6485), twenty-four (24) hours prior to the actual time of beginning of the work upon the approval of the application.

Applicant agrees to indemnify, defend, exculpate, and hold harmless Shelby County, Indiana, its officials, and employees from any liability due to loss, damage, injuries, or other casualties of any kind, or by any party caused, to the person or property of anyone on or off the Right of Way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use maintenance condition, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) of the County, its officials, agents, or employees; or (2) of the applicant, his agents or employees, or other persons engaged in the performance of the work; or (3) the joint negligence of any of them; including any claims arising out of the workmen's compensation act or any law, ordinance, order, or decree. The applicant further certifies that the applicant is familiar with any and all rules, regulations, inspections required, and ordinances that apply to the work being done with this permit. The applicant further agrees to renew this permit on or before the expiration date when necessary to continue working in the Right of Way. The applicant also agrees to pay all reasonable expenses and attorney fees incurred by or imposed on the county in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

Fee Schedule:

- Application Fee - \$100
- Pedestals - \$100 each
- Handholes - \$25 each
- Tap pit - \$75 each
- Boring under roadway - \$75
- Placement of Poles: New Location - \$150 each
\$75 each for existing pole replacement
- Boring, trenching, grading or excavation parallel to roadway - \$100/400 Ft.

Permit fee may be doubled if work in County Right of Way takes place prior to submitting and paying for a permit and/or prior to permit authorization (except for authorized emergency work in which case a permit shall still be submitted and paid for after emergency work is done).

Application Requirements:

1. The original plus 2 copies of this request, along with 3 drawings, must be received (delivery by mail or in person no emails or faxes) by noon on Wednesday to be considered during the Commissioners’ meeting the following week. Document should be delivered to the Commissioners’ office located at 25 W. Polk St., Room 206, Shelbyville, IN 46176.
2. The permit application fee is \$100 due upon submission and is non-refundable. Applicant is subject to additional fees once the plans have been reviewed.
3. We accept cash or checks, no cards. Checks should be made payable to “Shelby County Highway Department”.
4. Plans should clearly indicate the number of items being placed within the Right of Way (bores, bore pits, handholes, new or replacement poles, pedestals, etc.) and the pages should be numbered.
5. Please include a legend with plans.
6. Permit should be submitted no more than 3 months from the date work is expected to commence.
7. If possible, submit an electronic copy of the plans in addition to the paper copies. (.shp or KML/KMZ file)
8. Large projects should be broken into phases, specific to each general location.

Contractor: _____
Address: _____

Applicant: _____
Address: _____

Phone No: _____

Phone No: _____

Email: _____

Email: _____

Date Submitted: _____

Signature: _____

Approved by the Shelby Co. Board of Commissioners on ____ of _____, _____

David Lawson

Nathan Runnebohm

Jason Abel

***3 paper copies of the permit, plans, and payment must be received, (delivery by mail or in person, no emails), in the Commissioners’ Office, 25 W. Polk St., Room 206 Shelbyville, IN 46176 by noon on Wednesday to be considered during the Commissioners’ meeting the following Monday of each week. **Application Fee of Twenty Dollars (\$100.00) due upon submission and is non-refundable. Additional fees may be calculated after plan review and shall be paid by the applicant. Make checks payable to “Shelby County Highway Department”.**