

**APPLICATION FOR APPROVAL TO LOCATE  
UTILITY LINE ON COUNTY RIGHT-OF-WAY  
ROAD CUTS**

**TO: BOARD OF SHELBY COUNTY COMMISSIONERS**

**FIRM NAME:** \_\_\_\_\_

Hereby requests permission to do a road cut at the following described location:

\_\_\_\_\_

\_\_\_\_\_ for the purpose of installing \_\_\_\_\_

\_\_\_\_\_ Installation will consist of:

A **road cut** \_\_\_\_\_ feet long in the road surface by \_\_\_\_\_ feet wide and \_\_\_\_\_ feet deep. 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. Anticipate road cut shall commence at the above location on or around \_\_\_\_\_.

Upon approval applicant will be responsible for contacting the proper authorities, including emergency personnel of conditions and work being done at the site. Applicant is also responsible for maintaining a safe traffic flow and providing their own barricades. All road cuts shall be made by saw and not by trencher or backhoe. The cut must be repaired with flowable backfill and either 4” of hot mix layed even with the surface of the road; or 8” of cold mix layed even with the surface of the road. If the road, street or thoroughfare to be cut is concrete, it shall be replaced with a minimum of 4,000 lb. strength. All expenses incurred are the responsibility of the contractor.

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.

Contractor: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by the Shelby Co. Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

David Lawson

\_\_\_\_\_

Nathan Runnebohm

\_\_\_\_\_

Jason Abel

**\*The original and 2 copies of this request, along with 3 drawings 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 Thirty-Five Dollars (\$35.00) due upon submission and is non-refundable. Make checks payable to “Shelby County Highway Department”.**