

# Indiana Department of Transportation



## BROADBAND PERMIT GUIDELINES

**Updated August 2018**

Most recent changes are indicated in **red** text.

## INDOT BROADBAND PERMIT GUIDELINES

*The Broadband Permit Guidelines (the Guidelines) provide instructions to be used by INDOT District Permit staff and Telecommunication Carriers. The Guidelines outline the procedures to be followed for the installation and operation of Broadband Improvements in INDOT's right-of-way. This process provides clear directives defining the requirements in a Broadband Access Permit application to ensure that the permit review process is consistently, fairly, and safely implemented. The Guidelines do not exempt the applicant from performing responsible planning, surveying and/or engineering work according to all INDOT Standard Specifications, Drawings, Designs, OSHA, relevant industry standards and relevant laws and regulations.*

*In order to install fiber optic cable along the identified routes on **INDOTs Broadband Corridor**, the applicant first must have a **fully executed INDOT Broadband Corridor Agreement**. The Broadband Corridor Agreement must apply to any and all Broadband Access Permit application that meets any of the following conditions: (1) longitudinal fiber, if any portion of the project falls within designated broadband corridors; (2) any new vertical (cell) structure; (3) use of State owned facilities; (4) use of State owned vertical structures. Please refer to [Broadband Corridor Map](#) to confirm the location of the project site in relation to Designated and Candidate Broadband Corridors. **NOTE:** Current fair market (INDOT Real Estate Manual January 2016, <http://www.in.gov/indot/3597.htm>) is charged **for the use** of all real property interests if those real property interests were obtained with Title 23, United States Code. Any funds collected will be used for Title 23 eligible projects. All work conducted in the Broadband Corridors will be covered by an Environmental Programmatic Exemption. **NO permit** will be issued along the Broadband Corridor without a fully executed Broadband Corridor Agreement in place! All permit requests along the National Highway System (NHS) route must be reviewed and approved by Federal Highway before any permit will be issued by INDOT!*

### EPS APPLICATION

1. **Log Into EPS:** <http://eps.indot.in.gov>. Click on button next to customer, enter user name and password.
2. **PERMIT TYPE:**
  - a) Permit requests must be submitted electronically through INDOT's Electronic Permit System (EPS) as Permit Type of **BROADBAND** along with identification of the Permit Sub Type from the drop down menu.
  - b) Pre-Screening questions must be answered to confirm correct permit type was chosen.

- c) A Permit Tracking number is automatically generated in EPS when an application is submitted and will need to be referenced when working with permit staff and printed on correspondence.
3. **LOCATION:** The permit location must be identified on the GIS map provided in EPS by dropping pin on the starting point of the proposed project.
4. **APPLICANT INFORMATION:** Permit Application Info provided must be in the name of the fiber optic company that is responsible for the installation and maintenance of the fiber. An employee in charge of the fiber optic cable listed as the owner must sign the permit application. This employee's title and telephone number must be included. Permit Application must list the name, address, email address, phone number. If the Subcontractor will be conducting the install, their contact information is also required to be provided in EPS, along with signed copy of the Additional Disclosure Form SF 23237. *(Note: The sub-contractor information and a signed copy of the Additional Disclosure is required prior to any work being conducted in INDOT's right-of-way.)*
5. **APPLICATION DETAILS:**
- a) The beginning and end point of the project must be identified in EPS via the Route Reference Point (RRP).
- b) The estimated project start date and end date must be identified.
- c) The project location must list the route number and street name where the work is being performed. The between routes and street names must be listed for the nearest state maintained road to the beginning and ending of work on the main road.
- d) The permit description must be **specific**. The description must include the project location, description and purpose. The description must include the length (linear footage) and type of each variety of installations, and the total amount of each item being installed. *For example: Install 3,456 feet of 144 count underground fiber optic cable, 245 feet of 80 count fiber optic cable in existing conduit, 2667 feet of 120 count aerial, 10 hand holes, and 5 guy and anchors.*
- e) The project purpose is required to be identified.
6. **BOND INFORMATION:**
- a) **NAME**
- A surety must be in place for all broadband companies
  - The surety must be in the name of the company that owns the fiber optic cable.
  - If the incorporated name of the company changes for any reason, the surety must be updated to the new name.
- b) **BOND AMOUNT**
- The surety amount for a performance bond is determined based on the amount of fiber that is anticipated to be installed or the total project costs for installation in INDOT's right-of-way, whichever is greater.

- The minimum surety amount for a blanket bond is \$500,000.
  - It is the responsibility of the broadband company to ensure that the total obligation for all of their active permits does not exceed the total amount of the surety. If it exceeds this amount at any time, no new permits will be issued until the surety is increased or some of the permits are completed (closed out).
7. **ATTACHMENTS:** Required attachments for additional information must be attached to the permit in EPS. The EPS application interfaces with INDOT's document management system. Navigate to your document on your computer and then click on document upload. Note: The EPS message center provides a secure mechanism to share files and information between the customers and INDOT.
  8. **REVIEW:** EPS provides an opportunity to review the application prior to submission. Clicking on the Submit button certifies that all the information provided in the permit is correct to the best of your knowledge.
  9. **CHARGES:** There is a \$55.00 non-refundable permit processing application fee per application.

*Note: To facilitate INDOT moving efficiently through the review process of applications, all applicants have 15 days to respond to an additional information requests by Permit Staff. If no response is received then the application will automatically be denied.*

### **PLANS OF SUFFICIENT DETAIL**

1. **PLAN SHEETS:** Are required to be attached in the permit application.
2. **MAPS:** Include a vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work.
5. **DIRECTIONAL ARROW:** A north arrow must be shown on each page of the plan and on the vicinity map.
6. **SCALE:** Plans will be of sufficient detail and scale to show the proposed location of the facility relative to ROW congestion.
7. **LEGEND:** Legend showing the symbols used on the plans, and the color-coding used to mark the plan.
8. **PLAN, SECTION, & TYPICAL VIEWS:**
  - a) A typical section showing the proposed types of installations (such as underground or aerial), and the minimum depth (48 inches) or height requirement (18 feet) for the fiber.
  - b) Do not include typical sections that do not pertain to the proposed work.
  - c) Must include items such as right-of-way lines, edge of pavement, centerline, drives ways, bridges and culvert/drain inlets and outlets proposed underground fiber, etc.

- d) Individual section views should be submitted for any underground crossing, which might create a potential conflict.
- e) The section view may be contained on the same plan sheet as the crossing.
- f) **For overhead road crossings**, the plans must indicate the minimum vertical clearance distance as determined by the affected authority. Crossing are to be made perpendicular to the roadway. The plan views must show the horizontal distance to the nearest affected utility and/or right-of-way object.

#### **OVERHEAD LINES GENERAL GUIDELINES**

- **Type of Construction.** Longitudinal lines will be limited to single pole construction. Transverse lines will be limited to single pole construction or that type of construction used on the portion of the line adjacent to the highway right-of-way.
- **Vertical Clearances.** The vertical clearance for overhead fiber optic lines above the highway must be a minimum of 18 feet. The vertical clearance of overhead fiber optic lines relative to other highway structures must provide reasonable space for construction and maintenance activities in accordance with OSHA standards. For vertical compliance aerial facilities should **remain 200 linear feet away** from a highway bridge and/or culvert. *If conduit is attached to the structure and proof of shared use is provided, an exception may be approved by the district permit manager.*
- **Location.** The following applies:
  - All new pole installations and other above ground appurtenances will be in accordance with the INDOT [Design Manual Chapter 303](#) and located outside of the appropriate clear zone. New installations will not be permitted where the clear zone extends to the right-of-way line. Similarly, existing installations will be relocated outside of the clear zone when they are found within the project limits of any highway improvement project;
  - In rural areas and at uncurbed sections in urban areas, poles supporting longitudinal lines must be located on a uniform alignment as close to the right-of-way line as possible;
  - At curbed sections, in urban areas, poles must be located as far as practical behind the curb and preferably adjacent to the right-of-way line;
  - The number of guy wires placed within the right-of-way will be held to a minimum. Preferably, guy wires and guy poles placed inside the right-of-way will be in line with the pole line. Preferably, guy wires and guy poles that are not in line with the pole line will be placed outside of the right-of-way. Guy wires and guy poles may be placed in other locations but in no case can they be located within the specified clear zone;
  - Poles for longitudinal installations will not be allowed in the center median. Poles for transverse crossing may be allowed where the cost of spanning an extreme width is excessive and where poles can be located in accordance with the other provisions of this policy and will be reviewed on a case by case basis;

- The horizontal location of fiber optic lines relative to a highway structure must provide reasonable adequate clearance for construction and maintenance activities in accordance with OSHA standards.

**For underground road crossings**, an open cut installation is strongly discouraged and in many cases will not be allowed. The section view must show the type of roadway such as curb and gutter or ditch line, the minimum depth, etc. The minimum depth of the crossing needs to be figured from the lowest point of the roadway, which is generally the bottom of the ditch. Any open cut should stay 20 feet from any INDOT permanent asset (i.e. bridge, wall, small pipes etc.); any distance less will require prior engineering analysis – demonstrating that it will not compromise an INDOT asset.

#### UNDERGROUND GENERAL GUIDELINES

- **Depth of Cover.** All lines must have a **minimum depth of cover of 4.0 feet.** Further, all lines must be a minimum of 2.0 feet below any buried drainage structure or improvement. All lines must have a minimum depth of cover of **4.0 feet under ditches.**
- **Crossings.** Crossing are to be made perpendicular to the roadway. Lines crossing highways require conduit.
- **Markers.** The permittee will place a readily identifiable and suitable marker immediately above any underground lines where it crosses the right-of-way line.
- **Location.** Existing longitudinal lines may remain in place provided they comply with the following:
  - The lines can be maintained without violating access control;
  - The lines will not interfere with the proposed highway improvement project;
  - The lines are of sufficient strength and durability to withstand the changed conditions and have adequate remaining service life to prevent maintenance, repair or replacement; service access points are adjusted to be flush with the surface to accommodate any changes in grade accommodate any changes in traffic patterns and away from intersections; the lines comply with all other requirements of this policy.
  - Any proposed work in the vicinity of a bridge or box culvert must include a typical section showing the distance from all features of the structure, including any footers and clear of all hydraulic features.
  - Dielectric fiber optic cable should be used for aerial installations only. All underground fiber optic cables must contain metallic locatable properties.

**One (1) additional non-populated conduit per project shall be allowed.**

***NOTE: Certain exceptions may be approved for the placement unpopulated conduit within the Broadband Corridor, i.e. when superseded by the Broadband Corridor Agreements.***

**9. MANHOLES:**

- a) Manholes must be located outside of sidewalks, trails, roadways, shoulders and have an 18 inch concrete ring placed around the manhole lid, finished level and set to finish grade with the top of the manhole lid set to finish grade as well. A readily identifiable and suitable marker should be placed immediately above any underground communication lines where it crosses the right-of-way line.
- b) Manholes should be located a minimum of 3 feet off the edge of right-of-way.
- c) Manholes are not to be located in the ditch line.
- d) Provide detail and specifications of manhole.
- e) Manholes must be placed flush with existing grades.

10. **STREET LABELING:** All streets must be labeled with the street name and route number on each page of the plan. This includes all cross streets.

**11. RIGHT-OF-WAY OBJECTS:**

- a) Plans must include all items that may interfere with the proposed placement of the fiber optic cable. An alternative Affidavit option is available and the form is found on INDOT's Permits Website ([indot.in.gov](http://indot.in.gov)). By submitting this state approved affidavit, locations of the utilities will not be required to be provided in the plans for sufficient detail; however right of way elements such as edge of pavement, centerline, edge of right of way, driveways, bridges and culvert/drain inlets and outlets shall be shown.

**12. HANDHOLES:**

- a) Handholes should be located outside of sidewalks, trails, roadways, and shoulders;
- b) **Handholes shall provide sufficient strength to withstand external design pressures including super imposed loads of soil, roadway, traffic, construction equipment, etc.** Handhold design specifications are provided in INDOT Standard Specifications see "Handholes"; and "Junction Box".
  - The permittee will place a readily identifiable and suitable marker immediately above any underground communication lines where it crosses the right-of-way line.
  - Handholes should be located a minimum of 3 feet off the edge of right-of-way unless the handhole is to be installed in the utility strip along a curb and gutter roadway. If the handhole is located in such a way as to permit a vehicle or piece of maintenance equipment to drive over the lid, it must be traffic rated.
  - Handholes are not to be located in the ditch line.
  - Handholes may be buried in the INDOT right-of-way with the following conditions:
    - o A programmable EMS marker (electronic marker system) must include company name, date of installation, elevation and depth.
    - o Handholes are not permitted under sidewalks, trails, or pavement areas.

### 13. LABELING:

- Indicate the length and type of fiber optic cable proposed for installation on each page.
- Show and label the edge of pavement and/or curb and gutter.
- Show and label the correct INDOT right-of-way line and indicate on the drawing the total width of available right-of-way along the roadway route. Fiber optic cable should be placed out to the far edge of right-of-way as possible.
- Show distance of proposed fiber optic cable from the roadway.
- Do not install fiber optic cable in a ditchline.
- Identify the proposed fiber optic cable installation method on each plan sheet, such as hand, machine trenching, directional bore or plowing.
- Identification signs identifying the owner/operator's name, telephone number and the type of buried improvement, no larger than 200 square inches, must be placed within 12 inches of the right-of-way fence, at the line of sight, along the entire occupancy route. Must use double signs at all manhole or handhole locations. One sign at each end.

### 14. LONGITUDINAL FIBER OPTIC CABLE INSTALLATION ALONG ROADWAYS:

- Longitudinal installations of facilities, individual service connections and facility maintenance points must be located on a uniform alignment **at most two feet from INDOT's s right-of-way fence line and within INDOT's right-of-way to provide the maximum space for possible future highway construction or facility**
- On highways with a frontage road, the preferred location for longitudinal installation is uniform alignment between the frontage road and the exterior right-of-way line.
- No fiber optic cable installation will be permitted in a ditchline. Fiber optic cable installations will be permitted along the backside of the ditchline (only).

Requirement for trenchless excavation.

These steps must include, but are not limited to the following:

- a) The excavator should verify that all utility lines in the area are marked.
- b) The excavator must ensure that bore equipment stakes are installed at a safe distance from marked utility lines
- c) When grounding rods are used, the excavator must ensure that they are installed at a safe distance (at least 24 inches plus the width of the utility line, if known) away from the marked or staked location of utility lines.
- d) The excavator must ensure sufficient clearance is maintained between the bore path and any underground utility lines during pullback.

- e) The excavator must give special consideration to water and sewer systems within the area that cannot be located accurately.
  - f) Unless prohibited by other laws, ordinances, regulations, or rules of governmental and regulatory authorities having jurisdiction, the excavator must expose all utility lines which will be in the bore path by hand digging to establish the underground utility line's location prior to commencing bore. For a parallel type bore, unless prohibited by other laws, ordinances, regulations, or rules of governmental and regulatory authorities having jurisdiction, the excavator must expose the utility line by hand digging at reasonable distances along the bore path.
  - g) The excavator must ensure the drill head locating device is functioning properly and within its specification.
  - h) The excavator visually check the drill head as it passes through potholes, entrances, and exit pits.
- **TRANSVERSE CROSSINGS:** All crossings are to be made as close to perpendicular as possible to the roadway for both aerial and underground fiber optic cable. Underground crossing of any paved access must be by directional bore. If there are any extreme cases where there is an exception for a transverse open cutting of a road, the "T" cut method will be required to be used where the asphalt is removed to an additional width of 18 inch each side of the trench right before paving and the new pavement will be wider than the excavated trench and sitting on a undisturbed area.
  - **MATCH LINES:** Indicate match lines between pages of the plan.

***NOTE: For certain fiber optic cable installations applications along INDOT's Broadband Corridor, provisions in the Broadband Corridor Agreement will supersede the above Broadband Plan of Sufficient Detail requirements.***

### **STANDARD RIGHT-OF-WAY PERMIT REQUIREMENTS**

1. **TRAFFIC SIGNALS:** Fiber optic cable must be located so as not to interfere with INDOT's traffic signals and related equipment. The plan must indicate all of the equipment including the loop detectors, and the distance from the equipment. The crossing must be a minimum of 10 feet away from the loop detectors on the backside of the loops.
2. **TRAFFIC CONTROL:** Fiber construction and maintenance operations must conform to the *Indiana Manual on Uniform Traffic Control Devices (IMUTCD)* (see

<https://www.in.gov/dot/div/contracts/design/mutcd/mutcd.html>) or the INDOT *Work Zone Safety and Mobility Policy* at

[https://www.in.gov/indot/files/Safety\\_WorkZoneSafetyandMobilityPolicy.pdf](https://www.in.gov/indot/files/Safety_WorkZoneSafetyandMobilityPolicy.pdf).

All construction and maintenance operations will be planned with due consideration to the safety of the public and maintaining traffic mobility. Any such work must be planned to minimize closure of intersecting streets, road approaches, traffic lanes, or other access points. On high volume highways, construction operations interfering with traffic should not be allowed during periods of peak traffic flow. In accordance with INDOT *Design Manual, Chapter 503*, a traffic control plan must be prepared and submitted with the permit application. INDOT may inspect traffic control operations for compliance with established standards. INDOT may inspect traffic control operations for compliance with the *IMUTCD* and the INDOT *Work Zone Safety and Mobility Policy*.

3. **WORK SITE SAFETY:** The applicant must assure that their work site is secure against any hazard to the public at all times until all of their work is completed. The applicant must all comply with the requirements of the *IMUTCD* and *OSHA*. All pipe, conduit, wire, poles, cross arms or other materials located within the public right-of-way prior to installation shall be placed outside of any ditches and at least 30 feet beyond the edge of the traveled way or behind existing guard rails. INDOT may require a fiber construction or maintenance operations on state highway right-of-way to be discontinued during periods of inclement weather or when soil conditions are such that the work would result in extensive damage to the highway right-of-way or create an unsafe traveling condition.
4. **PRESERVATION:** Every effort must be made to minimize the areas disturbed by the work conducted.
5. **DRAINAGE:** The applicant must maintain existing drainage patterns during the installation, maintenance or removal of their facilities. Trenches and bore pits for underground facility installations shall be backfilled in accordance with INDOT [\*Standard Specifications\*](#). Outlets or under drains shall be installed as needed to avoid entrapped water. Test holes must be back filled in accordance with INDOT specifications.
6. **TRENCHES, BEDDING AND BACKFILL:** The essential features for trench construction are (a) restoration of the structural integrity of roadbed after trenching; (b) security of the pipe against deformation likely to cause leakage; and (c) assurance against the trench becoming a drainage channel. The integrity of the pavement structure, shoulders and embankment are of primary concern. Trenches, bedding and backfill will be in accordance with the INDOT *Standard Specifications* and as follows:
  - a. Trenches will be cut with vertical faces where soil and depth conditions allow. The width of a trench will be the minimum necessary to accomplish the

installation. Shoring will be used when necessary, in accordance with OSHA requirements.

- b. Bedding will be provided to a depth of 6 inches or half the nominal diameter of the pipe, duct, or duct bank, whichever is less. Approved bedding materials can be found within Section 904 of the INDOT *Standard Specifications*. Bedding will not be required for pipes, ducts or duct banks encased in concrete or flowable fill. The bottom of the trench will be prepared to provide the pipe, duct or duct bank with uniform bedding support throughout the length of the installation.
  - c. Backfill will be provided in accordance with the INDOT *Standard Specifications, Section 715.09: Backfilling*.
7. **UNDERGROUND PLANT PROTECTION:** Indiana 811 is the agency that coordinates the protection of underground utility facilities in accordance with IC 8-1-26. Contact will be made with Indiana 811 two days prior to any excavation or survey so that underground facilities may be located and marked. The location of each underground utility must be marked by the utility with paint, flags or other temporary surface markings color coded for each utility type.
8. **PAVEMENT CUTS.** Open cutting of pavement on interstate highways is not allowed. Open cutting of pavement on all other highways is highly discouraged because it adversely affects the integrity of the pavement and may disrupt the flow of traffic. The permit request will explain the reasons why the applicant desires to install their facilities by open cut. At the conclusion of the work, all cuts in the pavement will be repaired with like materials, to a similar or greater depth and to a condition equal to or better than the condition of the pavement prior to the work in accordance with INDOT *Standard Specifications*. INDOT will inspect all pavement cuts in the roadway to determine the extent of pavement repairs. The applicant must submit their pavement design for the repair of the pavement when the permit is requested. The design for pavement repairs will be approved prior to a permit being issued.
9. **ROAD CLOSURES:** An installation that requires a road closure to install, service or relocate must obtain a permit (i.e. type - miscellaneous/subtype - road closure) prior to starting their work. The applicant must coordinate with the District Permit Engineer to determine an acceptable plan to address impacts to school buses and emergency vehicles including but not limited to ambulances, fire and law enforcement. The applicant must provide notice of the location and schedule for the proposed road closure to all impacted state and local agencies including but not limited to schools, hospitals, fire departments and law enforcement offices at least three months prior to the date of the planned road closure.
10. **MAINTENANCE AND REPAIRS:** All facilities will be maintained in good repair both structurally and aesthetically. Maintenance of facilities crossing limited access highways shall be from city streets, county roads, service roads, and approved

openings provided in limited access right-of-way fences unless such alternatives are not practical. Maintenance and repair does not include the installation or relocation of facilities.

11. **RESTORATION:** The applicant must restore in a timely manner areas disturbed by their own forces or their contractor to a condition equal to or better than the condition prior to work. Restoration of disturbed areas shall be in accordance with the requirements of the work plan, INDOT *Standard Specifications* and all provisions of the permit including; General Provisions, Special Provisions and any Additional Special Provisions.
12. **CLEANUP:** Spraying, Cutting and Trimming of Trees, Shrubs and/or Vegetation. A permit is required for the trimming, cutting, spraying or removal of trees, shrubs or other vegetation located with the highway right-of-way. An applicant must not spray, cut or trim trees, shrubs and/or other vegetation without the specific written permission of INDOT. INDOT may permit light trimming of a tree or the removal of a tree when requested by the applicant. Tree removal includes removing the stump and backfilling the hole in accordance with INDOT specifications. All debris, refuse and waste will be removed from the right-of-way. Work will be in accordance with INDOT *Standard Specifications 200 Earthwork*.
13. **ENVIRONMENTAL PERMITS:** The applicant must obtain all required environmental permits to support the installation or relocation of their facilities. The applicant must implement erosion control, sediment control, and storm water management measures in accordance with 40 CFR Parts 9, 122, 123, & 124, 327 IAC 15-5 and the *Indiana Storm Water Manual*. The applicant must implement such measures to protect all areas disturbed by work performed by their own forces or work performed by their contractor. The applicant must implement such measures during work operations and after work operations until replacement vegetation is established or until the area is disturbed by another party.
14. **RECORDS:** The applicant must maintain accurate, complete and understandable records for all of their facilities on public right-of-way and shall record such records when applicable. These records will cover active facilities and inactive facilities. The records will include the facility type, function, size, configuration, material, location, elevation and any special features such as encasement, manholes and valves. These records will include all service lines which enter or cross the highway right-of-way. The applicant must provide copies of these records at no cost within 30 days of a request.
15. **EMERGENCY REPAIRS:** Emergency repairs may be performed within the right-of-way when physical conditions or time constraints prevent applying for and obtaining a permit. The applicant must notify the District Permit Manager or INDOT Traffic Management Center as soon as possible about its plan of action for the emergency repairs prior to beginning any work within the right-of-way. The applicant must make arrangements for the control and protection of traffic

pedestrians affected by the proposed operations. An application must be submitted within seven working days of the work to cover the emergency repairs.

16. **INSPECTIONS:** INDOT may inspect all Broadband installations within highway right-of-way. If any violations or deficiencies are observed, INDOT will provide notice of such violations or deficiencies. The applicant must establish with INDOT a reasonable timeframe for corrective action if such is necessary. The cost of subsequent inspections may be charged to the permit holder.
17. **ELECTRONIC PLAN REQUIREMENT:** *A pdf version denoting the limits of work at time of application.*

*NOTE: To better manage INDOT's right-of-way, a georeferenced (X, Y, and Z coordinates) digital file depicting the limits of work for each Broadband Permit submittal will be required for all Broadband Permits beginning **January 1, 2019.***

18. **CONSENT FORM:** Used when a design consultant submits a permit application over the Electronic Permit System for a property owner. This gives the consultant the right to act on behalf of the applicant.
19. **ADDITIONAL DISCLOSURE FORM:** (State Form 23237, R/3-00): When additional parties are involved with a permit project this form is used to acknowledge their involvement. *An alternative documentation option is available, in lieu of this form, which must be provided at time of application for new builds/installations proposing to attach equipment (i.e. fiber) to another companies pole lines or utilize their conduit. In these cases a signed copy of the 1410, a letter from the CEO or President of the Company, or a copy of the lease agreement will suffice as proof of consent. If the applicant chooses to utilize the Additional Disclosure Form this is not required at time of application for the permit to be approved, but it is required to be uploaded into the EPS at least 5 days prior to work being conducted. If work is found to be in progress or conducted without the submission of this form, work will automatically be halted, the permit revoked, and all future applications from the permittee will be flagged.*
20. **INACTIVE FACILITIES:**
  - a) Inactive facilities fall into two categories. Facilities that are no longer in use and will be restored to service are called out of service facilities. Facilities that are no longer in use and will not be restored to service are called retired in place facilities. Retired in place facilities remain the responsibility of the facility owner until such are removed from the State highway right-of-way. INDOT does not allow a permit holder to absolve themselves of accountability and responsibility for their facilities by abandoning those facilities on public property. The permit holder must maintain accurate, complete and understandable records of all inactive facilities.

- b) The fiber company will remove all above ground inactive facilities within sixty (60) calendar days of the facility becoming inactive.
  - c) INDOT requests that underground facilities that are out of service be removed from the right-of-way when reasonable. The permit holder will remove underground out of service facilities that may impair the safety or integrity of the highway or adversely impact the environment. The permit holder may remove underground out of service facilities provided that such removal does not impair the safety or integrity of the highway or adversely impact the environment.
21. **AS BUILT PLANS: Beginning January 1, 2019**, a Permittee must submit completed “as-built” plans to INDOT showing exact location and elevation (more commonly known as X, Y, and Z coordinates) on both plan and profile within ninety (90) days of completion of construction. This will be required to be submitted both in hard copy and electronically in a format compatible with INDOT GIS standards. *INDOT reserves the right to use the bond to have “as-built” drawings created.*

## **SURETY AMOUNTS**

### **FOR PERFORMANCE BONDS:**

#### Underground Lines

Minimum: \$10,000.00 for up to 5,000 feet or \$10,000 per mile (5,280 feet); or the total construction project costs within the INDOT right-of-way, whichever is greater.

#### Overhead Lines

Minimum: \$10,000.00 up to 4,000 feet; or the total construction project costs within the INDOT right-of-way, whichever is greater.

### **FOR BLANKET BONDS:**

The minimum surety amount for the blanket bond is \$500,000. Bond recipients are responsible for increasing the blanket bond value to cover the sum of the cost of their projects subject to an open permit.

## **STANDARD INDOT REQUIREMENTS**

All permit applicants must comply with all other applicable requirements including but not limited to those specified in the following documents:

1. INDOT Standard and Specifications.

2. INDOT Standard Drawings.
3. INDOT PERMIT GENERAL and Special Provisions.
4. INDOT *Manual on Uniform Traffic Control Devices*.
5. INDOT *Design Manual* including but not limited to, the following chapters.
  - a. Roadside Safety, Chapter 303.
  - b. Geometric Design of Existing Non-Freeways, Chapter 302.
  - c. Traffic Control Plans/Design, Chapter 503.
  - d. Temporary Erosion and Sediment Control, Chapter 205.
6. OSHA Standards.
7. All other relevant industry standards.
8. All other relevant laws and regulations.

#### **ATTACHMENTS REQUIRED TO BE INCLUDED BY INDOT PERMIT STAFF**

1. Statement confirming that a project forecast review was completed through the use of the INDOT Answers Dashboard, based on the site location in the proposed application, with a verification of the Designation Number and Letting Date.
  - ***Note: For Broadband Corridor applications a Site Viability form must be completed and approved by both the Technical Service Director and the District Deputy Commissioner prior to approving a permit application.***
2. General Provisions.
3. Special Provisions.
4. Right-of-Way Special Provisions.
5. Title VI Assurances.