

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**BROADBAND ACCESS PERMIT: A GUIDE TO COMPLETE AN APPLICATION**  
(Broadband Corridor/Non-Limited Access ROW)

A complete PERMIT APPLICATION utilizing the <a href="#">Electronic Permit System (EPS)</a> must be submitted. Incomplete/Inaccurate information submissions may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.	<b>Complete</b>
<b>Confirm type of permit (BROADBAND) &amp; Permit Sub Type checked is accurate</b>	<input type="checkbox"/>
<b>Confirm Project Location:</b>	
• Route number	<input type="checkbox"/>
• Street name	<input type="checkbox"/>
• Identification of all route numbers/street names & between routes in the area where work conducted	<input type="checkbox"/>
• Route Reference Point (RRP) number (start and end point)	<input type="checkbox"/>
<b>Confirm Specific Project Description:</b>	
• Longitudinal or transverse Installation	<input type="checkbox"/>
• Length (linear footage)	<input type="checkbox"/>
• Type of installation(s)	<input type="checkbox"/>
• Total amount of each item being installed	<input type="checkbox"/>
<b>Confirm project start date</b>	<input type="checkbox"/>
<b>Confirm project end date</b>	<input type="checkbox"/>
<b>Confirm project purpose:</b> What is being installed/repaired and the reason for installation	<input type="checkbox"/>
<b>Applicant information:</b>	
• Signature (electronic equivalent submitted via EPS)	<input type="checkbox"/>
• Printed name/title	<input type="checkbox"/>
• Name of fiber optic company	<input type="checkbox"/>
• Post office address, including ZIP code	<input type="checkbox"/>
• E-mail address	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>
• Subcontractor (if conducting the install) contact information	<input type="checkbox"/>
• Consent Form/INF Form (if a subcontractor will be providing project details)	<input type="checkbox"/>
• Subcontractor <a href="#">Additional Disclosure Form (State Form 23237, R/3-00)</a>	<input type="checkbox"/>
<b>PLAN SHEET/AS-BUILT REQUIREMENTS:</b> A PDF of the plan sheet(s) is required. See "Plans of Sufficient Detail" section on the next page.  <b>As-Built requirement, effective Sept. 2020:</b> An As-Built drawing is a revised drawing created and submitted by a contractor AFTER a construction project is completed. The As-Built(s) will contain any changes made from the initial drawings during the construction process and provide an exact rendering of the plan and changes upon completion. Each change in the original plan shall be RED lined to show changes and submitted as a PDF.	<input type="checkbox"/>

	Complete
<b>PERMIT BOND (State Form 41523R)</b>	
• NOTARIZED: <u>Both</u> principal and surety signatures	<input type="checkbox"/>
• Power of Attorney (attached)	<input type="checkbox"/>
• Bond number	<input type="checkbox"/>
• Surety amount (determined based on the amount of cable that is anticipated to be installed or the total project costs for installation in the INDOT right-of-way, whichever is greater)	<input type="checkbox"/>
• Waived Bonds (e.g., governmental agency applicants responsible to a Mayor/elected official) <ul style="list-style-type: none"> <li>○ Complete <a href="#">State Form 35483R (Bond and/or Permit Fee Waiver)</a></li> </ul>	<input type="checkbox"/>
<b>APPLICATION FEE</b> \$55.00 - Payable through EPS or by check to the Indiana Department of Transportation	<input type="checkbox"/>
<b><u>PLANS OF SUFFICIENT DETAIL</u></b>	
• Attached PLAN SHEETS	<input type="checkbox"/>
• <b>Maps:</b> Including vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work	<input type="checkbox"/>
• <b>Directional arrow:</b> North arrow must be shown on each page of the plan and on the vicinity map	<input type="checkbox"/>
• <b>Scale:</b> All plan sheets must be to a scale of 1 inch = 30 feet for urban and 1 inch = 100 feet for rural	<input type="checkbox"/>
• <b>Legend:</b> Showing the symbols used on the plans, and the color-coding used to mark the plan	<input type="checkbox"/>
• <b>Underground plant protection:</b> (Indiana 811 contacted to mark utilities; any other known private underground facilities located)	<input type="checkbox"/>
○ Include a sheet for typical construction notes together with local utility contact information.	<input type="checkbox"/>
• <b>Existing structures/information:</b> Individual section views must be submitted for any crossing, which might create a potential conflict.  For crossings at intersections that have a traffic signal, or may become signalized in the future, it is requested that installations are at a depth of 10 feet.	<input type="checkbox"/>
• <b>PLAN, SECTION, &amp; TYPICAL VIEWS:</b>	
○ <b>UNDERGROUND ROAD CROSSINGS (Transverse) plan view</b>	
• Bore details – Minimum depth 60 inches	<input type="checkbox"/>
• Bore pit location (station)	<input type="checkbox"/>
• Bore pit, pavement elevation (depth of cover)	<input type="checkbox"/>
• Type of fiber optic line proposed <i>Note: Dielectric lines not permitted on underground installations</i>	<input type="checkbox"/>
• Right-of-way lines identified	<input type="checkbox"/>
• Is crossing perpendicular to the roadway?	<input type="checkbox"/>

	Complete
<ul style="list-style-type: none"> <li>Section views identifying areas of conflict (i.e., storm pipes, culverts, sanitary sewer lines, water, etc.)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Manholes/handholes:</b> Type and location Located outside of sidewalks, trails, roadways, shoulders and have an 18-inch concrete ring placed around the manhole lid. A readily identifiable and suitable marker above any underground communication lines where it crosses the right-of-way line</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>OVERHEAD ROAD CROSSING (Transverse) plan view</b></li> </ul>	
<ul style="list-style-type: none"> <li>Minimum roadway clearance (18 feet)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Overhead crossing location (station)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Type of power pole/structure and location from right-of-way</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is proposed crossing perpendicular to the roadway?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Clear zone requirements met</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Right-of-way identified as far away as possible</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Pole locations not in center median</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Guy wire location(s)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Type of fiber optic line</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Single pole construction are longitudinal or transverse</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Aerial facilities - 200 linear feet away from a highway bridge and large structures</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>UNDERGROUND LONGITUDINAL ALONG ROADWAY plan view</b></li> </ul>	
<ul style="list-style-type: none"> <li>Beginning and ending of project (station) with match lines</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Right-of-way identified</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Location of proposed line from right-of-way identified</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Location of proposed line from edge of pavement identified</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Type of fiber optic and or conduit <i>Note: Dielectric lines not permitted on underground installations</i></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Location and label of broadband markers</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Location of ditches from proposed fiber optic line (no cable allowed with in ditch line)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If work in vicinity of a bridge or box culverts must show profile view and all features need to be shown on plan</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Conduit or cable duct populated with fiber optic cable</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Manholes/handholes:</b> Type and location Located outside of sidewalks, trails, roadways, shoulders and have an 18-inch concrete ring placed around the manhole lid. A readily identifiable and suitable marker above any underground communication lines where it crosses the right-of-way line</li> </ul>	<input type="checkbox"/>

	<b>Complete</b>
○ <b>AERIAL LONGITUDINAL ALONG ROADWAY Plan View</b>	
• 18-foot clearance	<input type="checkbox"/>
• Beginning and ending of project (station) with match lines	<input type="checkbox"/>
• Right-of-way identified	<input type="checkbox"/>
• Hand holes; type and location (station)	<input type="checkbox"/>
• Location of proposed line from right-of-way	<input type="checkbox"/>
<b>Permit checklist items</b>	
• Location of proposed line from edge of pavement	<input type="checkbox"/>
• Type of fiber optic and or conduit	<input type="checkbox"/>
• Type of Power pole/structure and location from right-of-way	<input type="checkbox"/>
• Is proposed crossing perpendicular to the roadway?	<input type="checkbox"/>
• Clear zone requirements met	<input type="checkbox"/>
• Type of fiber optic line identified	<input type="checkbox"/>
• Single pole construction?	<input type="checkbox"/>
• Aerial facilities - 200 linear feet horizontally away from a highway bridge and large structures	<input type="checkbox"/>
<b>Confirm STANDARD RIGHT-OF-WAY PERMIT REQUIREMENTS:</b>	
• Traffic Maintenance Plan	<input type="checkbox"/>
• Site Maintenance (e.g., does site require a utility maintenance pull-off, etc.)	<input type="checkbox"/>
• Restoration (Erosion Control Plan)	<input type="checkbox"/>
• Drainage (proposed work cannot impede natural drainage)	<input type="checkbox"/>
• Underground Plant Protection (Indiana 811 contacted to mark utilities)	<input type="checkbox"/>

NOTE: The development of the checklist above is to provide and applicant a condensed/simplified outline of the broadband permit requirements. This is an additional tool created to help summarize and walk an applicant through the basic information necessary to be included in a permit. Please refer to the Broadband Access Guidance Document for specific instructions defining the requirements in a Broadband Access Permit application.

*This is solely a guide and is not required as part of a Broadband Access Permit submittal.*