



INDIANA DEPARTMENT OF TRANSPORTATION

Public Permit Guide Version 1.0: August 18, 2025

A comprehensive guide to the INDOT Permits Division procedures and processes as they relate to members of the public, permittees, consultants, and applicants

Assembled by the Indiana Department of Transportation's Statewide Permits Division

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Preface

This guide is current as of the date of its publication, which is shown on the footer of each page and on the cover. The user should be aware that policies, regulations, standards, and forms may have been revised, added, or deleted since publication. The user should contact the Indiana Department of Transportation (INDOT) Statewide Permits Division with questions pertaining to pending or approved changes. This guide will be updated as needed, both with periodic minor revisions and entirely new editions. If in doubt, please contact the INDOT Statewide Permits Division to ensure that your edition of the guide is the most up to date.

This document serves as an open reference for anyone who wants to obtain guidance or information on INDOT's permit program. This document hopes to provide transparent and understandable information on how INDOT's permit program operates. The Public Permit Guide may not cover all circumstances in which a permit may be needed, nor unique conditions that would require an individually tailored process. If there are any questions about the processes described in the guide, or unique situations not mentioned, please call 855-INDOT4U (463-6848). If there are questions about terminology utilized in this guide, please consult [Appendix 2: Definitions and Acronyms](#) or contact the INDOT Statewide Permits Division.

This guide is for informational purposes only. The policies and procedures herein are not an adjudication or regulation. This guide describes the framework within which INDOT will administer the program. If circumstances warrant, INDOT reserves the right to deviate from this guide.

Special thanks for the creation and review of this guide go to the Central Office Permits Division team, the District Permit Managers and Special Projects Engineers, the Legal Division, and technical experts from across INDOT.



Chapter 1: General Permit Information

Section 1: Introduction

1.1.1: INDOT & Permits Overview

The Indiana Department of Transportation (INDOT) is the steward of the Indiana State Highway System. The safety of the traveling public, highway workers, and permittees is our primary concern. INDOT also cooperates with other public agencies, as well as private parties, to promote the safe use of Indiana's highways.

INDOT holds authority over Interstates, highways, U.S. routes, scenic byways, and state routes within Indiana's borders. Other roadways in Indiana are under the jurisdiction of local authorities. In addition, local authorities may have additional regulations not listed in this guide for INDOT managed roads in their jurisdictions. Before committing to any permitted work, please consult with local authorities to make sure that all regulations are followed.

INDOT issues permits to:

- Ensure the safety of the traveling public, highway workers, and permittees
- Establish basic standards and requirements for any work performed within the right-of-way
- Protect, maintain, and enhance the quality of the State Highway System during and after permitted work
- Ensure that the proposed work is compatible with the primary uses of the State Highway System
- Protect the past and future State and public investment in the State Highway System
- Ensure that temporary uses of State Highway right-of-way are conducted safely and with minimum inconvenience to the traveling public
- Control outdoor advertising in conformance with the Highway Beautification Act of 1965 and State law

INDOT permits are issued under the authority of law. INDOT draws upon the experience of its workforce in processing permit applications and in advising permittees to use safe procedures and equipment.

1.1.2: Permits Personnel

The INDOT Permits Division has consists of Central Office, located in Indianapolis, and six [District Offices](#), located across the state. Staff members relevant to the permit process include, but are not limited to:

- Permit Investigators: district-level personnel who travel State roadways inspecting permitted work, ensure compliance with permit conditions and

regulations, and provide analysis and recommendations on permit approval or denial

- Permit Managers: district-level personnel who manage the approval and denial of permit applications, advise Permit Investigators on the execution of their duties, and lead District Offices in matters concerning Permits
- Special Projects Engineers: district-level personnel who oversee the technical side of permits, including plan reviews and ensuring compliance with [INDOT Standard Specifications](#)
- Statewide Permit Executive Director: Central Office leader of all statewide permit efforts. Leads a team that sets Permit Division procedures for processing permit applications and acts as the Permits Division liaison to members of INDOT's Executive Staff

1.1.3: How to Use the Public Permit Guide

This guide has been developed to assist applicants in navigating the INDOT permit processes. This document provides a summary of the most critical aspects of applying for and receiving an INDOT permit. It includes a comprehensive set of definitions, references, and links to INDOT guides and forms. This guide is a living document, and it is the responsibility of the permit applicant to ensure that they utilize the most current version of the guides and forms as listed in this document.

The Public Permit Guide is designed to provide an understanding of INDOT permitting processes as well as knowledge of the requirements to obtain an INDOT permit. It should be considered a source secondary to the primary sources of law and should be used to provide technical assistance only. Where requirements are explained or detailed, the permit applicant is responsible for having sufficient knowledge of the law to make a decision related to obtaining a permit and making representations on a permit application. In no way should this guide be construed as offering legal advice. It should be used for educational and practical purposes only.

Section 2: Statutory Authority

Per IC 8-23-2-5.5, IC 8-23-6-6, IC 9-21-19-2, and 105 IAC Article 7 "Permits for Highways", INDOT is authorized to determine and establish requirements and restrictions for permits for all work performed in the public rights-of-way and utility easements in the State where the State maintains the roadways and easements.

Section 3: INDOT Permits

1.3.1: Overview

An INDOT Permit:

- Is a valid contract between INDOT and the permittee

- Authorizes only the permittee or the permittee's agent, such as a contractor, to perform approved work in the manner and timeframe proposed and authorized by the permit
- Is not a property right
- Is not transferable or assignable to another party

A permit issued by INDOT, or, in certain circumstances, issued by an authorized local agency, is permissive authority for the permittee to enter Indiana State Highway right-of-way to construct, alter, repair, or improve facilities or conduct specified activities. Acceptance of the permit is acknowledged when any of the specified acts or work is performed under the conditions of the INDOT permit.



1.3.2: Purpose

INDOT permits seek to minimize the impact of approved work on all modes of travel and protect the public and workers from hazardous conditions that may occur during construction activities. INDOT permits also ensure that existing infrastructure including, but not limited to, roadways, sidewalks, curbs, gutters, lighting, landscaping, utilities, etc. are protected. Furthermore, INDOT permits ensure that all work or activities performed within State right-of-way are done in a manner that is applicable to current code, standards, and construction methods. These standards and requirements are in place to ensure the permittee provides a safe and effective work area that warns, controls, and protects vehicle, bicycle, and pedestrian movements.

Section 4: Who Needs a Permit and When is a Permit Required?

1.4.1: When is an INDOT Permit Required?

Permitted activities range from single-family residential Driveway connections to multi-million-dollar construction projects. An INDOT permit must be obtained prior to:

- Performing work within State right-of-way
- Conducting any activity or placing any installations within, under, or over the State Highway right-of-way
- Permitting work within utility easements where INDOT has ownership or maintenance responsibilities
- Restricting/closing any mode of travel within State right-of-way
- Work near State Highway right-of-way that could affect existing highway assets or conditions, such as drainage

- Erecting certain outdoor advertising that is within 660 feet of a State Highway Control Route and visible from said roadway

It is the responsibility of the potential applicant to determine whether or not an INDOT permit is required for the work they intend to perform.

1.4.2: Who is Required to Obtain an INDOT Permit?

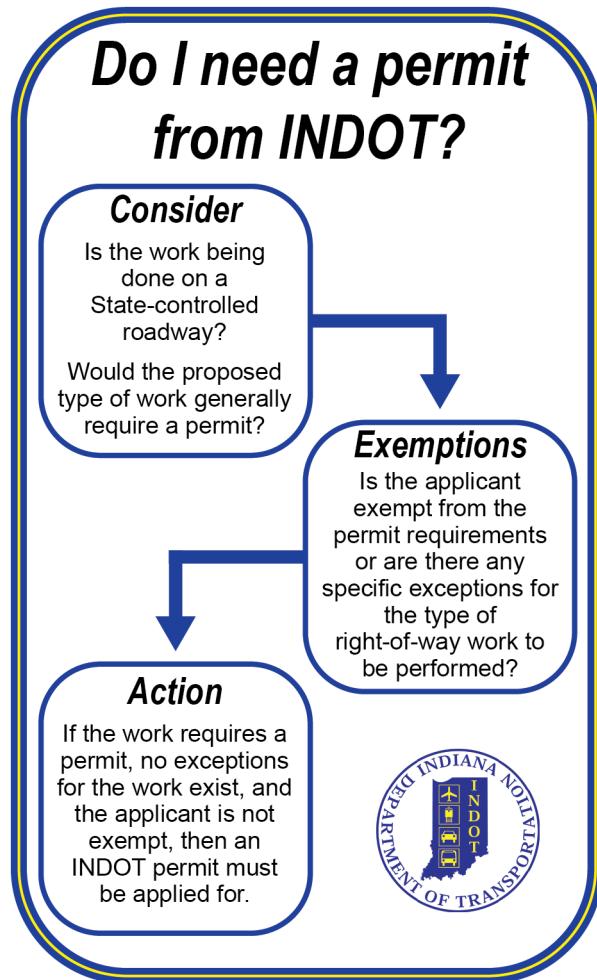
Unless exempt or performing work under a qualified exception to the permit requirements, anyone performing work listed in [Subsection 1.4.1](#) must first obtain an INDOT permit including, but not limited to:

- Individuals
- Contractors
- Corporations
- Utilities
- Cities
- Counties
- Government Agencies

1.4.3: Waivers and Work Exempt from INDOT Permits

Exemptions to INDOT permit requirements exist for:

- INDOT's own workforce completing work and operating within their contract limits
- Consultants under contract with INDOT, operating within the scope of their agreements and who have received a Notice to Proceed from INDOT
 - If a Notice to Proceed has not been issued, then a permit is required
 - Upon occasion, such as for geotechnical work, a permit is required regardless of having a Notice to Proceed
- Local public agency workforces with a delegation of a maintenance agreement operating within their jurisdictional boundaries and within the scope of their maintenance responsibilities



- Entities such as schools, churches, and local governments may be exempt from application fees or bond requirements with submission of the appropriate [waiver](#), though are still required to have a valid permit for work

1.4.4: Examples of Work Requiring an INDOT Permit

Work that might require an INDOT permit includes, but is not limited to:

- Utilities
- Excavation
- Surveys
- Driveway construction or alteration
- Modifications to, or installation of, pedestrian facilities
- Special events (including festivals, Sidewalk sales, and community sponsored or approved activities)
- Broadband installations
- Work on, or installation of, utilities above and below ground
- Sewer and drainage work
- Remediation of environmental spills
- Monitoring wells
- Tree trimming
- Public art and landscaping and mowing by local municipalities
- Installation of, maintenance to, or upgrades to facilities providing communications
- Temporary banners
- Road closures
- Outdoor advertising outside of State right-of-way but visible from a Control Route
- Advertisement (if not prohibited by statute)

Section 5: Who Issues INDOT Permits?

1.5.1: Overview

INDOT issues permits at the district level via the [Electronic Permit System \(EPS\)](#). Some permits will require additional review at the Central Office level before the permit is issued. INDOT divides the state into six (6) geographical districts. Applicants should direct inquiries concerning permit applications to the appropriate District Permits Office having authority over the proposed site/roadway.

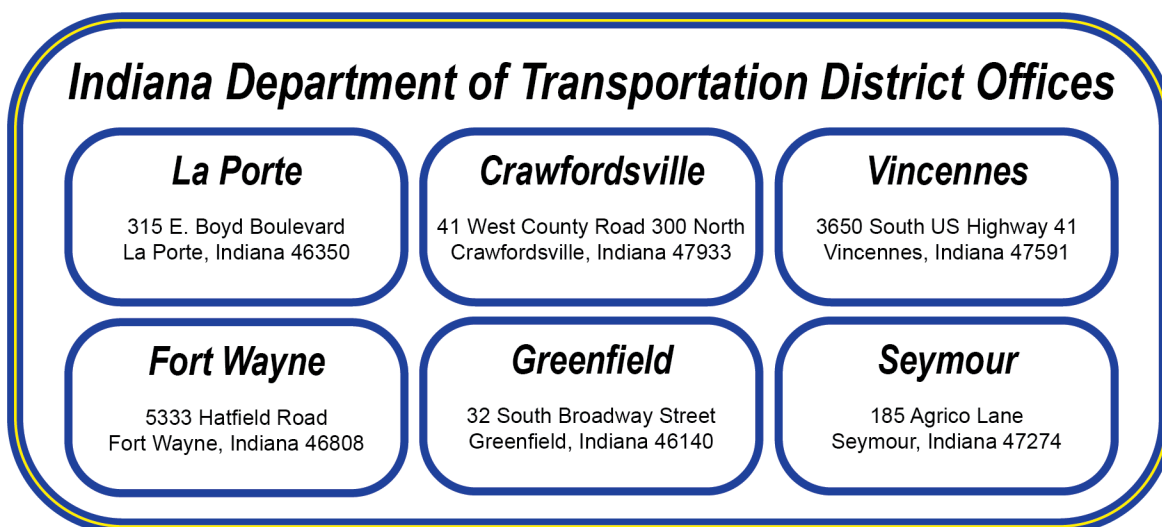
1.5.2: INDOT District Offices

INDOT district offices are generally open Monday through Friday, 8:00am to 4:00pm. Call 1-855-463-6848 to verify available hours at your local district office.

INDOT is divided into six districts for the purpose of organizing and managing highway construction, maintenance, traffic, development, and testing. These districts are further

divided into subdistricts and units. [Visit the INDOT website](#) for district contact information and a current map of the INDOT districts.

Contact information for INDOT District Permit Managers and Permit Investigators can be found on the [INDOT District Permits Staff Map](#). You may also contact the INDOT Customer Service Center at 1-855-463-6848 or this [website](#) for more information.



1.5.3: Can a City or County Issue My Permit?

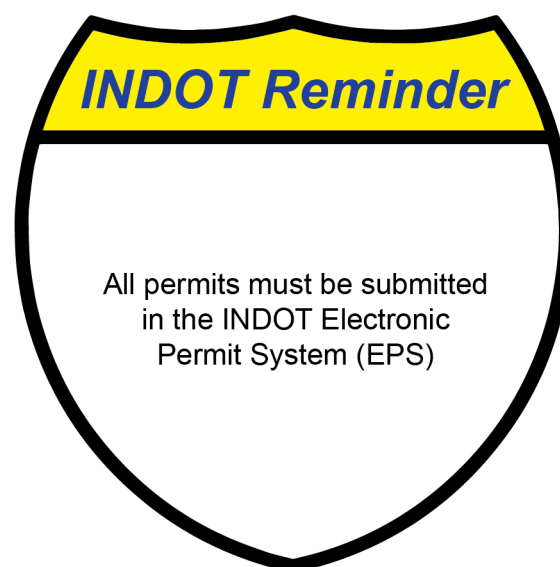
The respective INDOT district has authority to approve, and issue, permits for activities on Indiana State Highway right-of-way. INDOT can relinquish maintenance or other roadway responsibilities of the State Highway to local municipalities by agreement but may retain authority over the State Highway right-of-way even after relinquishment. A permit applicant should verify permitting authority with the respective INDOT District Office responsible for the State Highway on which the permitted work is proposed.

County and other local municipalities cannot issue INDOT permits but may require a permit in addition to an INDOT permit. It is the responsibility of the permit applicant to ensure that all necessary permits have been obtained prior to construction on or near State right-of-way.

Section 6: Basic Permit Requirements

The majority of INDOT permit applications should include the following:

- Submission of the appropriate permit application via the Electronic Permit System (EPS)



- Permit application fee paid by credit card or debit card
 - Exceptions to the standard requirements may apply to entities such as schools, churches, and local governments with submission of appropriate waiver(s)
 - permit application fees may also be paid via subscriber payments, detailed in [Section 4.1.2.11](#)
- Blanket bond or performance bond of sufficient amount to cover all active and open permits
 - Exceptions may apply to entities such as schools, churches, and local governments with submission of appropriate waiver(s)
- Plans of sufficient detail to make a determination of proposed work following INDOT standards, policy, and guidelines
- Maintenance of Traffic (MOT) – also known as Traffic Control or Work Zone Set Up
- Other forms as needed, such as additional disclosure, consultant consent form, maintenance agreement, warranty deed, 20-year title search for Driveway permits, etc.
- Timestamped and onsite photos of the proposed worksite, prior to permit approval and start of construction, may be required at INDOT’s discretion

Section 7: INDOT Manuals, Policies, and Guidelines

All INDOT standards and rules must be followed on all permits. These include the following manuals, policies, and guidelines:

- [Indiana Design Manual](#)
- [Active Design Memos](#)
- [Standard Specifications](#)
- [Standard Drawings](#)
- [Utility Accommodation Policy](#)
- [Broadband Permit Guidelines](#)
- [Driveway Permit Guide](#)
- [Guide to Outdoor Advertising](#)
- [Access Management Guide](#)
- [INDOT Hydraulics](#)
- [Indiana Manual on Uniform Traffic Control Devices](#) (IMUTCD)
- [Interstate Highways Congestion Policy](#)
- [Applicant’s Guide to Traffic Impact Studies](#)

Section 8: INDOT Permits Website

The [INDOT Permits website](#) provides general permit information and access to common resources. Some of the topics and information that can be found on the website include:

- Applying for a permit via EPS

- Permit types and definitions
- [INDOT permit forms](#)
- Permit fees
- Links to maps, handbooks, checklists, guides, and manuals

The INDOT permits website is a useful resource for quick reference, but, if unsure of accuracy or timeliness of information, always feel free to reach out to INDOT Permits Division staff for current operating procedures and processes.

Section 9: Permit Applications

Permit application review and approval may vary for different permit types and subtypes. In all cases, the district permit staff will follow appropriate policies and procedures. Permit applications may also be subject to technical review by other INDOT subject matter experts, including, but not limited to, Traffic, Real Estate, Design, Legal, Pavement, Hydraulics, and Utilities.

Regardless of permit type, an application for a permit:

- Must be submitted utilizing the Electronic Permit System (EPS)
- Must be electronically signed by the property owner or an authorized representative, if applicable

The EPS application and related documents for all permit types can be found on the [INDOT permits website](#).

Section 10: Permit Processing Time

The actual time needed to review and approve an application is dependent on:

- The completeness and correctness of the application
- The scope of work
- The complexity of the proposed work

Standard INDOT Permit Review Time Frames	
<i>Permit Type</i>	<i>Review Time</i>
<ul style="list-style-type: none"> • Short-Term Permits (Buried Utilities, Miscellaneous, Pole Lines, Broadband Access, Addendum) • Private Drive • Billboard • Railroad 	30 Business Days
<ul style="list-style-type: none"> • Long-Term Permits (Buried Utilities, Miscellaneous, Pole Lines, Broadband Access in Limited Access) • Sub-minor Commercial Driveway • Minor Public Road Approach • Major Public Road Approach • Commercial Drives (not in Limited Access Right-of-Way) 	90 Business Days
<ul style="list-style-type: none"> • Commercial Drives (in Limited Access Right-of-Way) 	280 Business Days
<small>Note: time frames presented are estimates, all times are subject to application volume and INDOT staffing</small>	

These time frames are provided for planning purposes only. The actual time it takes to process a permit application will depend largely upon the above factors as well as INDOT's available resources.

Section 11: Liability During Construction

The permittee assumes all liability resulting from the permit from the beginning of the permitted work until final approval of the completed work. The permittee is required to

hold the State harmless for any and all injury, loss, or damage occasioned to, or by, persons or property resulting directly or indirectly from such work (105 IAC 7-1-29).

Section 12: Prohibited Hours of Work

Most permitted work must be completed during daylight hours, as defined in the [Interstate Highways Congestion Policy](#). permitted work must not be performed on the Indiana State Highway right-of-way between sunset and sunrise, unless specifically allowed by special provision or unless the work is subject to a nighttime only (9:00 PM to 6:00 AM) requirement.

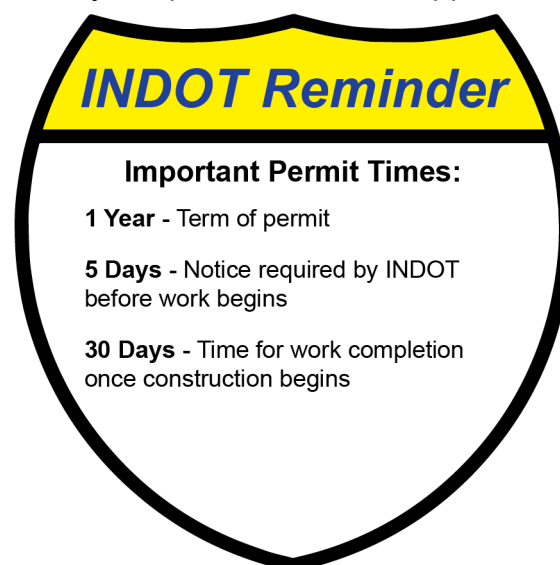
Without a written exception from INDOT, the permitted work will not be performed on the Indiana State highway right-of-way during the period beginning at 12:00 PM on the last Weekday preceding and continuing until sunrise on the next Weekday following New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas (105 IAC 7-1-26).

In addition, INDOT's [Interstate Highways Congestion Policy](#) outlines times of day that are required for certain types of work on the Interstate. Some of the work is limited exclusively to "nighttime only" work.

Section 13: Term of Permit

All work on the highway right-of-way authorized by an INDOT permit must be completed within one (1) year after the permit is issued; otherwise, the permit will be automatically revoked unless an extension is requested, via EPS, by the permittee, and is approved by the respective INDOT District permit Manager. Note: Billboard permits are ineligible for extensions.

The permittee must provide notice to INDOT via EPS or direct contact with the respective permit Investigator at five (5) days before permitted work begins. Once construction authorized by the permit is initiated, it must be completed within 30 days, unless otherwise expressly approved as a special condition (105 IAC 7-1-28).



Section 14: Display of Permit

The permittee must have the INDOT permit, complete with drawing(s) and special provisions, present on the job site at all times and be able to produce the INDOT permit, on demand, to any law enforcement officer or INDOT employee (105 IAC 7-1-27). The production of the permit should be via paper copy, though electronic means may be accepted at the discretion of the permit

Investigator. Inability to pull up or load the electronic copy of the permit will not be accepted as an excuse for being unable to show a permit Investigator or law enforcement officer the permit for work being conducted in the right-of-way. INDOT is not responsible for supplying the permittee with a paper copy of the permit. Failure to provide a copy of the permit can result in removal from the roadway.

Section 15: Revocation of a Permit and Permit Inspections

An Inspection **may** be conducted at any time by INDOT, and a final Inspection **must** be conducted by INDOT when the permitted construction is complete. For the work to be considered compliant, the permitted work must be found, by INDOT, to be in accordance with the plans and specifications filed in the INDOT approved application, together with any special conditions or provisions noted and previously approved by INDOT.

The INDOT permittee must adjust or stop operations upon direction of any law enforcement officer or authorized INDOT employee. The permit may be revoked at any time by INDOT for non-compliance with any or all provisions and conditions of the permit.

The permittee is required to pay INDOT for any Inspection costs, including labor, vehicular mileage, and equipment expenses, when it is necessary to assign an INDOT employee to inspect work. The permittee will be required to immediately reimburse INDOT upon receipt of an itemized statement (105 IAC 7-1-21). INDOT, at its discretion, may require the permittee to hire a [prequalified third-party inspector or project supervisor](#) to oversee the permitted work project or Inspection.

Section 16: Permit Exclusions

The following items are common permit and enforcement requests that are either not allowed at all or not handled by INDOT:

- Solicitating on highways for organizations ([IC 9-21-17-17](#))
- Gleaning artifacts, fossils, or rocks from State right-of-way
- Hunting, fishing, or trapping in State right-of-way
 - Note: requests for hunting, fishing, or trapping, possibly in State right-of-way, are handled by the [Indiana Department of Natural Resources](#) (DNR)
- On-premises signs advertising or drawing attention to business occurring on the property or signs concerning the real estate transaction of the property they are on
 - Note: while such signs are fully allowed on private property, there is no INDOT permit required for these types of signs
- Directional signs (blue, brown, and green signs along Control Routes)
 - Note: such signs are handled by the INDOT Traffic Division
- Highway logo directional signs for businesses
 - Note: the [INDOT website](#) has information on highway logo directional signs

- Advertising/signage other than those in the Indiana Manual On Uniform Traffic Control Devices
- Mailboxes
 - Note: while a permit is not required for installation of a mailbox, such installation should follow INDOT standards for type and location. Contact your local post office for more information about mailbox installation

Chapter 2: Permit Types, Subtypes, and Provisions

Section 1: Broadband Access

2.1.1: Overview

2.1.1.1: General

Broadband is a term commonly used to refer to high speed internet. Broadband permits are requested by applicants who want to place fiber optic lines along or in State right-of-way for transmitting data, video, and voice through internet connection. This guide only provides a brief overview of broadband permits. INDOT has created the [Broadband Permit Guidelines](#) and [Broadband Access Policy](#) to provide applicants with detailed information about rules, regulations, legislation, processes, and expectations for broadband permits.

A Broadband Access Permit is required when a project relates to the construction and/or placement of new vertical structure(s) for the purpose of wireless data transmission within State right-of-way, when the project involves the placement of wireless data transmission equipment on existing structures within State right-of-way, and/or when the project requires that fiber optic wire and cable duct be placed or buried within State right-of-way.



2.1.1.2: Types of Broadband Permits

Broadband Permit applications are divided into subtypes based on usage, installation method, and location. These subtypes are:

- New Vertical Structure: Used when applying to construct a vertical structure designed to support wireless data transmission improvements, and related services, in State right-of-way
- State-Owned Vertical Structure: Used when applying for the right to place data transmission equipment on existing State-owned structures
- State Facility: Used when applying for the right to place data transmission equipment on State owned buildings
- Longitudinal Fiber: Used when applying for the right to install fiber optic cable and conduit in State right-of-way when any part of the installation runs approximately parallel to the roadway

- Transverse Fiber: Used when seeking the right to install fiber optic cable and conduit in State right-of-way when any part of the installation is limited to approximately perpendicular passage over and under State right-of-way
- Other: For use when applying for a permit to access a site for the purpose of modification and maintenance of shared use improvements

Permit applicants are responsible for knowing which category their permit falls into. More information concerning the determination of permit type, and extended definitions thereof, can be found in the [Broadband Permit Guidelines](#).

2.1.2: Broadband Permit Provisions

2.1.2.1: General right-of-way Permit Provisions

The permittee shall follow all general right-of-way provisions, which are provided upon receipt of a permit application and are also laid out in [Chapter 6](#). The permittee must comply with federal, state, and local laws, rules, and regulations.

2.1.2.2: Broadband Permit Special Provisions

The permittee shall follow all guidelines, policies, and procedures in the [Broadband Permit Guidelines](#), including the special provisions laid out in that guide.

2.1.3: Boring Restrictions and Requirements

Boring under Interstate, federal highway, or State Highway pavements will be allowed when approved by INDOT. Conduit for bores will be specified on the plans. Boring methods and operations will be subject to the approval of the representative of INDOT assigned to inspect the work. Proper backfilling of bore pits must be completed to maintain right-of-way integrity and grade.

2.1.4: One-Year Completion for Broadband Permits

All work on highway right-of-way authorized by a permit must be completed within one (1) year after the permit is issued. Once construction authorized by the permit is initiated, it must be completed within 365 days, unless otherwise expressly approved as a special condition.

2.1.5: Revocation of a Broadband Permit

Failure to comply with the [Broadband Permit Guidelines](#) and the [General right-of-way Permit Provisions](#) will result in revocation of the permit.

Section 2: Driveway

2.2.1: Overview

2.2.1.1: General

Driveway permits issued by INDOT allow for the connection of private property to INDOT controlled roadways. Landowners adjacent to highways have certain rights of access. INDOT works to facilitate these rights while also ensuring efficient and safe operation of highways. This guide provides only a brief overview of driveway permits. INDOT has created the [Driveway Permit Guide](#) to provide applicants with detailed information about rules, regulations, legislation, processes, and expectations for driveway permits.

2.2.1.2: INDOT Jurisdiction

INDOT is authorized to determine and establish such requirements and restrictions for driveway approaches as may be necessary to provide for the drainage of the highway, preservation of the highway, and the safety and convenience of traffic on the highway.

State law requires the public to obtain permission from the governmental unit having jurisdiction over a street or highway to construct inside the right-of-way line, including for a driveway connection to private property. INDOT has jurisdiction over the Indiana State Highway System and has established a driveway permit process to be followed by all applicants.

The administrative requirements associated with the driveway access permit application process for all State Highways are governed by the promulgated rules of [Title 105, Article 7 of the Indiana Administrative Code: Permits for Highways](#).

2.2.1.3: Types of Driveway Permits

Driveway permits are divided into subtypes based on usage and traffic. These subtypes are:

- **Commercial Major:** An approach that connects the highway to private property used for commercial purposes or to public property which attracts enough traffic to require auxiliary lane(s), as determined by INDOT
- **Commercial Minor:** An approach that connects the highway to private property used for commercial purposes or to public property that attracts more than 25 vehicles per day, but not enough traffic to require auxiliary lane(s), as determined by INDOT
- **Commercial Sub-minor:** An approach that connects the highway to private property used for commercial purposes which does not attract more than 25 vehicles per day
- **Major Public Road Approach:** An approach that connects the highway to public right-of-way in the form of a city street or county approach and attracts enough traffic to require auxiliary lane(s), as determined by INDOT

- Minor Public Road Approach: An approach that connects the highway to public right-of-way in the form of a city street or county roadway and does not attract enough traffic to require auxiliary lane(s), as determined by INDOT
- Private: An approach that connects the highway to private property having a residence, barn, or private garage, in improved or unimproved condition, used by the owner or occupant of the premises, guests, and necessary service vehicles
- Private Field Access: An approach that connects the highway to unimproved private land for agricultural purposes such as the movement of farm equipment
- Temporary Driveway: An approach that connects private property to the highway on a temporary basis for a defined period of time and specific purpose
- Driveway Removal: This subtype is utilized when an approach is being disconnected from the highway and not being replaced with a new driveway

Permit applicants are responsible for knowing which category their permit falls into. More information concerning the determination of Driveway type, and extended definitions thereof, can be found in the [Driveway Permit Guide](#).

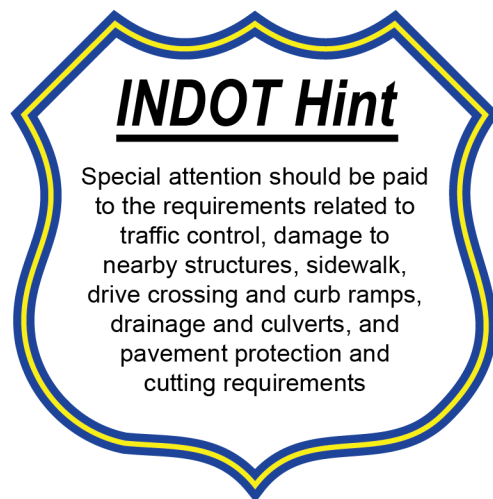
2.2.2: Driveway Permit Provisions

2.2.2.1: General right-of-way Permit Provisions

The permittee shall follow all General right-of-way Provisions, which are provided upon receipt of a permit application and are also laid out in [Chapter 6](#). The permittee must comply with federal, state, and local laws, rules, and regulations.

2.2.2.2: Driveway Permit Special Provisions

The permittee shall follow all guidelines, policies, and procedures in the [Driveway Permit Guide](#), including the Special Provisions for Driveway Permits.



2.2.3: Americans with Disabilities Act Considerations and Questions

If a Driveway Permit applicant has questions related to the design of an accessible Driveway, curb ramp, or Sidewalk crossings, the applicant may contact INDOT's Americans with Disabilities Act (ADA) Technical Advisory Committee at ADA@indot.in.gov. A pedestrian MOT may be required if closing an existing path of travel.

2.2.4: Revocation of a Driveway Permit

Failure to comply with the [Driveway Permit Guide](#) and the [General right-of-way Permit Provisions](#) will result in revocation of the permit.

Section 3: Outdoor Advertising

2.3.1: Overview

2.3.1.1: General

[The Highway Beautification Act of 1965 \(HBA-65\), Public Law 89-285](#), required all states to make provisions for effective control of outdoor advertising within 660 feet of the right-of-way or lose ten (10) percent of federal highway funding. As a result of HBA-65, Indiana entered into an agreement for the Control of Outdoor Advertising with the U.S. Department of Transportation, which was authorized by the Indiana General Assembly on August 4, 1971.

Within 660 feet of the right-of-way, HBA-65 regulates the erection and maintenance of outdoor advertising signs in the zoned and un-zoned commercial or industrial areas. It prohibits the erection of all outdoor advertising except official signs, public utility signs, service club and religious notices, public service warning signs, and directional signs. HBA-65 only applies to highways on Control Routes. HBA-65 excludes from control and regulation on-premises signs and outdoor advertising which advertise the sale or lease of property upon which it is located.

This guide provides only a brief overview of outdoor advertising permits. INDOT has created the [Guide to Outdoor Advertising](#) to provide applicants with detailed information about rules, regulations, legislation, processes, and expectations for outdoor advertising permits.

2.3.1.2: Types of Outdoor Advertising Permits

The Outdoor Sign Permit type is divided into subtypes based on the action being taken. These subtypes are:

- **Billboard:** Used for the construction of a new outdoor advertising structure along, or visible from, a State-controlled roadway
- **Relocation:** Used for the relocation of a previously permitted outdoor advertising structure within the same county limits in cases where the sign has been required to be removed from its original location due to the property being acquired by the State

2.3.2: Outdoor Advertising Permit Provisions

The [Guide to Outdoor Advertising](#) has been created to go over specific items concerning outdoor advertising, including provisions for the construction of outdoor advertising adjacent to the Interstate system, federal-aid primary highways, the National

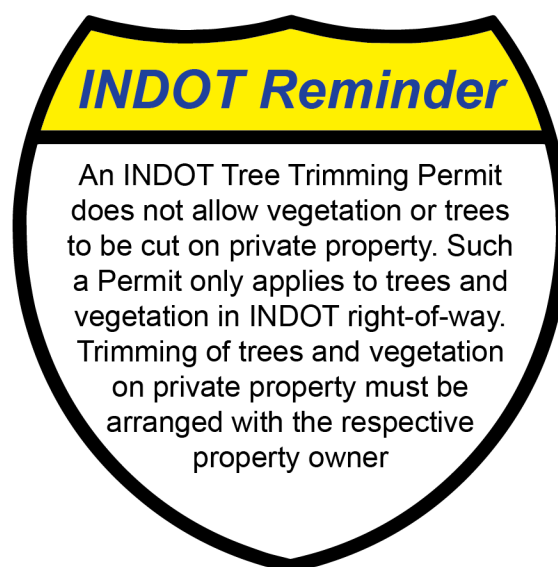
Highway System, and other Control Routes within the State of Indiana. A map of outdoor advertising Control Routes can be found [here](#).

2.3.3: Permit Plates

For each outdoor advertising permit issued, the permittee will receive a permit plate to be attached to the sign within thirty (30) days of issuance. Between the time of approval of the permit and the erection of the sign, the permittee should visibly mark the site as close to the right-of-way line as is practical to prevent others from applying for a site in the same area.

2.3.4: Vegetation Removal

A separate permit application is required if and when a permitted outdoor advertiser would like to trim or removal vegetation along INDOT controlled routes. Details on vegetation removal, called “Tree Trimming”, may be found in [Section 2.4.5](#) of this guide, which also includes vital information regarding special conditions for trimming trees during bat season. This permit is required for work done in or from INDOT controlled right-of-way. Sign owners that cut vegetation on State right-of-way without the applicable permit may be subject to the loss of the outdoor advertising permit for that location. It is also the responsibility of the sign owner to ensure that off-right-of-way vegetation is sufficiently controlled at the site to ensure that the permit plate is visible from the travelled way.



2.3.5: Revocation of an Outdoor Advertising Permit

Any valid permit issued for a lawful outdoor advertising structure will be revoked by INDOT on any of the following grounds:

- Misrepresentations of the material facts by the applicant for the outdoor advertising permit
- Failure to complete construction of the structure within 365 days from the date of issuance of the outdoor advertising permit
- Any alteration of an outdoor advertising structure for which a permit has previously been issued which should cause that outdoor advertising structure to fail to comply with the provisions of the Outdoor Advertising Control Act (IC 8-23-20) and the rules and regulations promulgated by INDOT

- Making alterations to a nonconforming sign which would cause it to be substantially different than it was on the date the sign became nonconforming
- Failure to affix the permanent permit plate within thirty (30) days after the erection of the outdoor advertising structure and receipt of the aforementioned plate
- Unlawful destruction of trees or shrubs or other growth located on the right-of-way in order to increase or enhance the visibility of an outdoor advertising structure
- Unlawful violation of the control or access on Interstate, freeway, or other Controlled Access facilities. Direct access to a billboard from an Interstate or Limited Access Control Route is strictly prohibited
- Failure to maintain a nonconforming sign such that it remains blank for a period of twelve (12) consecutive months
- Failure to maintain a nonconforming sign such that it becomes obsolete
- Failure to obtain or maintain all required permits from a federal, state, or local agency to perform work and/or allow a billboard under this permit
- Failure to comply with all requirements and regulations of the [Guide to Outdoor Advertising](#)
- Mistakes in any of the material facts by the issuing authority for which, had the correct facts been made known, the outdoor advertising permit in question would not have been issued

2.3.6: Billboard Appeals

Hearings for billboard appeals are conducted under the [Administrative Orders and Procedure Act](#) (AOPA) and in accordance with 105 IAC 7-4-3.

Section 4: Above Ground Occupancy

2.4.1: General

An above ground occupancy permit is required for installation of poles and/or aerial lines on State right-of-way. This includes the placement of poles or lines in the rebuilding of an existing pole line and lines that run longitudinally or cross over State right-of-way.

In addition to the general requirements in [Chapter 6](#) of this guide, all above ground installations should follow the requirements outlined in the [INDOT Utility Accommodation Policy](#) and any applicable above ground occupancy provisions, covered in [Section 2.4.2](#).

2.4.2: Above Ground Occupancy Provisions

All traffic control will follow the [Indiana Manual on Uniform Traffic Control Devices](#) policies. The list below is additional special provisions for highways and interstates that may be required:

- At least two (2) weeks prior to commencing work which necessitates a rolling slowdown on an Interstate, the permittee will have a pre-construction meeting. The pre-construction meeting should include, but is not limited to, the following people:
 - INDOT Traffic Engineer
 - INDOT Permit Manager
 - Applicable law enforcement agency
 - Traffic control contractor
 - Contractor
 - Permittee
- All utility poles will be set within eighteen (18) inches of the right-of-way unless otherwise allowed by INDOT. Utility poles are not allowed within INDOT Limited Access right-of-way
- Aerial cable crossings will be placed a minimum of eighteen (18) feet above highway pavements and must not obstruct the travelling public's view of any signal lights
- No anchors or guy wires are allowed within thirty (30) feet of the edge of pavement and are not allowed within INDOT Limited Access right-of-way
- All INDOT equipment in State right-of-way, such as underground conduits and signal control devices, must be located by the permittee prior to the start of work. Contact the INDOT District Signal Supervisor at least five (5) Workdays in advance. If highway signal equipment is damaged or removed in any manner, it must be repaired or replaced by a pre-qualified signal contractor
- The permittee will set and maintain all required warning signs during the installation of the aerial cable
- Traffic will not be permitted to pass directly beneath personnel or equipment working on overhead lines. Traffic stoppage during an overhead operation will not exceed twenty (20) minutes at one time. There will be enough time between consecutive stoppages to permit traffic to return to normal flow
- At least five (5) working days prior to commencing work which necessitates a rolling slowdown on an Interstate or the temporary stoppage of traffic on a non-Interstate route, notice will be given to INDOT and the Indiana State Police that Highway Traffic will be slowed down or stopped temporarily at a specific location, time, and date to accomplish specified work. Traffic will be safely controlled during the rolling slowdown or stoppage as per the attached Traffic Control Plan. Work is permitted only during daylight hours, Monday through Friday, and as specified in the permit, unless noted otherwise. Work on holidays is not permitted

- As verified, the Indiana State Police will intercept both directions of traffic at a location well in advance of the worksite. The police cars will slowly lead the traffic from the interception location to the worksite. The police and the contractor will be in contact to allow the work to start as soon as the traffic is intercepted and is being led to the worksite. The traffic will be stopped if the work is not complete when the intercepted traffic line arrives at the worksite on non-Interstate highways only
- The permittee will provide INDOT at least two (2) weeks notice prior to any lane restrictions for the permitted work. Contact the respective INDOT District Permit Manager or Permit Investigator to provide the aforementioned notice
- The permittee will notify the respective District Permit Manager by phone and via EPS if the work schedule changes
- INDOT is not responsible for determining whether or not the proposed work will require permits from another regulatory agency. These agencies include, but are not limited to, the Indiana Department of Environmental Management, the Indiana Department of Natural Resources, and the United States Army Corps of Engineers. Any work in Waters of the United States, in wetlands, or land-disturbing activities greater than one (1) acre are all examples of work that will require consultation with these agencies. If there are questions about whether or not the project will need additional permits, contact the respective agencies directly

2.4.3: Law Enforcement Equipment

A law enforcement equipment permit can be applied for under the “Occupancy (Above Ground)” permit type and “Law Enforcement Equipment” subtype. Law enforcement equipment refers to license plate reader cameras and other devices utilized to ensure the safety of the public and assist in police investigations. Law enforcement equipment permits must include detailed site plans for equipment in the right-of-way, including exact location coordinates. Multiple pieces of law enforcement equipment of the same type may be placed in the right-of-way under a single permit, provided they are all placed along the same roadway, but said permit must include location details for each individual piece of equipment.

Applicants for law enforcement equipment permits must meet all conditions laid out in [Chapter 6](#) of this guide. Law enforcement equipment permits require a fully executed agreement between INDOT and the permittee, which in itself can take up to thirty (30) days to process, in addition to any permit review time(s). Also, while most law enforcement equipment is of a photographic nature and therefore needs favorable placement for maximum effectiveness, applicants must obey all conditions, requirements, and provisions detailing legal spacing of such equipment from the roadway. Proper spacing off of the roadway and adherence to clear zone requirements reinforces the top priority of both law enforcement and INDOT - the safety of the traveling public.

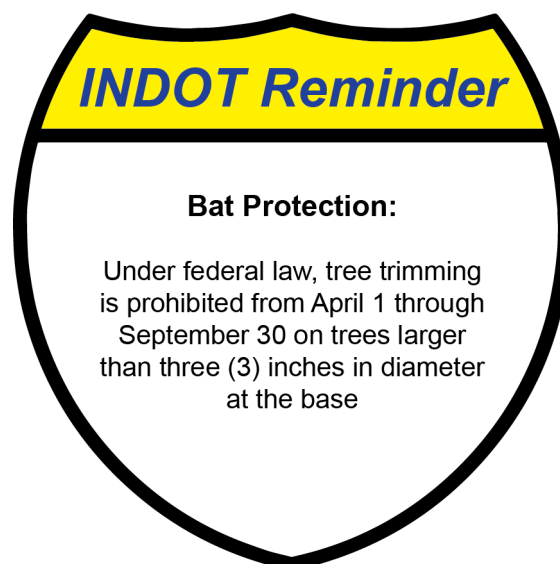
2.4.4: Pole Line

Pole line permits are split into three subtypes under the “Occupancy (Above Ground)” permit type. These subtypes are “Pole Line – Communication”, “Pole Line – Electric”, and “Pole Line – Miscellaneous”. Applicants for pole line permits must meet all conditions laid out in [Chapter 6](#) of this guide as well as all the conditions, requirements, and provisions of the [INDOT Utility Accommodation Policy](#). If applying for a fiber optic communication line, the permit will need to be applied for as a broadband permit covered in [Section 2.1](#) of this guide. Underground communication lines must be applied for in accordance with [Section 2.5.3](#) of this guide. Underground electric lines must be applied for in accordance with [Section 2.5.4](#) of this guide.

2.4.5: Tree Trimming

A tree trimming permit can be applied for under the “Occupancy (Above Ground)” permit type and “Tree Trimming” subtype. A tree trimming permit allows trees, shrubs, plants, and vines to be trimmed by a responsible company or individual for the purpose of preventing contact with utility mains, lines, and wires or to ensure visibility of outdoor advertising signs and permit plates. Applications will be on a case-by-case basis. While a one-time, blanket permit issued per road per county is possible, it should only be utilized when a significant amount of tree work is necessary for an extended amount of the year. Tree trimming for outdoor signs is granted per sign and will be contingent upon the sign permit being up-to-date and in good standing. Applicants for tree trimming permits must meet all conditions laid out in [Chapter 6](#) of this guide.

Any activity to trim, prune, and/or remove vegetation, brush, and/or trees in the right-of-way will be by permit only. Furthermore, in accordance with the [U.S. Fish and Wildlife Service Forest Management Guidelines for Avoiding Incidental Take of Indiana Bats and Northern Long-eared Bats within the State of Indiana](#), there will be no felling or trimming of trees greater than three inches in diameter at base height while Indiana bats may be present from April 1 through September 30. All woody vegetation with a stem diameter of one (1) to three (3) inches should be cut flush with the ground. It should be noted that the term “tree removal,” as defined by the federal government, also includes the removal of limbs and branches. Illegal cutting during bat season will be reported to the appropriate environmental authorities and can incur a hefty fine or other punitive measures.



When a lane closure on a State highway is necessary, INDOT will ensure, whenever feasible, that such landscaping or maintenance work is not performed between the hours of 7:00 a.m. and 9:00 a.m. or between the hours of 3:00 p.m. and 6:00 p.m.

2.4.5.1: Tree Trimming Application Materials

The following materials and information are necessary to apply for a tree trimming application. This list does not include all items needed for a permit application:

- Map of roadway area where tree trimming is to take place
- Nature of work to be done
- Pictures of trees that are to be removed – digital photographs and a diagram/plan of affected area
- Types of trees/plant/brush to be trimmed
- Traffic Control standards
- On-site contact person(s) responsible for daily work
- Additional Disclosure page if utility company is subcontracting tree trimming work
- Bond (minimum \$10,000.00, eligible to be waived for governments, schools, religious institutions, and railroads)

2.4.5.2: Requirements, Limitations, and Disallowed Activities

- Trimming and removal of trees six (6) inches or greater on Interstate right-of-way will be performed by a certified arborist and a licensed, bonded, and insured tree service at no cost to INDOT. Certification information must be submitted to INDOT
- Tree trimming on private property is not allowable under an INDOT permit. An INDOT permit only applies to trees and foliage within INDOT right-of-way. Permission to trim trees on private property must be obtained from the respective property owner
- No topping of trees will be allowed
- Trimming of trees for the movement of houses or other large moveable goods will be reviewed on a case-by-case basis
- Vegetation which has been cut will not be left overnight within thirty (30) feet of the travel lane or within highway right-of-way. No debris may be left over a weekend or holiday
- No burning will be permitted on State highway right-of-way
- Stumps must be cut and ground flush with the ground and treated with an approved herbicide immediately

2.4.5.3: Non-issuance of Permits

Tree trimming permits will not be issued in any of the following circumstances:

- Removal of trees or other vegetation to provide visibility for outdoor advertising sign/structure at a distance greater than five hundred (500) feet from any outdoor advertising sign/structure

- Clearing to provide visual access to a site before the proposed development's building's exterior shell has been completed
- Clearing of significant trees is prohibited

2.4.6: Mowing by Local Government

A mowing permit can be applied for under the "Occupancy (Above Ground)" permit type and "Mowing by Local Government" subtype. This permit type is only available for application by municipalities or towns for the purpose of mowing State-controlled right-of-way. This permit subtype is intended to be used when a local municipality wishes to mow land typically maintained by INDOT with a greater frequency than the agency does. Mowing by local government permits are issued seasonally. Mowing by local government permits may cover a large area, but an individual permit must be issued per road, per county, per district. Mowing by local government permits often require an agreement with the local municipality indicating the work that can be done and when such work may be performed. Routine maintenance of sidewalks, grass plats, and drainage structures by a local government does not require an agreement, unless roadway traffic is impacted.



Mowing by local government permits are only utilized for mowing of right-of-way by a municipality or town. For permits concerning the upgrade/enhancement and future maintenance of a section of right-of-way, refer to [Section 2.6.4 Public Art and Landscaping](#).

2.4.7: Sidewalk and Multi Use Trails

The sidewalk and multi use trail permit subtypes are used for the construction of pedestrian-focused infrastructure in State right-of-way. These subtypes should be utilized only for standalone pedestrian projects or at the discretion of the respective District Office, as pedestrian-focused infrastructure may be included in different permit subtypes as a feature of a larger project. Applicants for sidewalk or multi use trail permits must meet all conditions laid out in [Chapter 6](#) of this guide.

2.4.7.1: Distinguishing Sidewalks and Trails

The sidewalk permit subtype should be utilized when constructing infrastructure primarily intended for transportation of pedestrians from one location to another. The multi use trail permit subtype should be utilized when constructing infrastructure

primarily intended for recreational purposes. Questions concerning the application for a sidewalk versus multi use trail permit should be directed to the respective [District Permit Investigator](#).

2.4.7.2: Design Requirements

Applicants that wish to apply for a sidewalk or multi use trail permit should refer to [Section 5.15: Americans with Disabilities Act Requirements](#), which details the resources available for meeting the strongest requirements of the Americans with Disability Act (ADA) and other accessibility requirements related to the construction, installation, and maintenance of pedestrian facilities. In addition, permittees must meet the following conditions:

- Any sidewalks, curbs, and pavement will be constructed and finished in accordance with [INDOT Standards and Specifications](#) or as shown on the submitted and approved plans and drawings
 - All trenches, excavation, and other installation activities must be closed or properly barricaded when work is not in progress
- Submitted drawings and plans must conform to all requirements and must meet the [Americans with Disabilities Act Accessibility Guidelines](#). Construction must comply with [Public right-of-way Accessibility Guidelines](#), including that:
 - Lighting will be completed in accordance with specification submitted to INDOT and will not be placed in a manner that would obstruct the pedestrian access route
 - The installation of specialized items/construction that will be allowed within this type of permit will be installed and described in the permit along with all places and specifications that were provided by the permittee
 - If issuing a permit granting a private individual or entity the ability to install a specialized item or items in State right-of-way, INDOT reserves the right to require the permittee or future owners of said property to be responsible for any repairs, maintenance, or replacement of said specialized item or items
- Possible completion of a Joint Use and Maintenance agreement (JUMA) with INDOT, as detailed in [Section 5.11: Joint Use and Maintenance Agreements](#)

Section 5: Below Ground Occupancy

2.5.1: General

An “Occupancy (Below Ground)” permit type is required for any activity performed on State right-of-way including some form of excavation or grading. Work requiring a below ground occupancy permit includes, but is not limited to:

- Installation or repair of different types of underground pipelines or cables
- Grading the right-of-way for drainage or aesthetic purposes

- Replacing curbs at a driveway if there is no modification to the driveway geometrics
- Utility work, except broadband, that requires significant excavation or boring

2.5.2: Below Ground Occupancy Provisions

In addition to the general requirements laid out in [Chapter 6](#) of this guide, all surface and underground installations and excavations should follow the requirements outlined in the [INDOT Utility Accommodation Policy](#) and any applicable below ground occupancy excavation provisions and special provisions.

2.5.2.1: Special Provisions

Special provisions include, but are not limited to:

- At least five (5) working days prior to commencing work which necessitates a rolling slowdown on an Interstate, or as directed by INDOT, the permittee will have a [pre-construction conference](#). The pre-construction conference should include, but is not limited to, an INDOT Traffic Engineer, INDOT Permit Manager, the relevant law enforcement agency, the Traffic Control contractor, the construction contractor, and the permittee
- INDOT is not responsible for determining whether or not the proposed work will require permits from another regulatory agency. These agencies include, but are not limited to, the Indiana Department of Environmental Management, Indiana Department of Natural Resources, and the United States Army Corps of Engineers. Any work in Waters of the United States, in wetlands, and land disturbing activities greater than one (1) acre are all examples of work that will require consultation with these agencies. If you have questions about whether your project will need additional permits, contact these agencies directly
- All INDOT equipment in the State right-of-way, such as underground conduits and signal control devices, must be located prior to the start of work. Contact the INDOT District Signal Supervisor at least five (5) Workdays in advance. If highway signal equipment is damaged or removed in any manner, it must be repaired or replaced by a pre-qualified signal contractor
- All disturbed areas will be fine graded and mulch seeded to the appropriate [INDOT standards](#). All excavated top soils will be replaced to their original finish grade profiles. Existing drainage patterns must be perpetuated, and the State right-of-way must be restored to its original or better condition on or before the Expiration Date of the permit
 - All disturbed areas will be mulch seeded to the appropriate INDOT standards. Side ditch grades 1% to 3% should be sodded in accordance with the [INDOT Standard Specifications Section 621.09](#)
 - Required uniform rip-rap will be placed on side ditch grades 3% or greater in accordance with the [INDOT Standard Specifications Sections 616.06 and 616.11](#)

- Any excavated trenches will be backfilled and finished in accordance with [INDOT Standard Specifications](#). Any pavement cuts will be patched in accordance with the applicable attached asphalt and/or concrete T-section. For one year after completion, INDOT will monitor the concrete and/or asphalt patch areas for any settlement
- All permitted longitudinal underground installations will be located on uniform alignment within five (5) feet of the right-of-way Line, unless noted otherwise. The permittee will place a readily identifiable and flexible marker immediately above any underground power or communication line where it enters and/or exits the right-of-way
- Installation pits (bore/push/jack/receive) are to be a minimum of twenty (20) feet from the edge of pavement and within five (5) feet of right-of-way. All trenches and excavation must be closed or properly barricaded when work is not in progress. No installation pits, manholes, hand holes, or any other installation points are allowed within the LARW unless noted otherwise
- Any and all trenchless pipe/conduit, required casing, and materials installed within State right-of-way will be installed by approved boring and jacking methods in accordance with [Section 716 of the INDOT Standard Specifications](#)
- Any damage to existing asphalt or concrete pavements, shoulders, or right-of-way facilities created by any excavation work and/or boring operation will be repaired at the permittee's expense to INDOT minimum standards. Any directional bore and/or jacking/pushing will be stopped immediately if any surface deformation is detected in the public right-of-way. If deformation is detected, the District Permit Manager must be contacted immediately for instructions
- Five (5) working days prior to commencing work which necessitates a rolling slowdown on an Interstate or the temporary stoppage of traffic on a non-Interstate route, written notice will be given to INDOT and the Indiana State Police that highway traffic will be slowed down or stopped temporarily at a specific location, time, and date to accomplish the specified work. Traffic will be safely controlled during the rolling slowdown or stoppage as per the permit's Traffic Control Plan. Work is only allowed during daylight hours, Monday through Friday, and as specified in the permit, unless noted otherwise. Work on holidays is not permitted
- As verified, the State Police will intercept both directions of traffic at a location well in advance of the worksite. The police cars will slowly lead the traffic from the interception location to the worksite. The police and the permittee will be in contact to allow the work to start as soon as the traffic is intercepted and lead to the work site. The traffic will be stopped if the work is not complete when the intercepted traffic line arrives at the worksite, on non-Interstate highways only
- Traffic stoppage during an overhead operation will not exceed five (5) minutes at any one time. There will be enough time between consecutive stoppages to permit traffic to return to normal flow

- The permittee will provide INDOT with notice two (2) weeks prior to any lane restrictions for the permitted work. Contact the respective INDOT District Permit Manager to provide such notice
- The permittee will notify the District Permit Manager by phone and EPS if the work schedule changes
- Driving lanes and/or shoulders must not be closed when work is not in progress or during inclement weather. Traffic must be maintained at all times as set out in the [Indiana Manual on Uniform Traffic Control Devices](#) is required for all work within the Clear Zone
- All failed materials will be removed and replaced to INDOT standards

2.5.2.2: Paving Requirements for Boring and Trenching

The permittee will place the required asphalt pavements in accordance with [Section 400 and/or Section 715 of the Indiana Standard Specifications](#). The following requirements are also necessary:

- A certified volumetric hot mix producer will be used for paving operations
- Hot mix asphalt weather limitations must be strictly followed
- No differences in pavement elevations between the mainline pavement and new pavement sections can be left in place over the winter
 - If conditions do not allow the placement of the surface course or any other courses, the permittee must contact INDOT for approval and direction
 - If intermediate or base courses are used in place of any surface courses for the winter period, they will need to be milled and an acceptable surface course be placed in the spring, weather permitting
- If requested, all mix designs will be submitted for approval by the respective District Materials and Testing Engineer two (2) weeks prior to producing the mix, if requested and required

2.5.2.3: Soil, Boring, Drilling, Seismic Surveying Provisions

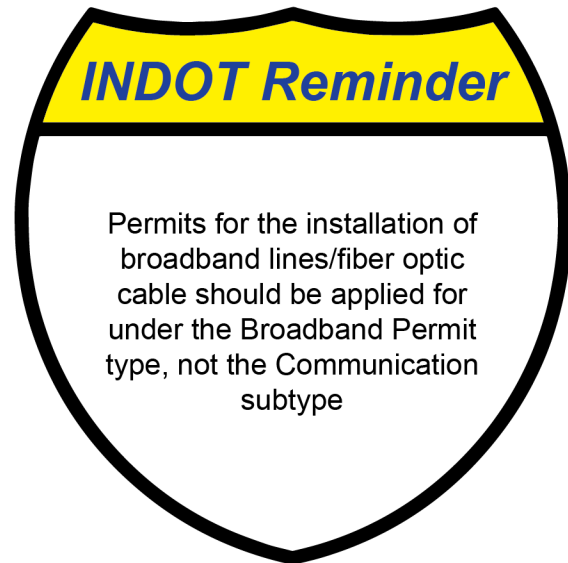
The following provisions are required for any actions dealing with soil, boring, drilling, and/or seismic surveying:

- Any and all seismic surveying activities, trenches, excavation, and/or drilling work must be closed or properly barricaded when work is not in progress
- All sample bore holes in concrete and asphalt locations must be properly backfilled and capped to INDOT minimum standards at the permittee's expense. In non-pavement locations all excavation areas, sample bore holes, and any similar disturbed areas will be properly backfilled, capped, and covered with a minimum of twelve (12) inches of topsoil at the permittee's expense to INDOT minimum standards
- All bore holes will be properly repaired and all debris removed from the right-of-way each day
- All boring under INDOT highway(s) will have a [boring detail sheet](#)

2.5.3: Communication

Communication, referring in this instance to telephone lines and cable television, permits are applied for under the “Occupancy (Below Ground)” type and the “Communication” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees will meet all the conditions, requirements, and provisions of the [INDOT Utility Accommodation Policy](#).

If the item to be permitted is fiber optic cable, then the permit will need to be applied for as a broadband permit as laid out in [Section 2.1](#).



2.5.4: Electric

Electric permits are applied for under the “Occupancy (Below Ground)” type and the “Electric” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees will meet all the conditions, requirements, and provisions of the [INDOT Utility Accommodation Policy](#).

2.5.5: Drainage

2.5.5.1: Overview

Drainage permits are applied for under the “Occupancy (Below Ground)” type and the “Drainage” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet the following conditions:

- Irrigation and drainage pipes installed across any highway right-of-way must be designed, constructed, and maintained in accordance with [INDOT standards for culverts and bridges](#)
- Where there is a slope, inlets should be placed on the upstream side of a driveway or intersection
- Where practical, manholes should be placed outside of pavement limits
 - If not possible, inlets and manholes should be placed to avoid wheel path
 - In accordance with ADA accessibility requirements, manholes and handholds should not be placed within curb ramps or detectable warning surfaces unless a technical inquiry has been granted by INDOT’s ADA Technical Advisory Committee (TAC) at ada@indot.in.gov. Drainage inlets should not be placed at the base of curb ramps unless the inlet grate is compliant with all accessibility requirements

2.5.5.2: Required Training

For any permits submitted to hydraulics for review on or after August 1, 2018, the responsible party at the consulting firm submitting hydraulics for review needs to have taken the online training course on how to design hydraulics for driveway, or other permits that impact drainage, before a permit will be reviewed. The training certificate can be uploaded by the applicant to EPS as proof of training. To take the course, send your first and last name as well as an email address to Hydraulics@indot.in.gov to register. Once the registration is processed, the course takes about an hour to complete. There is no fee for the course.

2.5.5.3: Prequalification Required

Consultants submitting hydraulics for driveway permits, and other permits that impact drainage, must be prequalified at INDOT. The list of prequalified consultants can be found on the [INDOT Consultants Prequalification website](#). Companies requiring prequalification can find information in the [INDOT Consultant Prequalification Manual](#).

2.5.6: Environmental Spill

2.5.6.1: Overview

An INDOT permit is required to conduct environmental cleanup along State controlled roadways. Environmental spills may be considered an emergency, and therefore could, though are not required to, begin under the procedures laid out in [Chapter 3: Emergency Permits](#). Environmental cleanup permits are applied for under the “Occupancy (Below Ground)” type and “Environmental Spill” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet all the requirements laid out in this section.

2.5.6.2: Terminology

The Indiana Department of Environmental Management (IDEM) defines a spill as any unexpected, unintended, abnormal, or unapproved dumping, leakage, drainage, seepage, discharge, or other loss of petroleum, hazardous substance(s), extremely hazardous substance(s), or objectionable substance(s). The term does not include releases to impermeable surfaces when the substance(s) does not migrate off the surface or penetrate the surface and enter the soil.

2.5.6.3: Office of Land Quality Response Program

The Office of Land Quality (OLQ) Emergency Response program responds to incidents involving spills to soil or waters of the State. Responders in IDEM’s four regional offices work closely with local, federal, and other state responders to protect Indiana’s environmental resources.

2.5.6.4: Environmental Emergency Reporting

To report an environmental emergency, call IDEM’s 24-Hour Emergency Spill Line toll free at (888) 233-7745 or (317) 233-7745. OLQ’s emergency responders are available

any time to receive spill reports and provide response assistance. The [Emergency Response Quick Reference Sheet](#) provides additional contact numbers and techniques for evaluating environmental threats. The application for an INDOT emergency permit in accordance with [Chapter 3: Emergency Permits](#) of this guide is not the same as notifying IDEM of a spill and cannot be substituted for such notification.

2.5.6.5: Spill Reporting Requirement

Owners and/or operators of facilities and modes of transportation are required to report all spills, including the total amount spilled. All spills require a spill response, regardless of reportability. Timely reporting is more important than immediately determining fault or responsibility. When in doubt, call the [24-Hour Emergency Spill Line](#). It is better to find out that a spill is not reportable than to be in violation of the [Indiana Spill Rule \(327 IAC 2-6.1\)](#). The secondary containment of hazardous materials is addressed in [Rule 10 of Indiana's Water Quality Standards \(327 IAC 2-10\)](#). Contact [IDEM's Office of Records Management](#) for data regarding spills.



2.5.7: Gas

Gas line permits are applied for under the "Occupancy (Below Ground)" type and "Gas" subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet the following conditions:

- Existing lines may be allowed to remain in place with a reduction of six (6) inches in the depths of cover specified. Existing lines may remain in place with a lesser depth of cover if the pipeline is protected by a reinforced concrete slab which complies with the requirements below:
 - Width is three (3) times the pipe diameter, but not less than four (4) feet
 - Thickness will be a minimum of six (6) inches
 - Minimum reinforcement will be No. 4 epoxy coated bars on a one (1) foot center
 - Cover will be at least six (6) inches between slab and top of pipe
- All abandoned lines will be properly plugged and capped by the permittee, as required by INDOT
- Where non-metallic lines are installed without a metal casing, a durable metal wire will be installed concurrently, or other means provided for detection purposes. The utility company will place a readily identifiable and flexible marker immediately above any underground gas line where it enters and/or exits the right-of-way, except where marked by a vent. Crossings may be encased or non-

encased. Only welded steel lines with adequate corrosion protection may be used for non-encased highway crossings

- A highway settlement monitoring plan is required for any pipe or casing greater than six (6) inches in outside diameter and must be submitted, via EPS, before any work can begin
- One or more vents will be provided for each casing or series of casings. Casings longer than 150 feet will require a vent at both ends of the casing. On casings less than 150 feet, a vent will be placed at both ends or a vent will be located at the high end with a marker placed at the low end. Vents will be placed at the right-of-way line, immediately above the pipeline and situated so they do not interfere with highway maintenance and are not concealed by plants. The name of the utility company will be shown on vents

2.5.8: Legal Drain

Legal drain permits are applied for under the “Occupancy (Below Ground)” type and the “Legal Drain” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees will meet all the conditions, requirements, and provisions of the [INDOT Utility Accommodation Policy](#).

2.5.9: Monitoring Wells

Monitoring well permits are applied for under the “Occupancy (Below Ground)” type and the “Monitoring Well” subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet the following conditions:

- All INDOT equipment in the State right-of-way, such as underground conduits and signal control devices, must be located prior to the start of work. permittees should contact the District Signal Supervisor at least three (3) Workdays in advance. If highway signal equipment is damaged or removed in any manner, it must be repaired or replaced by a pre-qualified signal contractor
- All trenches, excavation, and drilling must be closed or properly barricaded when work is not in progress
- The permittee is responsible for all future maintenance, repair, and relocation of monitoring wells and the permittee will remove the casing and grout the hole when sampling is no longer needed
- All sample bore holes must be properly filled and capped to INDOT minimum standards, at the permittee’s expense
- Indiana Department of Environmental Management (IDEM) project number must be included with the INDOT permit application
- The permittee must re-apply for a new permit or apply for an extension thirty (30) days prior to the expiration date of their initial permit if the well is to remain in place beyond the expiration date. A new bond must be submitted when reapplying

2.5.10: Sewer & Water Lines

Sewer and water line permits are applied for under the “Occupancy (Below Ground)” type and the “Sewer” and “Water” subtypes. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet the following conditions:

- No lane closures or traffic restrictions within the State right-of-way are allowed without written consent from INDOT
- All permitted trenches and excavation on State right-of-way must be closed or properly barricaded when work is not in progress. Traffic must be maintained at all times as set out in the [Indiana Manual on Uniform Traffic Control Devices](#) and as shown in the permit drawings, if applicable
- A highway settlement monitoring plan is required for any pipe or casing greater than six (6) inches in outside diameter and must be submitted before any work can begin
- Any opening in the right-of-way fence will be closed immediately upon completing the work, if applicable and unless otherwise stated. The temporary fence line opening area and the State right-of-way must be restored to the original or better condition by grading and mulch seeding all disturbed areas where necessary. Right-of-way fence that was temporarily removed, set aside, or affected in any way in this permit will be repaired and/or replaced to INDOT standards if damaged. INDOT will have final acceptance approval of these areas
- All water/sanitary lines under pressure within the effective pavement area will be encased. Where a carrier pipe is placed inside a casing pipe, the carrier pipe will be shimmed to proper line, elevation, and grade and then the void between the two pipes will be grouted/sealed at both ends in accordance with [Section 716 of the current version of INDOT's Standard Specifications](#)
- The utility must place a readily identifiable and suitable marker immediately above any water line where it crosses the right-of-way line
- Only INDOT approved materials for backfill, asphalt, and pipe must be used for all work within the State right-of-way. Pipe within the State right-of-way is to be solid wall Type 1 Pipe from the INDOT approved materials list. Permittee will be required to provide proof of the pipe used from the pipe supplier
- All crossings for service lines greater than two (2) inches will be encased. Where non-metallic lines are installed without a metal casing, a durable metal wire will be installed concurrently, or other means must be provided for detection purposes
- Underground pipe installations must have a minimum cover of thirty-six (36) inches. The minimum cover under ditch flow line is forty-eight (48) inches. Minimum cover under pavement surface is forty-eight (48) inches
- All trenchless pipe installations greater than two (2) inches will be monitored, by both INDOT and the permittee, for a minimum of one (1) year after installation to detect any changes or damages within the right-of-way and any damage to

pavements, shoulders, or right-of-way facility created by the boring operation will be repaired at the permittee's expense to INDOT minimum standards

- Manholes and hydrants will not be set in ditch bottoms or any other area that would prohibit normal maintenance of the State right-of-way
- All abandoned sewer or water lines will be properly plugged and capped, by the permittee, as required by INDOT at an adequate number of locations to prevent storm or ground water flow. All casings must be sealed at both ends

2.5.11: Weigh in Motion

Weigh in motion permits are managed through EPS but are administered by the INDOT Traffic Management Division, not the Permits Division. Details on the Weigh in Motion permit subtype can be found in [Permit Operations Memorandum 22-01](#). Weigh in motion permits are applied for under the "Occupancy (Below Ground)" type and the "Weigh in Motion" subtype.

2.5.12: CO₂ Pipeline

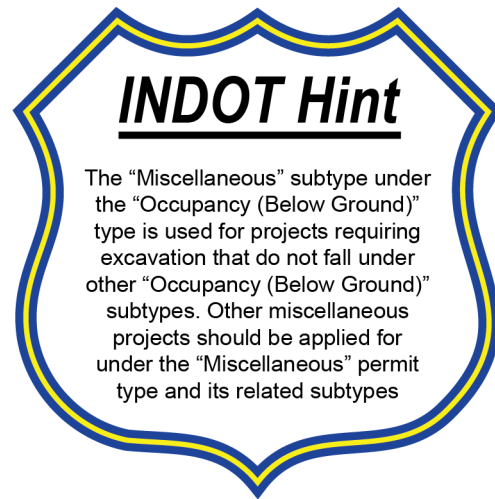
Carbon dioxide pipeline permits are applied for under the "Occupancy (Below Ground)" type and "CO₂ Pipeline" subtype. In addition to the provisions laid out in [Section 2.5.2](#), permittees must meet the following conditions:

- Existing lines may be allowed to remain in place with a reduction of six (6) inches in the depths of cover specified. Existing lines may remain in place with a lesser depth of cover if the pipeline is protected by a reinforced concrete slab which complies with the requirements below:
 - Width is three (3) times the pipe diameter, but not less than four (4) feet
 - Thickness will be a minimum of six (6) inches
 - Minimum reinforcement will be No. 4 epoxy coated bars on a one (1) foot center
 - Cover will be at least six (6) inches between slab and top of pipe
- All abandoned lines will be properly plugged and capped by the permittee, as required by INDOT
- Where non-metallic lines are installed without a metal casing, a durable metal wire will be installed concurrently, or other means provided for detection purposes. The utility company will place a readily identifiable and flexible marker immediately above any underground gas line where it enters and/or exits the right-of-way, except where marked by a vent. Crossings may be encased or non-encased. Only welded steel lines with adequate corrosion protection may be used for non-encased highway crossings
- A highway settlement monitoring plan is required for any pipe or casing greater than six (6) inches in outside diameter and must be submitted, via EPS, before any work can begin
- One or more vents will be provided for each casing or series of casings. Casings longer than 150 feet will require a vent at both ends of the casing. On casings

less than 150 feet, a vent will be placed at both ends or a vent will be located at the high end with a marker placed at the low end. Vents will be placed at the right-of-way Line, immediately above the pipeline and situated so they do not interfere with highway maintenance and are not concealed by plants. The name of the utility company will be shown on vents

2.5.13: Miscellaneous

The “Miscellaneous” subtype under the “Occupancy (Below Ground)” type is typically utilized for projects not listed in the “Occupancy (Below Ground)” or “Miscellaneous” permit types that require any form of permanent excavation. Permits must abide by provisions laid out in [Section 2.5.2](#).



Section 6: Miscellaneous

A “Miscellaneous” type permit is needed for any activity on State highway right-of-way not covered by other permit types. As it is impossible to cover every situation for which a Miscellaneous permit would be required, the applicant’s best judgement should be used to categorize the permit accurately.

It is important to note that there is a “Miscellaneous” subtype listed under the “Occupancy (Below Ground)” permit type. This subtype should be utilized for non-listed permitted actions that require some form of excavation. More information about this subtype can be found in [Section 2.5.12](#). All “Miscellaneous” type permits will have to follow requirements laid out in [Chapter 6](#) of this guide as well as any other applicable provisions.

2.6.1: Banners (or Decorations)

A permit is required for the hanging of temporary banners. These permits may be found under the “Miscellaneous” type and “Banner” subtype. These temporary banners include messages of general community interest or decorations for public events. In most cases bonds are not required for banners or decorations. Banners and other decorations may under no circumstances be attached to bridges, nor are they ever allowed on Interstates.

2.6.1.1: Banner and Decorations Special Provisions:

Banner permits must meet all the applicable requirements of general permits provided in [Section 6.1](#) of this guide as well as the following special provisions:

- Banners cannot block a traffic signal or cause sight distance issues for the travelling public
- Banners cannot be attached to any INDOT controlled facility
- The minimum vertical clearance of banners is eighteen (18) feet from the roadway. This distance is measured from the road surface to the lowest point of the banner or decoration, or components thereof. Banners and decorations must not obstruct the travelling public's view of any signal lights or directional signs
- Banners will only be allowed to display civic or public, not-for-profit events
 - No banners with commercial logos on them will be issued a permit
- A letter from the party responsible for putting up and taking down the banner is required with the permit application
- A detailed drawing is required with the permit application. Drawings must include:
 - Height of banner
 - Length of banner
 - Information displayed on the banner
 - Dates banner will be displayed
 - Types of support banner will be attached to
 - Types of support used to attach banner to secure structure
 - Vertical clearance (top of roadway to bottom of banner) of banner (in feet)
 - Location of banner (from nearest intersection)
 - Emergency contact
- Banners or decorations are never allowed on Interstates

2.6.2: Lane Closure

This type of permit allows for the closing of specific lanes of a State highway. This is typically done for work performed in the lane or immediate shoulder/right-of-way which does not necessitate the full closure of the road in question. These permits may be found under the “Miscellaneous” type and “Lane Closure” subtype. It is vital for the applicant to follow INDOT [Work Zone Traffic Control Guidelines](#) and the [Interstate Highway Congestion Policy](#). Lane closures follow the same procedures and require the same supporting documents as road closure permits, laid out in [Section 2.6.3](#).

2.6.3: Road Closure

This type of permit allows for the closing of a State highway for carnivals, street fairs, and similar public events. These permits may be found under the “Miscellaneous” type and “Road Closure” subtype. The permit application must include the following:

- For events impacting traffic for up to eight (8) hours:
 - A map detailing the road closure and detour route
 - A [Hold Harmless Form](#)
 - A letter from the local policing agency stating that they are in charge of traffic control

- A signed permit application from the local governmental agency having governmental authority over that jurisdiction (i.e., town board, mayor, commissioners)
- A bond fee waiver form, if eligible under [Section 1.4.3](#) of this guide
 - NOTE: acceptance of a bond/fee waiver form is at the discretion of INDOT. A bond may be requested of the eligible applicant at the discretion of INDOT if the event presents a risk of damage to INDOT property or if the event is not hosted by an eligible entity as listed above
- For events impacting traffic for more than eight (8) hours or overnight closures:
 - A map detailing the road closure and detour route that does not block Sidewalk access
 - A road closure detour route as per:
 - [Detour Example Sheet](#)
 - [Work Zone Traffic Control Guidelines](#)
 - [Interstate Highway Congestion Policy](#)
 - A [Hold Harmless Form](#)
 - A letter from the local policing agency stating that they are in charge of traffic control
 - A signed permit application from the local governmental agency having governmental authority over that jurisdiction (i.e., town board, mayor, commissioners)
 - A bond fee waiver form, if eligible under [Section 1.4.3](#) of this guide
 - NOTE: acceptance of a bond/fee waiver form is at the discretion of INDOT. A bond may be requested of the eligible applicant at the discretion of INDOT if the event presents a risk of damage to INDOT property or if the event is not hosted by an eligible entity as listed above
 - A route restriction form submitted for the INDOT Condition Acquisition Reporting System (CARS) Program. The form needs to be submitted at least five working days prior to approval. Route restriction forms vary by district



Additional items to consider for a permit with a “Road Closure” subtype include:

- It is not advisable to restrict traffic for state roadways that have annual average daily traffic equal to or greater than 15000. However, consideration will be given with written justification submitted by the applicant, in addition to the information

stated above. Permit approval(s) by the respective INDOT Technical Services Director or Deputy District Commissioner will be required

- Additional considerations should be given to rerouting traffic. Example: if the detour route chosen by the applicant is under construction, this may burden the construction zone, thus causing additional delays. In this circumstance, additional detour routes should be submitted. Coordination with INDOT projects is highly advised in these circumstances
- It is not advisable to restrict routes that are designed by the State as “Alternative Routes to Interstates”. Approval to restrict such routes shall only be given by the respective Deputy District Commissioner

2.6.4: Public Art and Landscaping

2.6.4.1: Overview

Public art and landscaping projects, applied for under the “Miscellaneous” type and “Public Art and Landscaping” subtype, must meet all provisions laid out in [Section 6.1](#) of this guide. These projects can be used to provide visual interests along roadsides, make unique statements about community character, and create a positive public response that will last over time. Such projects can include:

- Gateway structures
- Landscaped entrances to cities, towns, or political subdivisions
- Welcome signs
- Murals
- Special enhancements to provide corridor with continuity or identity
- Bridge aesthetics

Mowing as a solitary act is not permitted under a “Public Art and Landscaping” permit. To apply to mow a section of right-of-way, please apply for a permit under [Section 2.4.6](#) of this guide. If mowing is part of the routine maintenance, among other items, for the public art and landscaping installed under a permit, then a separate permit is not required for it to take place.

2.6.4.2: Public Art and Landscaping Procedures

INDOT’s [Public Art and Landscaping Procedures](#) have been implemented to provide guidance for:

- Managing public art and landscaping projects on all INDOT highways
- Designating appropriate locations for the incorporation of public art and landscaping features
- Providing for the consistent use of State development, review, and approval processes on new and existing public art and landscaping features

2.6.4.3: Vegetation Planting Requirements

INDOT has laid out standards for vegetation in State right-of-way. This includes [standards for landscape planting](#) and [standards for landscape pruning](#). INDOT also recommends utilizing plants native to Indiana whenever possible.

2.6.4.4: Required Materials

Depending on the nature of the public art and landscaping project, the following items and information may be needed before a permit is approved:

- Signed permit application (by entity owning the structure/project) saved in EPS
- Written disclosure of funding source
- List of:
 - What entity will be responsible for installation and maintenance
 - What scheduled maintenance will consist of
 - How often maintenance will occur
- Copy of easement agreement(s)
- Structures design in accordance with [American Association of State Highway and Transportation Officials \(AASHTO\) standards](#)
- Submissions of shop drawings stamped by a registered engineer
- Plan sheet stamped by a registered engineer must meet clear zone requirements
- Bond sufficient to cover the work in State right-of-way
- [Joint Use and Maintenance Agreement \(JUMA\)](#)
- Approval from respective District Office
- Approval from the Federal Highway Administration (FHWA) (if the project is located on an Interstate)

2.6.5: Ag Dragline

Permits for agricultural draglines may be applied for under the “Miscellaneous” permit type and “Ag Dragline” subtype. These permits give permission for farms to transport animal waste fertilizer through temporary pipelines in order to cross a State road, typically utilizing pre-existing INDOT drainage structures. Approved ag dragline permits will be valid for a one-year period but may be renewed annually. Ag dragline permit applications must be accompanied by a letter of approval from the Indiana Department of Environmental Management (IDEM). No ag draglines will be allowed to run under any Interstate or Interstate right-of-way.

2.6.6: Geotechnical Investigation

The “Geotechnical Investigation” permit subtype is utilized when conducting work to study the composition and other properties of soil on State right-of-way. This permit is for temporary installations along INDOT roadways and is not for the installation of permanent monitoring structures. This permit is to be used for stand-alone geotechnical

investigation work. This work may also be conducted as a part of different permit subtypes with the approval of the respective district offices.

2.6.7: Miscellaneous

2.6.7.1: Overview

For other issues that require INDOT permits, but that are not explicitly mentioned elsewhere in [Section 2.6](#) or in [Section 2.5.12](#), a permit can be applied for under the “Miscellaneous” type and “Miscellaneous” subtype. There are many issues that might fall under this subtype, and it is important for applicants to use their best discretion when analyzing what their project entails and what considerations are important. The lack of inclusion of a project type in this guide does not mean that a permit is not required, and the following projects that are common in the “Miscellaneous” subtype are not the only items that it may be utilized for.

2.6.7.2: Right-of-Way Fence Removal

2.6.7.2.1: INDOT and Public Removal

INDOT removal of right-of-way fencing may be considered if and when maintenance becomes a problem, provided the removal plans include an alternative mechanism to establish the right-of-way delineation.

The public may apply for right-of-way fence to be removed in limited circumstances. The removal of right-of-way fence by the public will only be considered in areas where the property line of the applicant borders the right-of-way alignment and the applicant forwards compelling reasons for the removal of said fence. The feasibility will be based on the safety and operational characteristics of the highway facility.

A fence that runs along a mainline Interstate system and parallel to the ramps will not be removed unless there are alternate physical barriers in place that effectively prevent vehicles or pedestrians from entering. Additionally, no fence will be approved/permitted to be removed if it has potential for the creation of a nuisance.

2.6.7.2.2: Right-of-Way Fence Removal Permit Application Requirements

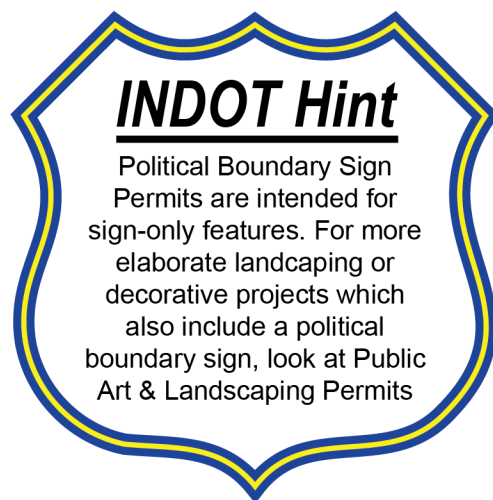
The applicant should adhere to all requirements laid out in [Chapter 2](#) as well as the following requirements:

- Submission of a Limited Access Fence Removal Covenant (form can be requested through INDOT Legal) and appropriate drawings (meeting [INDOT Standard Specifications and Drawings Section 603](#))
- Adjacent property owner(s) must record the right-of-way fence removal covenant at the appropriate county courthouse to ensure the liability of the future owner(s) in the event of a need for the reconstruction of the fence
- The applicant is responsible for the removal of the existing fence and posts from the right-of-way. INDOT may take possession of these materials, if need be, within thirty (30) working days

- Verification that no sight obstructions will be present or be created by any subsequent landscaping that may result from the removal of the right-of-way fence
- Confirmation at the time of Inspection that no encroachment upon INDOT's property will occur
- Verification upon Inspection that no indiscriminate crossing of the right-of-way will be allowed. The applicant also will acknowledge that if evidence shows vehicles or pedestrians crossing the right-of-way, then INDOT may order the fence to be reinstalled by the applicant
- Documentation stating that the applicant will furnish and install terminal fence end post assemblies and fixtures at the beginning and/or end points, per [INDOT Standards](#), at no expense to INDOT
- If required, detail how limited access highway signs ([R18-Y1](#)) will be installed if determined to be required by the District Permit Manager, at no expense to INDOT. The number and location of these signs will be at the discretion of the District Permit Manager
- Installation plan for right-of-way monuments, if none currently exist, at no expense to INDOT. In any and all locations in which there is a change in alignment of right-of-way line, the placement of the monuments will be required to be installed in accordance with [INDOT Standard Specifications and Drawings Section 615](#)
- A vegetative maintenance plan is necessary for existing brush and volunteer growth in the fence line. Such vegetation must be cut flush with the surrounding ground and removed from the right-of-way. Stumps and other growth must be treated to prevent re-growth. No indiscriminate removal of existing landscape trees and bushes within State right-of-way frontage will be allowed and must be protected, as directed by INDOT
- A maintenance plan is required if State right-of-way is to be maintained by the adjacent property owner

2.6.7.3: Political Boundary Signs

Political boundary signs are used instead of, or supplementing, the typical city/town or county sign installed by INDOT in accordance with the [Indiana Manual on Uniform Traffic Control Devices](#). They must be of a size no greater than one hundred (100) square feet. Any project consisting of a sign of greater dimensions than the aforementioned, or projects consisting of more than just the placement of a sign, should be considered public art and landscaping projects and follow [Section](#)



[5.6.4](#). All political boundary signs must meet clear zone requirements as per the [INDOT Design Manual Chapter 49](#).

2.6.7.4: Surveys

2.6.7.4.1: Overview

If an applicant desires to engage in a survey or annual blanket survey of State right-of-way for the purposes of investigations via manual or mechanical means, a permit must be obtained for any work within the limits of State right-of-way for the purpose of surveying the following:

- Measurement of directions and distances needed to establish or reestablish the corners and boundaries required to locate lots, parcels, tracts, or divisions of land
- Determination of elevations and preparation of topographic drawings for tracts of land
- Preparation and furnishing of plats, plans, and profiles for roads, storm drainage, sanitary sewer extensions, and the location of residences or dwellings where the work involves the use and application of standards prescribed by local, state, or federal authorities
- Necessary staking and layout work to construct roads, storm drainage, sanitary sewer extensions, or location of residences or dwellings, if the plans and profiles were prepared by or under the direction of a land surveyor

A survey permit is required for the following activities to be conducted in State right-of-way:

- Inspecting
- Measuring
- Leveling
- Boring
- Trenching
- Sample-taking
- Archeological digging
- Investigating soil and foundation
- Any other work necessary to carry out the survey or investigation

2.6.7.4.2: Survey Permit Requirements

In addition to meeting all applicable general permit guidelines outlined in [Chapter 6](#) of this guide, a survey permit applicant will also meet the following requirements and special provisions:

- The applicant will file a one-time annual permit that may cover all district areas for one year or 365 days from approval
- The applicant must have an active bond of not less than \$10,000.00 or qualify for a bond waiver
- Name and contact information for onsite foreman/supervisor

- Emergency contact information
- Description of activity on right-of-way and anticipated time of work
- The applicant must notify the appropriate permit Investigator within forty-eight (48) hours of anticipated survey work
- An INDOT permit does not authorize the use of, or the invasion of, private property adjacent to the highway. This permit is limited to authorizing the use of public highways for survey explorations and for other scientific means for determining the surveying information only to the extent permitted and authorized by the owners of the adjacent property, and it will be the duty of the applicant to obtain such permission
- No excavations or explosions will be made within the limits of the highway right-of-way, nor will any ribbons, markers, etc. be placed on any highway signs
- Cutting, trimming, or removing of trees, shrubs, or vines, whether natural growth or planted by INDOT, is prohibited
- The proposed operation will not unreasonably interfere with the facilities, or the operation or maintenance of the facilities, of other persons, firms, or corporations previously issued permits of use and occupancy and that this proposed operation will not be dangerous to persons or property using or occupying the highway or using facilities constructed under previously granted permits of use and occupancy
- The entire highway right-of-way affected by this work will be restored to as good a condition as existed prior to beginning work, to the complete satisfaction of the respective District Permit Manager
- Signing, warning, and protection of traffic will be in accordance with requirements contained in the [Indiana Manual on Uniform Traffic Control Devices](#)

2.6.7.4.3: Survey Permits for Pre-Application Information Collection

Survey permits under the miscellaneous type and subtype also include the collection of materials needed for permit applications of different types. For example, should an applicant wish to apply for a driveway permit that requires a Traffic Impact Study, the applicant should first apply for a permit in accordance with [Section 2.6.7.4](#) in order to conduct said study, assuming the study requires occupation of the right-of-way. Submission for a permit application does not give permission, current or retroactive, for an applicant to occupy the right-of-way without a permit for the purpose of collecting application materials and information, surveying property, or locating utilities.

2.6.7.5: Noise Ordinance Signs

INDOT will allow signs notifying motorists of a local noise ordinance enforcement area to be installed on the INDOT highway right-of-way by permit. Requirements for noise ordinance signs are as follows:

- All requirements and conditions outlined in the [Indiana Manual on Uniform Traffic Control Devices](#) and other sign-related INDOT publications

- The permit applicant will be the local government agency
- INDOT sign placement standards, laid out [here](#) and [here](#), need to be followed

Section 7: Railroad

Railroad right-of-way is separate from State right-of-way, and permits are not issued by INDOT to perform work on railroad-owned right-of-way. To obtain permission to perform activities on railroad right-of-way, an applicant must contract the respective company owning said railroad. INDOT does issue permits for some railroad activities, but these permits are fielded by the [Utilities and Railroad Division](#), not the Permits Division. These permits are still processed through EPS under the “Railroad” permit type and its respective subtypes.

Chapter 3: Emergency Permits

Section 1: General

3.1.1: Definition of Emergency

An emergency is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, which demands immediate reaction to protect life or property.

3.1.2: Permittee Procedure for Addressing an Emergency

When a company, utility, or individual has an emergency in State right-of-way, an informed representative must contact the appropriate [Indiana Department of Transportation \(INDOT\) District Office](#). If an emergency occurs during non-business hours and someone cannot be reached, it must be reported immediately at the beginning of the next business day.

3.1.3: Preliminary Application for Emergency Work Form

When contact is made, the [Preliminary Application for Emergency Work](#) must be filled out completely by both parties. The company, utility, or individual can then take this form to the work site to prove they have permission to work in State right-of-way.

Section 2: Necessary Information

The information listed below coincides with the Preliminary Application for Emergency Work and should be completed with as much detail as possible for each emergency situation:

1. **Name and address of Applicant:** Complete name and address of applicant
2. **Person responsible for work:** Name of the job foreman or person in charge of correcting the emergency situation and restoring the roadway and/or right-of-way according to INDOT specification
3. **Telephone number:** The telephone number of the applicant and/or the job foreman, please specify which
4. **Date work is to start:** The date when work is to begin in the right-of-way
5. **Type of work:** Description of what is to be done in the right-of-way
6. **Location of work:** The exact location of where the work is being performed
7. **Reason:** The reason or nature of the emergency
8. **Contact date:** Date on which contact is made with INDOT concerning the emergency
9. **Contact time:** Time which contact is made with INDOT concerning the emergency

10. **Permission given by:** The District Permit Manager overseeing the district and contacted concerning the emergency

Section 3: Emergency Work Requirements

In the event of an emergency, all traffic control policies and procedures must be followed by the permittee. The applicant and INDOT should have identical information on two (2) separate copies of the [Preliminary Application for Emergency Work](#). A copy of this application must also be at the job site, with the job foreman, at all times. Once the work is completed, the applicant will submit a regular application via EPS, with a copy of the emergency card attached, within five (5) working days. Regular fees apply to application submission. INDOT will have the responsibility of inspecting the emergency work in accordance with the application.

Chapter 4: Application Process

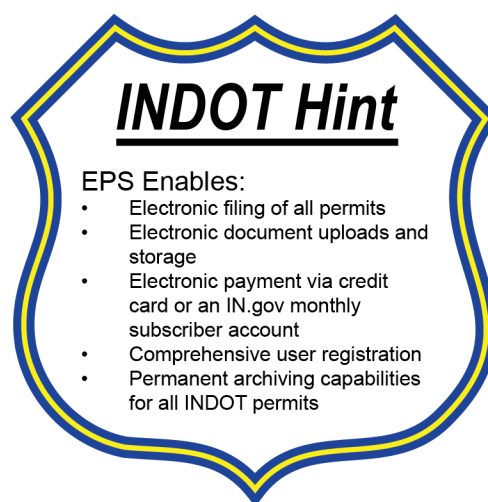
Section 1: Electronic Permit System

4.1.1: Overview

All permit applicants are required to use the Indiana Department of Transportation's Electronic Permit System (EPS) when seeking a permit and making an electronic payment. The Indiana Department of Transportation (INDOT) is working to modernize and increase productivity to better improve our service offerings, and EPS makes it easy to apply for and update a permit. Utilizing INDOT's online system allows customers to track and manage their permits, enable direct email access to track communications, and provide a repository for all documents relevant to the permit.

4.1.2: Steps for Submitting a Permit Application

INDOT's EPS can be found at eps.indot.in.gov. EPS can also be reached by following links found on the [INDOT Permits website](#). The following shows steps used to submit an application in EPS. It should be noted that the information in this section is generic and additional information may be needed for some permit types or subtypes.



4.1.2.1: Registering to Use EPS

INDOT customers without an EPS account should register for one. To register for a new account, click on the "Register for a new account" link in the "Login" box.

The "Register" screen automatically displays after the link is clicked.

Login

☐ INDOT Users ☒ Customers

Username

Password

Register for a new account

Forgot username/password

Log in

Complete the fields as indicated then click the “I’m not a robot” box before clicking “Register” to create an EPS login.

4.1.2.2: Logging Into EPS

On the [INDOT Permits website](#), select the link following “EPS Login” to move to the EPS Login page.

The registration form includes fields for: User Name (jsmith@epsaccount), Password, Confirm password, First Name (John), Last Name (Smith), Email (jsmith@gmail.com), Address Line 1 (555 Main Street Rd), Address Line 2, City (Indianapolis), State (Indiana), Zip Code (46204), Phone # (555) 555-5555, and Extension. At the bottom, there is a checkbox for "I'm not a robot" and a green "Register" button. Red arrows point to the "Register" button and the "I'm not a robot" checkbox.

When on the EPS Login page, make sure that the “Customers” button is selected. Enter the username and password associated with the EPS account into the appropriate fields. After entering this information, select the “Log in” button to be taken to the EPS home page.

Should an EPS user forget their password, it can be easily reset from the Login page.

The screenshot shows the Indiana Department of Transportation website. The "Announcements" section includes a link to "Apply For a Permit Using EPS". A red arrow points to this link.

The login page has two radio buttons: "INDOT Users" and "Customers". The "Customers" button is selected. Below the radio buttons are fields for "Username" and "Password". At the bottom, there is a "Log in" button and links for "Register for a new account" and "Forgot username/password". Red arrows point to the "Customers" radio button and the "Log in" button.

4.1.2.3: Creating a New Permit Application

To create a new permit application, click on the “New Permit” button in the “Permits/Applications” table or select “New Application” from the “Permits” drop-down menu on the EPS home page. The screen will refresh and display the beginning of the permit application, starting with the applicant’s Acceptance agreement. Read the terms and conditions, which include that the applicant has the authority to submit the

The screenshot shows the EPS Electronic Permit System home page. The "Permits/Applications" table has a "New Permit" button. The "Permits" drop-down menu is open, showing "New Application" as an option. Red arrows point to the "New Permit" button and the "New Application" menu item. Below the table, there is a section for "Applicant's Acceptance Agreement" with "Accept" and "Cancel" buttons. A red arrow points to the "Accept" button.

application and that information presented on the application is truthful, and click “I Agree” to accept the terms and continue with the application or click “Cancel” to stop the application process.

4.1.2.4: Selecting Permit Types and Subtypes in EPS

Select the permit type from the associated dropdown menu. The “Permit Subtype” dropdown menu options change based on the selection from the “Permit Type” dropdown menu. Information concerning permit types and subtypes can be found in [Chapter 6](#) and [Chapter 2](#) of this guide. Once the permit type and subtype are selected,

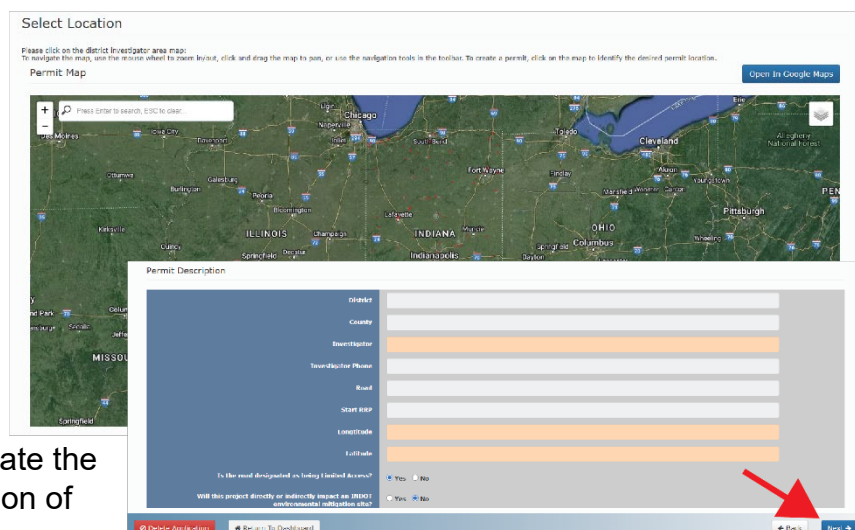
indicate any [ADA concerns](#), including the blocking of sidewalks with vehicles or equipment, then click “Next” to continue the permit application process.



After “Next” is clicked, the permit type and subtype cannot be changed. In order to select a different permit type or subtype the original permit application must be cancelled, and a new application must be created. For the rest of this example, the chosen permit type is “Miscellaneous”, and the subtype is “Miscellaneous”. Some permits will have variations to their application that are not reflected in these instructions, depending on the chosen permit type and subtype. Please send any questions or concerns about your permit application to the [respective Permit Investigator](#) or [INDOT Customer Service](#).

4.1.2.5: Indicating the Location of Proposed Work

Indicate the location associated with the permit application in the “Location” selection. Zoom in and click on the map the exact location of the desired permit application. The exact location refers to where the permitted work will take place. For example, if placing an advertising sign on the west side of I-65 South, the pin should be placed exactly where the sign will be located, not simply in the middle of the Interstate. After clicking, a blue pin will appear on the map to indicate the permit location. If the location of



the pin drop is incorrect, select the correct point on the map to update its position. The “Permit Description” fields will automatically populate based on the location of the pin. The project location must list the route number and street name where the work is being performed. For longitudinal runs, or any work taking place along a stretch of right-of-way as opposed to a singular location, 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. The map pin will be dropped at the location where the longitudinal run begins and RRP will be used to indicate where the run ends. Longitudinal run information may not auto-populate in EPS.

4.1.2.6: Entering Applicant Information

Fill out the applicant information as prompted in the system. Different information may be needed depending on what type of applicant you are. The following fields may be used as indicated:

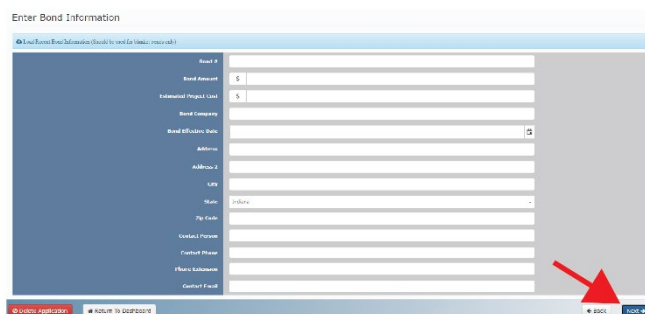
- Applicant: used to show who is ultimately responsible for the work being done and will be the owner of asset(s) once work is completed.
- Contact Person: used to show who should be contacted concerning the permit application and throughout the work process
- Company: used if the permit is affiliated with a company
- Consultant: used to show if a company is submitting a permit on behalf of another entity or individual

4.1.2.7: Completing Permit Details

Complete details of the permit as necessary. Many of the fields are pre-populated based on the permit type and location information entered earlier in the application process. Verify that the information shown is accurate. Additional (or fewer) fields may be displayed based on the type of permit. To expedite the application review process, the detail fields should be filled out completely and correctly.

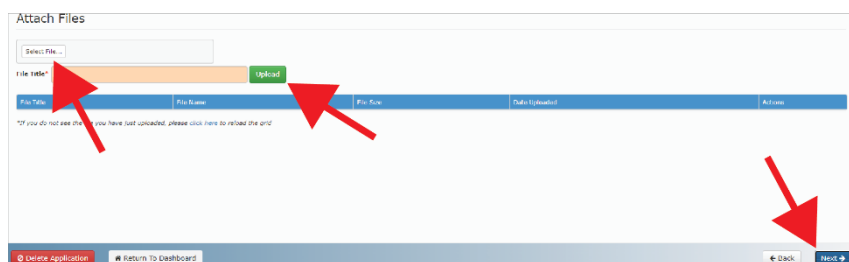
4.1.2.8: Entering Bond Information

Enter all bond information into the fields exactly as it appears on the bond. Failure to accurately input bond information can result in rejection of the permit application or delays in releasing the bond once work is completed. Blanket or performance bond information is required for all permits that require a bond. More information on bonds can be found in [Section 4.3](#). Bond page will not appear if the applicant indicates that they qualify to have the bond requirement waived.



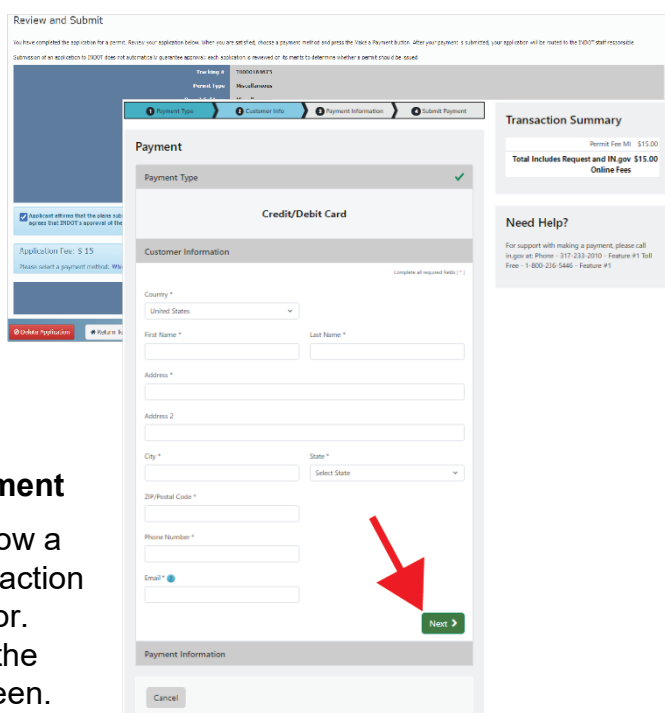
4.1.2.9: Uploading Attachments

Add any necessary files for the permit application on the “Attachments” screen. Click on the “Select File...” button to select the file you wish to upload. Multiple files can be added as attachments, but they must be uploaded one at a time. Typical attachments include, but are not limited to, plans, deeds, bonds, and forms.



4.1.2.10: Reviewing Information and Payment Type

Review all the entered information and pay for the permit application on the “Review” screen. Select the permit application payment method by clicking the button next to the desired choice. Payment is accepted via credit card or [subscriber payment](#). Click “Submit” to submit the permit application and proceed to the payment screen. Payment may not be requested if the applicant indicated they qualify to have fees waived.



4.1.2.11: Submitting Payment

The right-hand side of the screen will show a total amount of fees for the current transaction and a summary of what those fees are for. Select the preferred payment type from the dropdown menu in the middle of the screen.

If paying by credit card, fill out the customer information prompt and click “Next”. Review the “Customer Information” section for accuracy. If the information is incorrect, select “Edit” and rectify any errors. If the information is correct, or has been corrected, enter the required credit card information then click “Next”. Review the information you have entered. Select “Edit” to correct any information, if applicable. If all information is accurate, click “Submit Payment” to complete the transaction.

If paying as a subscriber, enter the subscriber username and password then click “Next”. The information associated with the account will then be displayed. Once you have verified the accuracy of this information, click “Submit Payment” to have fees invoiced at a later date and to complete the transaction. More information on subscriber payments can be found in [Section 4.5.1](#).

4.1.2.12: Further Information

For further information and instruction regarding applying for a permit via EPS, please refer to [INDOT4U.com](https://www.indot4u.com) or contact the [respective Permit Investigator](#).

4.1.3: EPS Tracking Numbers

In the permit application process, a tracking number is automatically assigned to each permit in EPS. When viewing the EPS home screen, the tracking number should display as blue, and, when clicked, will take you to the specific permit application and show all information associated with it. Tracking numbers are in effect both for a permit application and for the permit itself upon approval of the application. The tracking number may also be used to search for a permit or application by using the “Search by Tracking Number” field in EPS.

4.1.4: EPS Notifications

It is the responsibility of the permit applicant to complete all permitting information via EPS. When an EPS permit application is filed, notifications concerning actions on the permit are sent from EPS to the customer’s email. The applicant should log in to EPS using their log in and password to retrieve information in EPS.

Section 2: Application Requirements

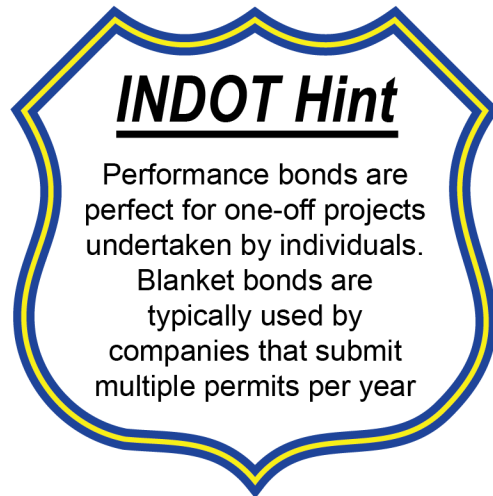
A permit must be applied for and obtained prior to any work on State right-of-way by an individual or agency other than INDOT or an agent of INDOT. Permit applications must be complete and submitted before they may be considered received and before they will be processed by INDOT.

A permit must be applied for electronically via EPS, according to the steps laid out in [Section 4.1](#). Assistance with the requirement that permit applications be placed online will be provided as required by law or as part of a reasonable accommodation for a person with a disability.

Section 3: Bonds

4.3.1: What is a Bond?

A bond is a document used to guarantee that work performed on the right-of-way by an applicant (principal) will be completed as required by the conditions and provisions of the permit. The bonding company (surety) is bound by the bond to see that the permit is completed satisfactorily to INDOT's standards. INDOT requires a bond for all permits unless they are eligible for and submit a bond waiver and the waiver is approved by INDOT personnel. The requirement of a bond is in place to ensure sufficient financial liability coverage for the type of work being done.



4.3.2: Types of Bonds

INDOT accepts two types of bonds: performance (for individual permits) and blanket (for multiple permits). All bonds are submitted at the time of permit application. A permit will not be approved without a bond sufficient to cover all proposed work or an approved bond waiver.

4.3.2.1: Performance Bonds

A performance bond processed by a qualified surety company is required for the issuance of an INDOT right-of-way permit. A performance bond is tied to one (1) permit and is only valid for the work performed under that permit. The bond ensures that the work done will be completed in accordance with INDOT standards and specifications. The bond should be in an amount sufficient to cover all work within the right-of-way for the permitted project.

The current minimum standard amount of coverage for performance bonds is \$10,000.00, not including bonds for broadband permits. Each job will be reviewed by INDOT staff to ensure that all costs of the permitted project are covered.

performance bonds are kept on file at the respective District Office and a copy of each bond must be uploaded, by the applicant, under the public attachment section of the permit in EPS prior to the permit application being approved. The form for performance bonds can be found [here](#).

4.3.2.2: Blanket Bonds

Blanket bonds are used by companies that will submit multiple permits. A blanket bond is processed by a qualified surety and allows the liability of many permits, within a single district or crossing multiple districts, to be assumed by one bond, with the penal

sum covering all permits associated with it. The current minimum amount of coverage for blanket bonds is \$10,000.00, not including bonds for broadband permits. INDOT will monitor the number of permits on each blanket bond to ensure that all permitted work is covered by said bond. Blanket bonds must be of an amount sufficient to cover the cumulative total liability of all work being performed under that specific bond, and it is the responsibility of the permittee to ensure that the bond amount covers all such projects. Failure to have a blanket bond of a sufficient amount may result in denial of permit applications submitted under that bond.

The form for blanket bonds can be found [here](#). This form is to be notarized and submitted, with the surety's original signature or electronic signature and seal and the principal's original signature, to INDOT's Permits Central Office at:

INDOT Permits Division
100 N. Senate Avenue
Room N758 - Permits
Indianapolis, IN 46204

Once the bond is received by INDOT's Permits Division, it will be recorded in EPS and the original will be kept on file. The original bond will be uploaded by Central Office Permit Staff, under the "bond Information" section in the EPS application, prior to the permit application being approved.

4.3.3: Bond and Permit Fee Waivers

4.3.3.1: Entities Eligible for Bond and Fee Waivers

Exceptions to the INDOT Permits Division requirement for a bond or the payment of a permit fee are not based upon the tax-exempt or non-profit status of the applicant. The following types of entities may be eligible to submit a bond and/or fee waiver:

- Governmental Agencies: agencies of political subdivisions (Federal, State, County, City, or Town) reporting to an elected official
 - Note: a person or committee of person elected by a group of people does not necessarily qualify as a governmental agency
- Churches: communities of religious people professing the same faith and observing the same rituals and ceremonies
- Schools: public and private institutions providing first grade or higher education
- Railroad Companies: companies performing normal maintenance or construction activities to railroad facilities
- Applicants Seeking to Close an Existing Driveway: any applicant whose approved permit will result in work solely for the purpose of closing an existing Driveway approach to the State Highway System from the property

- Non-Commercial Applicants: the performance bond may be waived, solely at INDOT's discretion, on any non-commercial application

Membership to a class of entity listed above and submission of a bond and/or fee waiver to INDOT does not guarantee approval of said waiver by INDOT personnel. INDOT considers certain factors, including disruption to controlled roadways, potential damage to controlled roadways or rights-of-way, and past quality of permitted work (if applicable), as well as other factors, in the processing of bond and fee waivers. In addition, there are circumstances where a waiver will be approved for a bond but not a fee, and vice versa. All decisions concerning the approval of waivers are at the sole discretion of INDOT.

4.3.3.2: Bond and Fee Waiver Process and Requirements

It is the responsibility of the applicant to submit a bond or fee waiver. To be considered for a bond or fee exemption, an applicant must:

1. Complete the Bond Waiver Form: the applicants who are claiming an exemption must complete the [Bond and/or Permit Fee Waiver](#) (State Form 35483, R4/8-04).
2. Submit the Form via EPS: the form, once completed by the applicant, must be submitted via EPS along with the permit application
3. Await District Review of the Waiver Request: the form will be reviewed by the relevant District Office. If it is determined that the bond and/or fee is eligible to be waived, the application approval process will proceed
 - a. INDOT will notify applicants whose bond and/or fee waiver is not accepted. Notice will be provided by district staff via EPS. In the case that a bond and/or fee waiver is not accepted, the application approval process will stop until the applicant submits a bond in an amount sufficient to cover the cost of the proposed project and/or the applicable permit fee
 - b. EPS notes from the District Permit Manager, or designee, will include reasoning as to a bond and/or fee waiver being accepted or declined

4.3.4: Release of Bonds

4.3.4.1: Release of Performance Bonds

One year following the completion of permitted work, it will be [inspected](#) by district staff. Following this inspection, if the permit requirements have been met, the permit will be placed in "Complies" status in EPS and the performance bond will be released by the District Permit Manager. When releasing the bond, District Permit Staff will electronically send a standard release letter to the permittee (principal) with a copy of the Performance bond signed by the District Permit Manager.

4.3.4.2: Release of Blanket Bonds

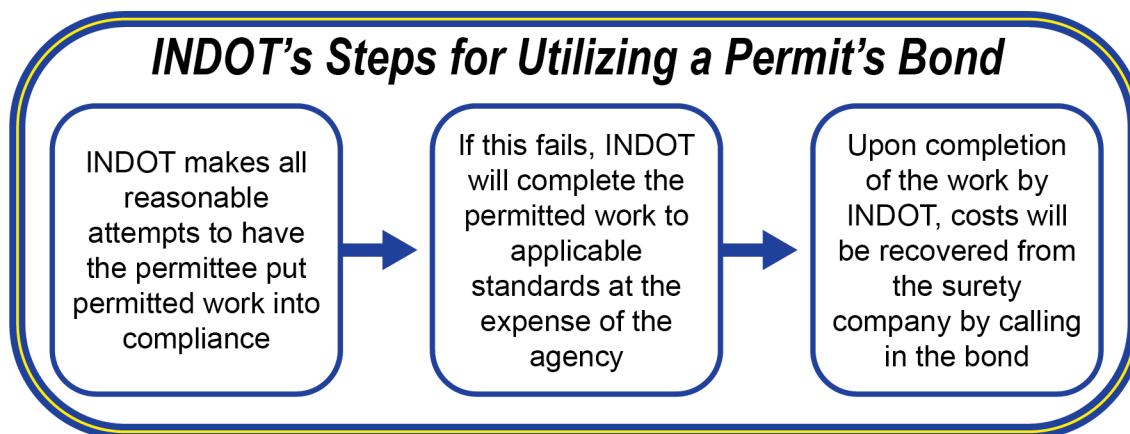
One year following the completion of permitted work, it will be [inspected](#) by district staff. If the permit requirements have been met, the permit status will be updated to "Complied" in EPS. When all covered permits are in "Complied" status and the bond is

ready to be released, the surety or principal must submit an [INDOT Bond Release Request Form](#) to permits@indot.in.gov. INDOT Permits Central Office staff will verify compliance of all permits under the bond. Once compliance of all permits the blanket bond applies to have been verified, a standard release letter will be sent to the permittee (principal) with a copy of the blanket bond confirming termination of liability. The original blanket bonds are maintained in INDOT's Central Office.

4.3.5: Utilizing a Bond

When all efforts to enforce compliance of a permit have failed, it may be necessary to utilize or “call in” a permit bond to complete work at a permitted site, cover damaged or changed conditions resulting from permitted work, restore the right-of-way to its original condition, or have as-built plans created. The issuer of the bond will be required to forfeit the bond to fund completion of the permitted work. Utilizing a bond is the least desirable outcome of a project involving an INDOT permit, and every reasonable effort will be made by INDOT to have the permittee successfully conclude the permit work before involving the bonding company.

The procedural steps outlined in [Sections 7.5](#) will be followed by INDOT before utilizing a bond. If the steps outlined in [Sections 7.5](#) have been completed, and the permit still remains in a non-compliant state, then it becomes INDOT's responsibility to complete the permitted work. INDOT will pay the costs to complete the work then recover the cost from the permittee's surety by calling in the bond. INDOT's Permits Division will work with INDOT legal staff for assistance with recovering the funds from the bonding company. Any pending applications from the permittee may be denied until active permits that are not in compliance have met INDOT standards.



Section 4: Permit Forms and Documents

For a full listing and description of permit forms currently being used by INDOT, please refer to the [INDOT Permit Forms Website](#).

Section 5: Application Fees

Application fees for an INDOT permit are paid to INDOT via EPS. The application fee is non-refundable and must be paid electronically via EPS. Payment is due at the time of application submission, or the application will not be processed.

Application fee waivers can be submitted to INDOT as laid out in [Section 4.3.3](#).

4.5.1: Monthly Billing

If an applicant does a lot of business with INDOT or other State agencies, they may be eligible to obtain an IN.gov monthly “subscriber” account. For monthly “subscribers”, a consolidated bill will be sent at the end of each month, necessitating only a single payment rather than payments for each transaction. This account will require an annual fee and submission of IN.gov monthly [Account Agreement Packet](#). Establishing this account will necessitate the filing of a credit card or direct debit to cover appropriate fees and the creation of a username and password. More information on subscribing for monthly billing can be found [here](#).

4.5.2: Application Fee Refunds

Application fees are non-refundable. Denial of a permit, cancellation of a permit, revocation of a permit, or applying for the wrong permit are not circumstances that qualify an applicant for a refund. However, there are occasional instances where fees need to be returned to an applicant.

To request an electronic refund for credit card transactions, district staff will send the following information, or a copy of the permit receipt, to the Central Office Permits Division at permits@indot.in.gov:

- Permit tracking number
- Name on credit card
- Last four digits of credit card
- Date of transaction
- Amount of transaction
- Order number (subscriber payment only)

Permit Application Fees	
<i>Permit Type</i>	<i>Application Fee</i>
• Miscellaneous	\$15
• Billboard Replacement Plate	\$25
• Transfer of Ownership of a Billboard	\$40
• Occupancy (Below Ground)	\$55
• Occupancy (Above Ground)	
• Private Driveway	
• Broadband Access	
• Outdoor Advertising Sign	\$100
• Billboard Addendums	
• Minor Commercial Driveway	\$150
• Major Commercial Driveway	\$600

Upon receipt of the information listed, the Central Office Permits Division will submit the electronic refund request.

Section 6: Application Review Process

After the submission of a permit application, the INDOT approval process begins. The steps for this approval process are as follows:

1. An INDOT Permit Investigator will review the permit application for completeness and accuracy
 - a. Permit Investigators may request more information from an applicant concerning their permit application. In these cases, EPS will generate an email to the applicant stating what information is needed for the processing of the permit
 - b. Permit Investigators also include other areas of INDOT (e.g. Hydraulics, Environmental, etc.) in the permit application review process where necessary
 - c. The Permit Investigator will make the initial recommendation to approve or deny the permit application
2. Once the INDOT field investigator completes the initial review and recommends approval or denial, the application is forwarded to the District Permit Manager, acting as the designee for the Deputy District Commissioner, for final review. No decision is considered final until approved or denied by the District Permit Manager
 - a. If the application is approved, the permit status changes to “Active”
 - b. If the application is denied, the permit status changes to “Denied”

Section 7: Guidelines for Approving and Issuing Permits

4.7.1: Permit Approval by District

At the district level, the Permit Approving Authority is the Deputy District Commissioner (DDC) or designee, which in most cases is the District Permit Manager. All non-Limited Access Right-of-Way (LARW) permits may be issued at the district level.

4.7.2: Permit Approval by Central Office

Permit applications that require an exception to the [Utility Accommodation Policy](#) (UAP) and the applications for work to be performed inside LARW (other than crossings) will be reviewed for final approval or denial by the INDOT Commissioner or their designee. Certain provisions exist for utilities as listed below:

- Utility requests for longitudinal runs within LARW are not allowed on Full Access Control Roadways (Interstates)

- Permit applications that are requesting a limited access break or change in Limited Access should follow the procedures outlined in INDOT's [LARW Break Guidance](#)
- Access Approaches within LARW are not allowed on Full Access Control Roadways (Interstates)
- The Federal Highway Administration (FHWA) may be asked to review and give approval when it comes to requests for permits within partial LARW

In order to approve a permit request for work within the LARW, exceptions to certain INDOT policies have to be made. The [Utility Accommodation Policy](#) and [LARW Break Guidance](#) outline the procedures for handling permit requests inside LARW and for submitting the requests to Central Office for a final determination. Despite Central Office involvement, permit applications are still primarily processed at the District level.

4.7.3: Issuing the Permit Package

Permits are reviewed, issued, or denied in accordance with the provisions laid out in [Section 4.6](#). All permit information shall be conveyed to the applicant in EPS.

4.7.4: Objections to Issued Permit

Upon receipt of a permit issued by INDOT, the permittee is authorized to proceed with the work covered by the permit, subject to the conditions imposed by INDOT. In accordance with [Indiana Code 4-21.5](#), any objection the permittee has to the conditions and provisions of an approved permit must be submitted, in writing, to INDOT within fifteen (15) days from the issue of the permit. The permit does not apply to any highway right-of-way that is closed for construction purposes, except as allowed by the provision in the permit, nor does it apply to any county roads or city streets.

Section 8: Procedures and Guidelines for Denying Permit Applications

A permit may be denied based on safety or requests that do not meet INDOT standards, policies, or guidelines. Additionally, inaccurate and/or incomplete information submitted by the applicant may be reasons for denial. Permits will always be denied if their approval would violate legislation, rules, or regulations. Other reasons for denial include, but are not limited to, interference with planned or ongoing INDOT construction projects, lack of sufficient bond coverage for the proposed work, and lack of prompt responses to INDOT requests for information concerning the permit application.

4.8.1: Denial for Time Limit Considerations or Incomplete Submittals:

Permit applications should always be completed in their entirety before being submitted for review by INDOT. Inaccurate or incomplete information may be reasons for immediate denial by INDOT. Should an incomplete application be submitted for review, INDOT, at its discretion, may allow additional time for the applicant to complete the information provided. If additional time is allowed, all requested information should be

submitted to INDOT with the listed time restrictions. If the requested information is not submitted via EPS in the specified time frames, the permit application may be denied.

Section 9: Permit Addendums

4.9.1: What are Permit Addendums?

Addendums are amendments made to an “Active” status permit that can consist of, but are not limited to, a design change, applicant change, modification of an outdoor advertising sign, or any item that needs review.

4.9.2: Permit Addendum Submission

To submit a request to amend an active permit in EPS, click “Addendum” to create an addendum to an approved permit. A new permit application screen will open with the permit type and subtype selected based on the previously approved permit. Submit any information or documentation indicating the desired amendment.

4.9.3: How are Permit Addendums Processed?

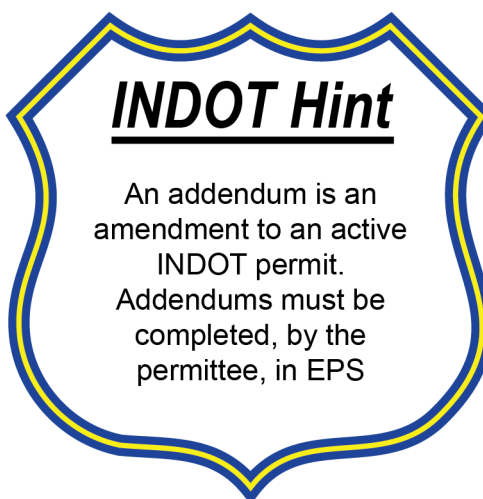
When an addendum is submitted, the district staff will make certain they have a clear picture of what approval of the amended permit would entail. Staff will look closely at the additional supporting documents that are submitted. When a District Permit Manager approves an addendum, the entire request is considered approved. District staff may request more information concerning an addendum and may make suggestions of items to include or exclude in order for the addendum to be approved. When any addendum request is approved, Permit Managers will note in the approval language a summary of exactly what the changes addendum includes.

Section 10: Permit Extensions

4.10.1: When do Permits Expire?

A permit expires 365 days (one calendar year) after issuance, meaning that construction must begin within that time period. Once construction authorized by a

Additional Information Submission Times	
<i>Permit Type</i>	<i>Additional Time</i>
Short Term Permits (Buried Utilities, Miscellaneous, Pole Lines, Broadband Access, and Addendum)	30 Calendar Days
Long Term Permits (Buried Utilities, Miscellaneous, and Broadband Access in Limited Access Right-of-Way)	90 Calendar Days
Private Drives & Billboards	30 Calendar Days
Commercial Drives Outside Limited Access Right-of-Way	90 Calendar Days
Commercial Drives in Limited Access Right-of-Way	280 Calendar Days



permit is initiated, it must be completed within thirty (30) days, unless otherwise expressly approved as a special condition. Extensions to this expiration time may be granted at INDOT's discretion, except for outdoor advertising permits.

4.10.2: How to Request a Permit Extension

To request a permit extension, an applicant must submit a request within EPS. Any request should be uploaded as an attachment in EPS, articulating the time frame and the reason for the request. A time extension should not exceed more than one (1) year beyond the original expiration date unless approved otherwise by the department. If a permit expires and is revoked, a new application must be submitted and approved before the proposed work can begin.

4.10.3: Outdoor Advertising Extensions

Outdoor advertising sign permits are not granted extensions. An applicant must erect a permitted sign, or complete a modification approved via an addendum, within 365 days of issuance of the permit or the permit will be revoked.

Section 11: Notice of Completion

Permittees are required to notify the respective INDOT district that permitted work is complete. Notice must be provided within seven (7) days from completion of all work on a permit.

Section 12: Closing Out a Permit

Following the inspection one (1) year after work is concluded, if the permitted work is found to be complete in accordance with the plans and specifications filed in the permit application, as amended by INDOT, and together with any special conditions that have been noted, the permit will be closed and the status of the permit will be noted as "Complied" in EPS.

Chapter 5: General Permit Requirements and Resources

Section 1: Overview

The INDOT Permits Division utilizes various manuals, guides, documents, and computer applications for the execution of its duties. These items are relevant to members of the public as they directly impact the methods through which permits can be applied for as well as what information is collected in a permit application. This chapter will introduce some of these resources, provide a brief description of their purpose, and provide understanding on how to navigate and operate them.

Section 2: Activities and Maintenance

For circumstances when [maintenance agreements](#) are needed as part of a permit, a legal request form, to be completed by INDOT Permits Division staff, can be obtained from the INDOT District Legal Division. Maintenance agreements are required when there is a permitted asset in the right-of-way that requires continued maintenance, such as an aesthetic feature in a [Public Art and Landscaping Permit](#). Maintenance agreements add significant additional time to the permit application process, as INDOT often requires a fully executed agreement as a prerequisite to an application's approval in circumstances where such documentation is necessary.

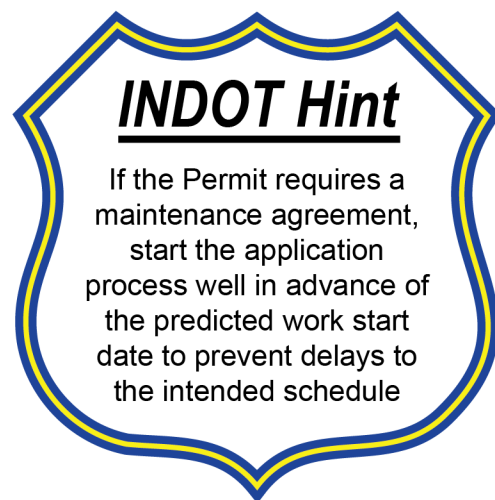
Section 3: Maintenance of Traffic

A specific traffic control plan or a work zone set-up must:

- Be uploaded to each permit
- Be followed as work is performed

A proper and specific traffic control plan or work zone set-up is to ensure a safe environment for crews, motorists, and pedestrians while work is being performed in the State right-of-way. This traffic control is required for all permits unless vehicles, equipment or crews will not be using a shoulder, lane, intersection, etc., instead working from private property or a grassy right-of-way area such as a median. Even in cases where no lane closure is necessary and work is conducted from private property or a grassy right-of-way area, appropriate signage or maintenance of traffic may be required at the discretion of the respective District Office.

Law enforcement officers may be utilized for maintenance of traffic or a component thereof. The use of law enforcement officers in maintenance of traffic must comply with



the general right-of-way provisions laid out in [Section 6.1.1](#) of this guide, [IC 8-23-2-15](#), and INDOT requirements for [Law Enforcement Officers for Work Zone Safety](#). Constables may not be utilized for maintenance of traffic unless special permission has been granted by INDOT.

Useful resources for assembling a specific traffic control plan or work zone set-up include:

- [Work Zone Traffic Control Guidelines](#)
- [Indiana Manual on Uniform Traffic Control Devices \(IMUTCD\)](#)
- [Section 801 Traffic Control Lane Closures \(TCLC\) Standard Specifications](#)
- [Interstate Congestion Policy](#)
- [Law Enforcement Officers for Work Zone Safety](#)

Section 4: Excavation, Backfilling, and Surface Restoration

Permits which will disturb the surface or involve excavation must adhere to the excavation and backfilling requirements of the [INDOT Standard Specifications](#). Excavation and backfilling are covered in [Section 200 of the INDOT Standard Specifications](#). In addition, [INDOT Standard Drawings Section 715 BKFL-01-10](#) covers excavation and backfilling. Right-of-way must always be restored to the initial, or better, condition following permitted work.

Section 5: Environmental Requirements

The following environmental considerations and erosion control standards must be considered during permit development, review, and Inspections:

- [Storm Water Management Field Guide](#)
- [INDOT Standard Specifications](#) Section 205 Temporary Erosion and Sediment Control
- [INDOT's Environmental Services Website](#)
- [U.S. Fish & Wildlife Endangered Species Website](#)

Section 6: Real Estate & LARW Breaks

An environmental review and approval by INDOT's Real Estate Division is required before any real estate transaction takes place on the dedication of property or Limited Access Right-of-Way (LARW) breaks. For projects where a LARW break is required, the permit applicant will be required to purchase the relevant area of right-of-way from the State at market value. Important resources include:

- [INDOT Real Estate Division Manual](#)
- [INDOT Research and Archive Request](#)
- [LARW Break Guidance](#)

Section 7: As-Built Plans

As-built plans show the exact longitude, latitude, and elevation (X, Y, and Z coordinates) on both plan and profile and should be submitted within ninety (90) days of completion of construction. As-built plans may be required for broadband, commercial drive, and emergency permits at INDOT's request. INDOT reserves the right to use the bond to have as-built drawings created. As-built plans may be required by INDOT on other permits on an as-needed basis to determine exact locations of new and existing permitted work to verify any conflicts.

Section 8: Moratoriums

INDOT reserves the right to place moratoriums on any permit type, without notice, as deemed necessary by INDOT.

Section 9: Retention of Permit Records

Pursuant to the General Records Retention and Disposition Schedule for all State of Indiana administrative agencies, permits that have been granted for driveways, occupancy (below and above ground), broadband, and miscellaneous files are to be destroyed no less than ten (10) years after the permit has been complied and after receipt of the State Board of Accounts Audit Report and satisfaction of unsettled charges. It is the responsibility of the permittee to also retain their own records for personal use.

Section 10: Pre-Construction Conferences

INDOT recommends that a pre-construction conference be conducted before any major work begins. If a pre-construction conference is set up with the contractor, it must be for a date prior to the beginning of work. The time and place for the meeting(s) should be sent to all parties on whose part action will be required in the permitted work. This notice should be sent far enough in advance for all parties to arrange their representation at the pre-construction conference. A pre-construction conference may be requested by either the permittee or INDOT.

5.10.1: Pre-Construction Conference Attendees

At a minimum, attendees of the pre-construction conference should include the:

- Contractor
- Applicant's consultant(s) (if applicable)
- Respective District Permit Manager
- Respective Permit Investigator
- Permittee

Depending on the particular project and the scope thereof, additional attendees may be advisable, including, but not limited to:

- Respective district utility section
- All involved utility representatives
- Respective district environmental services
- Additional permitting agencies, for example:
 - Indiana Department of Environmental Management (IDEM)
 - United States Army Corps of Engineers (USACE)
 - Indiana Department of Natural Resources (DNR)
- Respective District Office materials and testing
- Respective district public information
- Respective district maintenance
- Respective district safety
- Respective district traffic

Depending on the scope of the permit application the following local, state, and federal officials should also be invited to INDOT pre-construction conferences, if the permitted work will have an impact on their community, agency, or Jurisdiction:

- FHWA (if not exempt from FHWA oversight)
- County officials
- Municipal officials
- Design consultant
- Respective district local programs coordinator
- Respective district environmental manager
- Affected private industries

5.10.2: Goals of a Pre-Construction Conference

A pre-construction conference should cover the following topics:

- Establishment of lines of authority
 - The lines of authority for all parties involved in the work should be clearly defined and determinations made as to notifications in emergency situations. The contractor should be advised as to the authority of the Project Engineer/Supervisor and the Permit Investigator on the job, compliance with specifications, and that its cooperation will be expected in these respects
- Finalization of project schedule
 - The contractor should be prepared to submit the final project schedule at the pre-construction conference. An effort should be made at this time to coordinate the contractor's schedule with utility schedules, permit schedule restrictions, and with the interests of others affected by the construction

- Addressing of problems and project risks
 - All problems cannot be resolved, or even anticipated, at the pre-construction conference, but known problems should be recorded at this time so that work on early solutions can begin

5.10.3: Additional Pre-Construction Conference Resources

- [GIFE 2.4: List of Agenda Items for Pre-Construction Conferences](#)

Section 11: Joint Use and Maintenance Agreements

5.11.1: What is a Joint Use and Maintenance Agreement?

A Joint Use and Maintenance Agreement (JUMA) is a formal agreement between INDOT and separate government entities, often a city or county, setting forth the terms and conditions for shared use of public property or facilities in response to permitted work in the right-of-way. INDOT uses these primarily when a local entity wants to share use of State right-of-way. These agreements need to be made with local municipalities only, unless an exception is made by INDOT Legal.

A permit with a local municipality may require a separate JUMA agreement between the applicant and INDOT to maintain long term conditions of the permit requirements.

It can take between ninety (90) and one-hundred twenty (120) days to acquire a JUMA from INDOT. A permit will not be issued until there is a JUMA with all signatures in place. Templates will not be used for JUMAs unless such a template is provided by INDOT Legal. If an agreement is needed, a request will be made through INDOT Legal by the respective District Staff.

5.11.2: Permit Situations Requiring a Joint Use and Maintenance Agreement

Situations where a JUMA may be required include, but are not limited to:

- Bridges and structure crossings on State right-of-way
- Trails and paths
- Decorative lighting
- Pavers
- Public art and landscaping
- Mowing of State right-of-way by a local government
- Pre-emptive devices
 - Such as for emergency services
- Future Auxiliary Lane
 - Such as might be warranted by a minor commercial driveway in the upcoming ten (10) years
 - In some situations, a covenant will be utilized in place of a JUMA

- Drainage
- Installation of law enforcement equipment
- Broadband corridor
- Future traffic signal
 - A permittee may be required to outline specific requirements of a traffic signal installation such as electricity costs, types of equipment, etc.
 - In some situations, a Future Traffic Signal Covenant will be required in place of a JUMA

5.11.3: Key Features of Joint Use and Maintenance Agreements

Key features of a JUMA include, but are not limited to:

- No financial liability or responsibility for INDOT
- INDOT allows local municipalities and their contractors to be on State right-of-way
- The local authority owns the features and is responsible for all future maintenance, repair, Inspection, and replacement at its own expense
- Specifies all responsibilities of the local authority, including financial and maintenance obligations
 - Such as mowing, replacing light bulbs or fixtures, and paying for utilities
- The local authority is responsible and liable for any damage or injury to a person or property associated with the feature
- A permit is required for all future maintenance
- INDOT may remove the feature if it constitutes an imminent threat to the safety of the travelling public
- INDOT bills the local authority for removal costs
- Local authority use of right-of-way remains secondary to INDOT's interest in the right-of-way
- Features are removed if INDOT needs the right-of-way for future expansion, modification, or maintenance of its facilities

Section 12: Inactive Facilities

Inactive facilities, structures or equipment that are along State right-of-way, fall into two categories:

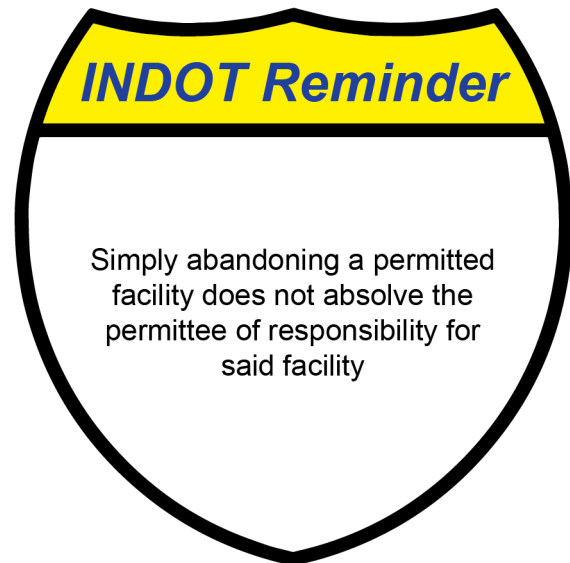
- Facilities that are no longer in use and will be restored to service are called out of service facilities
- Facilities that are no longer in use and will not be restored to service are called retired in place facilities. Retired in place facilities remain the responsibility of the facility owner until 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.

INDOT prefers 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. A fiber company must remove all above ground inactive facilities within sixty (60) calendar days of the facility becoming inactive.

The permit holder should 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.



Section 13: Access Control

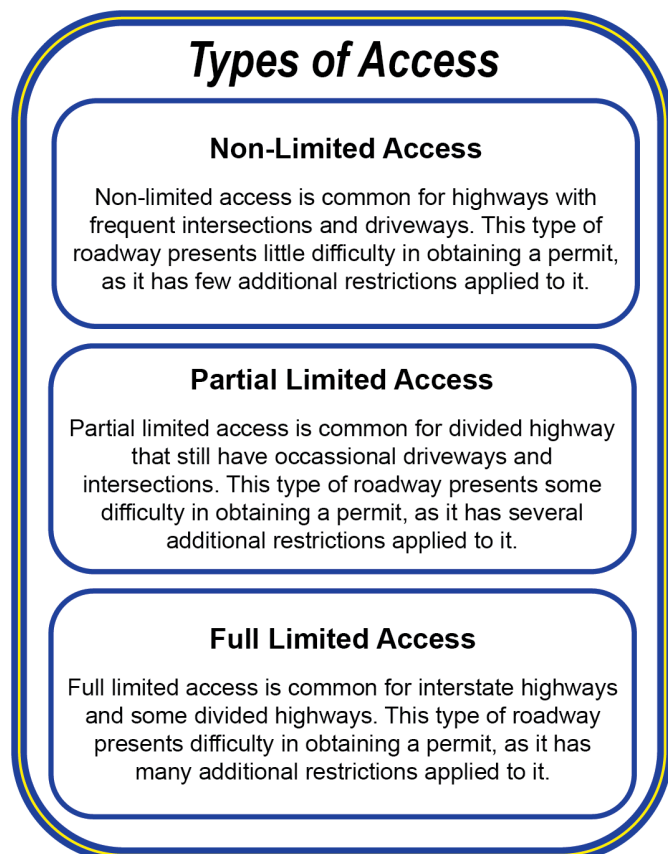
5.13.1: Overview

INDOT has the authority to control and regulate access to all highways under its jurisdiction. Access control is used to limit the degree of interference with vehicular traffic from other vehicles or pedestrians which are entering, exiting, or crossing the highway. The level of access control determines the type and extent of utility facility installations that are allowed on public right-of-way. Contact the appropriate INDOT District to obtain information on the type of access control in effect for a specific location. The access control line is normally but not always at the same location as the right-of-way line.

5.13.2: Categories of Access Control

There are three categories of access control:

- Non-Limited Access



- INDOT has the authority to regulate the location and details of access, but INDOT has not purchased access control rights from adjoining properties. This type is typical of most highways with frequent driveways and intersections
- Partial Limited Access
 - INDOT has declared or **purchased** access control rights from adjoining property owners. Access is controlled to give preference to vehicular traffic, but there may still be some intersecting streets at grade and some driveway connections. This type is typical of many divided highways with some intersections and driveways
- Full Limited Access
 - INDOT has declared or **purchased** access control rights from adjoining property owners. Access is controlled to give priority to mainline vehicular traffic by providing access to vehicles and pedestrians only from selected public roads, by prohibiting crossings at grade, and by prohibiting driveway connections. This level is typical of Interstate highways and some divided highways

5.13.3: Limited Access Facility

If a partial or full limitation of access exists, the facility is known as a limited access facility. A limited access facility is a highway or street that is designed for through traffic but limits or prevents access to abutting land. The highways or streets may be parkways from which trucks, buses, or other commercial vehicles are excluded, or freeways open to use by all customary forms of highway or street traffic.

5.13.4: INDOT's Statutory Authority to Limit Access to Roadways

Under [Indiana Code 8-23-8-1](#), INDOT and the highway authorities of the counties and municipalities, acting alone or in cooperation with each other or any federal agency, or State or local agency of another state having authority to participate in the construction and maintenance of highways, may plan, designate, establish, regulate, vacate, alter, improve, maintain, and provide limited access facilities for public use on all or any part of a highway whenever the department or authority that has jurisdiction over the highway determines that traffic conditions, present or future, will justify the facilities. The department or a highway authority that has jurisdiction over a highway may regulate, restrict, or prohibit the use of limited access facilities on the highway by various classes of vehicles or traffic.

Section 14: Title VI Requirements

5.14.1: Overview

INDOT values each and every individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of the State of Indiana. As a recipient

of federal funds, INDOT is required to conform to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person will be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, or national origin.

Pursuant to Title VI, INDOT is required to include certain nondiscrimination language and assurances into its agreements, which includes permits. It is INDOT's responsibility to ensure the assurances of nondiscrimination are properly included and executed as part of permits issued.

Also see [23 CFR 200](#).

5.14.2: Title VI Permittee Assurances

The permittee for themselves, their heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on the said property described in the permit for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the permittee will maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to [Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964](#), and as said regulations may be amended. In the event of breach of any of the above nondiscrimination covenants, INDOT will have the right to terminate the permit and to re-enter and repossess said land and the facilities thereon, then hold the same as if said permit had never been made or issued.

Section 15: Americans with Disabilities Act Requirements

5.15.1: Technical Assistance with Accessibility Requirements

INDOT's Americans with Disability Act (ADA) Technical Advisory Committee (TAC) can provide technical assistance to applicants in implementing ADA requirements appropriately. The TAC can be reached by email at ADA@indot.in.gov. Driveway crossings and permits impacting sidewalks, curb ramps, and pedestrian signals are likely to result in accessibility challenges during and after construction. Even a temporary sidewalk closure may result in an accessibility violation if no alternative accessible route is provided. The District ADA Liaison in each district is responsible for maintaining the INDOT ADA Asset Inventory and may also provide district-level technical assistance.

**5.15.2: ADA Compliance for Sidewalk, Curb Ramps, Blended Transitions,
and Pedestrian Facilities Resources**

[General Instructions to Field Employees \(GIFE\), Section 22](#)

[Chapter 51 of the Indiana Design Manual](#)

[Chapter 4 of the United States Access Board, the Department of Justice 2010 ADA
Standards for Accessible Design](#)

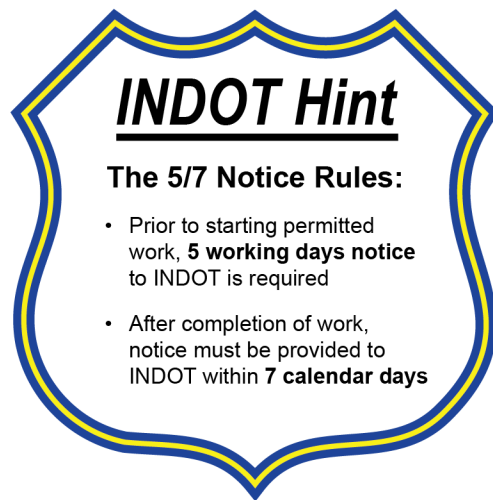
[Public right-of-way Accessibility Guidelines \(PROWAG\)](#)

Chapter 6: General Provisions & Right-of-Way Occupancy

Section 1: General right-of-way Permit Provisions

6.1.1: General Provisions

1. **Applicability of Permit Guide:** The permittee will follow all guidelines, policies, and procedures in the Public Permit Guide. The policies and procedures herein are not an adjudication or regulation. This guide describes the framework within which INDOT will administer the program. If circumstances warrant, INDOT reserves the right to deviate from this guide
2. **Inspection and Stop Operations Orders:** All work described in the permit will be subject to the Inspection of INDOT and the permittee will adjust or stop operations upon direction of any law enforcement officer or INDOT employee
3. **Permit Recission:** The permit may be rescinded at any time by the Department of Transportation at its discretion or for noncompliance with any provisions of the permit or the Public Permit Guide in addition to applicable laws and regulations
4. **Notice Prior to Commencing Work:**
The permittee will notify the INDOT District Office by and through the assigned Permit Investigator in EPS five (5) working days preceding the beginning of any work activity
5. **Contact Information:** The permittee will provide a list of names and contact numbers for its representatives in EPS who may be contacted on a 24-hour basis related to the permitted work
6. **Notice of Completion of Work:** The permittee will notify the INDOT District Office that the work is completed. This notice is to be provided within seven (7) days from completion of all work on the permit through EPS
7. **Complete Permit in Possession and Available for Inspection:** The permittee will have the permit, complete with drawings and additional special provisions, in their possession during work operations and will show the permit on demand to any law enforcement officer or authorized INDOT employee
8. **Permittee to Pay INDOT Inspection Costs:** The permittee will pay INDOT for any Inspection costs where it is necessary to assign an INDOT employee to inspect the work. The permittee will immediately reimburse the State upon receipt of an itemized statement



9. **Permit Valid Through Expiration Date:** The permit is valid through the stated Expiration Date. If work is not completed within the allotted time, the permit is automatically revoked unless an extension is requested prior to the Expiration Date and said request is approved by INDOT. If a permit is revoked, a new application must be submitted and approved before the proposed work can be accomplished
10. **Permittee Compliance with IMUTCD/MUTCD:** The permittee will erect and maintain all necessary signs, barricades, detour signs, road closure signs, and warning devices required to safely direct traffic over or around the part of the highway where permitted operations are to be done so long as the work does not interfere with traffic, in accordance with [Section VI of the Indiana Manual on Uniform Traffic Control Devices](#). The permittee will, at all times, adhere to the Traffic Control measures found in the most recent version of the [Indiana Manual on Uniform Traffic Control Devices](#), as then-currently adopted by INDOT. All trenches, excavation, and any other installation activities must be closed or properly barricaded when work is not in progress. Driving lanes must not be closed when work is not in progress unless noted otherwise (u.n.o) in the permit
11. **Conforming Construction Requirements and Workmanship Requirements:** All construction and materials used within the highway right-of-way must conform to the current [INDOT Standard Specifications](#), with the permittee being considered in the same status as the contractor. All work will be completed in a reasonable and respectable manner using principles of good workmanship. The permittee will construct and maintain the site pursuant to [INDOT's Standard Specifications](#) in order to protect the highway's safety, structural integrity, and appearance. The permittee will cause no unreasonable interference with highway use
12. **Property Damages and Operational Interference:** The permitted operations will not interfere with any existing structure on State right-of-way without specific permission, in writing, from INDOT. If any buildings, railings, Traffic Control devices, or other structures are damaged, the cost to repair any damage or replace any structure will be borne by the permittee
13. **Implicit Permission and Conflict of Laws:** Approval of the permit application will be subject to the permittee obtaining all necessary authorizations from federal, state, and local authorities and complying with all applicable laws, rules, and regulations. The issuance of the permit will in no way imply INDOT approval of, or be intended to influence, any action pending before a federal, state, or local board, commission, or agency. Failure to comply may result in revocation of the permit
14. **Operating Hours and Holidays:** The permitted operations will be allowed on State highway right-of-way only between sunrise and sunset unless specifically allowed by an additional special provision to the permit. No work may be performed during the period beginning at 12:00 noon on the last Weekday preceding and continuing until sunrise on the following: New Year's Day,

Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas in accordance with [105 IAC 7-1-26](#)

15. **No Work During Inclement Weather:** No work will be conducted or done during inclement weather, when snowfall is observed, or snow removal equipment is present on the roadway
16. **Equipment Storage:** No equipment may be stored in the State right-of-way when work is not in progress. Aggregates and excavated materials must not be stored on or loaded from existing shoulders and pavements. highway pavements must be always kept clean and free of debris
17. **Maintenance of Traffic Plans:** The permittee will adhere to the submitted Maintenance of Traffic (MOT) plan during construction if such activities require lane closures or Traffic Restrictions. Traffic will not be permitted to pass directly beneath personnel or equipment working over any travel lanes. Traffic stoppage during an overhead operation will not exceed ten (10) minutes at one time, u.n.o. There will be enough time between consecutive stoppages to permit traffic to return to normal flow
18. **Law Enforcement Maintenance of Traffic Requirements:** Should a Law Enforcement Officer be performing Maintenance of traffic for a permitted project, said officer shall be in full uniform, off-duty, and not a member of the Indiana State Police. The Law Enforcement Officer shall be a graduate of the Indiana Law Enforcement Academy Basic Course, or equivalent, and shall be a police officer or deputy actively employed by a police agency in Indiana. Use of a Law Enforcement Officer in a work zone must follow the provisions laid out in IC 8-23-2-15. A constable or deputy constable is not allowed to perform Maintenance of traffic duties unless specially approved by INDOT
19. **INDOT Interstate Highways Congestion Policy:** Any and all work operations allowed in the permit that are on an INDOT controlled roadway will strictly follow the [INDOT Interstate Highways Congestion Policy](#) (IHCP). If the permit is for work on the Indiana Interstate Highways System, then the work must be pre-approved and carried out as per the [INDOT IHCP](#) and the attached specific IHCP exception request approval letter and MOT plan (if applicable)
20. **Notice to INDOT Upon Reopening of Highway:** The permittee will notify INDOT immediately upon re-opening the highway. Provide this notice to the assigned Permit Investigator
21. **Utility Location Required by Permittee:** All existing utilities and other underground facilities, such as traffic signal appurtenances, must be located prior to commencing excavation. All INDOT equipment in the State right-of-way, such as underground conduits and signal control devices, must be located prior to the start of work. INDOT Signal Technicians must be contacted when there is any planned work to an INDOT controlled signal. An INDOT Signal Technician must be onsite when signal work begins and when the signal is placed into operation. New equipment calibration can take thirty (30) days or more. It is the permittee's responsibility to contact INDOT so that any signal work can be completed within an appropriate timeframe and without delay. Failure to contact INDOT prior to

any signal work can result in delays and/or permit revocation. If highway signal equipment is damaged or removed in any manner it must be repaired or replaced by a pre-qualified signal contractor at the permittee's expense

22. **RRS Sign Protection:** The permittee will protect all Road Reference System (RRS) signs. The location of the signs (4 inches by 12 inches, blue) will be referenced before they are temporarily relocated, by the permittee, to allow the permitted work. The signs will be reset in the original location, or as directed by INDOT
23. **Traffic Control Interference:** The permittee will not disturb nor manipulate any existing Traffic Control devices. Any damage to a Traffic Control device will be required to be fixed immediately, at the permittee's expense, by a [State prequalified contractor](#). Contact the Signal Technician at the appropriate District Office five (5) days prior to doing work in the right-of-way that will affect any existing Traffic Control devices
24. **Grade Restoration by Permittee:** All disturbed areas will be fine graded and mulch seeded to the requirements laid out in [Section 200 of the INDOT Standards Specifications](#). Excavation of materials and restoration of existing grades and profiles will maintain and perpetuate existing drainage patterns and the State right-of-way must be restored to original or better condition on or before the Expiration Date of the permit. Any and all existing drainage structures will be protected and maintained during the course of the permit
25. **Pavement Protection:** The permittee will, at all times, protect the pavement surface and right-of-way from damage due to the use of heavy equipment and will provide and use approved pads, planks, or dirt cushions to protect against other damage. Immediately before any section of the highway is to be placed back in use for traffic, the permittee will remove all excess dirt and sweep the pavement surface to eliminate unnecessary dust hazards
26. **Permittee Responsible for Pavement Damage:** Any damage to existing asphalt or concrete pavements, pavement markings, shoulders, or right-of-way facilities created by any work or installation operation will be repaired, at the permittee's expense, to INDOT standards
27. **Driveway, Culvert, and Pedestrian Facility Liability:** The permittee will be responsible for the proper replacement of any driveways, driveway pipes, or sidewalks that are disturbed during the permit work
28. **No Unauthorized Obstruction of Drainage:** Drainage on shoulders, ditches, or otherwise on the right-of-way will not be obstructed. Appropriate control measures will be followed to protect the right-of-way from erosion
29. **Conformance with Transportation Utility Accommodation Policy:** All permits will conform to the current [INDOT Utility Accommodation Policy](#), with the exception of Broadband Access and Outdoor Advertising Control
30. **Restoration of right-of-way:** Within seven (7) days after a new installation or repair to an existing installation is performed, all excess dirt or obstructions caused by the installation or repair must be removed and the area must be

restored to an acceptable condition, by the permittee, so as not to interfere with mowing the highway right-of-way

31. **Compliance of Work with Work Plan:** Work will be performed in accordance with the plans attached to the permit. The installation or removal of any specialized items/construction that will be allowed within the permit will be installed/removed as defined and described in the “Project Description and Purpose” section of the permit along with all plans and specifications that were provided by the permittee
32. **Permittee Responsible for Maintenance Costs and Repairs:** If, at any time in the future, this installation should become damaged due to normal maintenance or roadwork by INDOT, the permittee will be responsible for all repairs, and the cost of repairs, that may arise from such damage
33. **Placement of Poles and Pole Lines by Permittee:** Any poles installed under a permit, including brace poles and guy poles, should be placed within one and a half (1 ½) feet of the right-of-way line. Exceptions to this placement requirement will be granted only for special conditions and must be explained in the application. Any pole line installed under a permit will comply with all regulations outlined in the [National Electrical Safety Code](#) and any other handbook issued by the [Department of Commerce’s National Institute of Standards and Technology](#) which refers to the installation and maintenance of communications lines
34. **Unauthorized Tree Trimming Prohibited:** No trees or plants on the right-of-way of any Interstate, federal highway, or State highway will be trimmed or removed without an approved permit issued by INDOT
35. **Interference with Existing Poles and Pole Lines Prohibited:** Work performed under a permit will not interfere in any way with any pole line or other existing structure along or across the Interstate, federal highway, or State highway
36. **Conditions for Work on Sodded Areas:** Work within the sodded areas of the right-of-way is not to be performed during wet periods. Any damage to the sodded areas of the right-of-way must be repaired and properly seeded
37. **One-Year/30-Day Limitations for Permitted Work:** All work on highway right-of-way authorized by a permit must be completed within one (1) year after the permit is issued. Once construction authorized by the permit is initiated, it must be completed within thirty (30) days, unless otherwise expressly approved as a special condition
38. **Coordination of Relocation Required:** Relocation, alteration, or addition of appurtenances, necessitated by a permit, must be coordinated with INDOT and any and all third parties affected prior to any activities occurring within the right-of-way
39. **Manhole, Handhole, and Vault Cover Placement and Elevation Requirements:** The top elevation of all manholes, handholes, and vaults will be held to ground or road surface level. Placement of manholes, handholes, and vaults will not unnecessarily obstruct pedestrian routes and will not be placed within curb ramps, unless an exception is granted

40. **Nondiscrimination Assurances Required:** The permittee for itself, its heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on the property described in a permit for a purpose for which an INDOT program or activity is extended or for another purpose involving the provisions of similar services or benefits, the permittee will maintain and operate the facilities and services in compliance with all other requirements imposed pursuant to [Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21 Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures](#), and as said Regulations may be amended. In the event of breach of any of the above nondiscrimination covenants, INDOT will have the right to terminate the permit and to re-enter and repossess the land and the facilities thereon and hold the same as if the permit had never been made or issued.
- The permittee for itself, its personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or limited English proficiency will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of the facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or limited English proficiency will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the permittee will use the premises in compliance with all other requirements imposed by or pursuant to [Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21 Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures](#), and as said Regulations may be amended. That in the event of breach of any of the above nondiscrimination covenants, INDOT will have the right to terminate the permit and to re-enter and repossess the land and the facilities thereon, and hold the same as if the permit had never made or issued
41. **Indemnification of INDOT Required:** The permittee agrees to indemnify, defend, save and hold harmless INDOT, the State of Indiana, and their officers, employees, agents, representatives, successors, and assigns from all claims (including costs and expenses of defending against such claims, including attorney's fees) arising from any act or omission of the permittee or the permittee's agents, employees, or contractors relating to a permit or breach of

any provision of a permit by the permittee or the permittee's agents, employees, or contractors. Indemnification will not be limited by any reason of any insurance coverage. Neither INDOT nor the State will provide indemnification to the permittee. The permittee understands and agrees that the obligation in the general provisions survives expiration or termination of the permit

6.1.2: Revocation of a Permit

Failure to comply with laws, regulations, policies, general provisions, and permit requirements issued will result in revocation of the permit.

Section 2: Right-of-Way Occupancy

6.2.1: General

Right-of-way occupancy falls under two types, above ground or below ground, with their associated subtypes, detailed in [Section 2.4](#) and [Section 2.5](#) of this guide, respectively. Right-of-way occupancy permits are issued for applicants wanting to work in non-Limited Access Right-of-Way (LARW). However, if certain hardships can be proven, permits can be issued for work in partial LARW. Permits are seldom issued for work in LARW.

For larger or complicated projects in State right-of-way, a pre-construction conference between INDOT and the permittee may be requested by the permittee or required by INDOT. See [Section 5.10](#) concerning pre-construction conferences.

6.2.2: Utilities

Utility facilities include those that supply communication, cable television, power, light, heat, electricity, gas, water, pipeline, sewer, sewage disposal, drainage, or like services. If a utility desires to occupy State right-of-way, it must submit a right-of-way permit application to INDOT via EPS. INDOT will review the permit request to ensure compliance with the [INDOT Utility Accommodation Policy](#) (UAP) and any other applicable requirements.

6.2.2.1: Utility Occupation of Partial Limited Access Right-of-Way

Longitudinal runs for utilities generally are not allowed within Partial LARW. Consideration may be given if hardship is proven by the applicant. A claim of hardship must have, at a minimum, the following:

- Plans stamped by a registered engineer detailing areas of hardship
- A letter by the applicant stating justification/reason for the hardship request to allow a longitudinal run of utilities along INDOT LARW addressed to the appropriate INDOT Deputy District Commissioner
- Demonstration that all reasonable avenues have been denied by adjacent property owners

- Documentation presented that fair market values for easements have been denied and signed affidavits by the property owners stating such
- Cost analysis to consider alternative routes; costs of proposed routes v. alternative routes is provided
- List of any existing utilities in the area that are utilized as longitudinal runs
- Details showing how the utilities will be secured, i.e., encased
- Maintenance agreements or special provisions stating how the utilities will be maintained

6.2.2.2: Additional Requirements for Permits in and Along Partial Limited Access Right-of-Way

If a [Utility Accommodation Policy](#) (UAP) Exception has been granted, there are additional requirements that must be met for permitted work. These provisions are:

- Any directional bore and/or jacking/pushing installation will be performed from private property
- No equipment, parked vehicles, materials, or personnel will be allowed within any INDOT LARW at any time unless otherwise noted
- Construction vehicles and equipment will not park on the shoulders of the highway at any time
- Materials must not be stored on, or loaded from, existing shoulders and pavements
- Equipment must not be stored on State right-of-way at any time
- No unauthorized Encroachment upon INDOT's property will be allowed
- No indiscriminate crossing of State right-of-way will be allowed
- Any directional bore and/or jacking/pushing installation that might be used will be stopped immediately if any surface deformation is detected in the public right-of-way. In the case of surface deformation, the permittee is to contact their respective Permit Investigator for instructions. The Permit Investigator may involve the District Permit Manager, if necessary
- Any damage to pavements, shoulders, or right-of-way facility created by boring operations will be repaired, at the permittee's expense, to INDOT minimum standards
- If damaged beyond reuse, existing driveway pipes must be replaced with a minimum fifteen (15) inch corrugated metal pipe with metal end sections. Concrete headwalls must not be reused and must be replaced with metal end sections

6.2.2.3: Maintenance of Facilities on Partial Limited Access right-of-way

Utilities are to be located in such a manner that they can be serviced without access from the through roadways or connecting ramps. Telecommunication companies located within controlled access right-of-way will adhere to the roadside safety requirements as laid out in the [Indiana Design Manual Section 303](#), use the [Indiana](#)

[Manual on Uniform Traffic Control Devices](#) to properly maintain traffic, apply the [Work Zone Safety and Mobility Policy](#), and follow any other traffic safety regulations that may be deemed necessary by INDOT. In addition, telecommunications companies may be required to compensate INDOT for inspection costs.

6.2.2.4: Maintenance of Facilities on Non-LARW

All facilities are to be maintained and serviced in accordance with the conditions of the original permit and this guide. A blanket permit may be issued to a utility on an annual basis for maintenance of existing facilities. One blanket permit should be issued per road, per county. Such a permit is applied for via EPS.

Maintenance activities for overhead installations should be limited to:

- Clearing of vegetation and trimming of trees around overhead utilities lines
- Overhead lighting maintenance
- Other activities as approved on a case-by-case basis by INDOT

6.2.2.5: On-Site Permit Application Review

The permit application work site may be visited by the investigator and the applicant, or their assigned representative, prior to issuance of the permit to verify there are no outstanding issues that need to be addressed. The investigator will have on hand a copy of all plans and submitted permitting documents.

Section 3: Toll Road Permits

The Indiana Toll Road, I80 and I90, is operated by [ITR Concession Company LLC \(ITRCC\)](#). In 2006, ITRCC was awarded a seventy-five (75) year lease of the toll road. The Indiana Finance Authority, INDOT, and the Indiana Toll Road Oversight Board, appointed by the Governor, retain oversight responsibility on behalf of the State of Indiana to assure that ITRCC operates and maintains the toll road in accordance with terms of the lease. All permit applications, with the exception of outdoor advertising, along the Indiana toll roads are applied for, issued, and maintained through [ITRCC](#).

Section 4: Land Restoration

6.4.1: Finishing Responsibilities

The permittee is responsible for fully completing the land restoration work at the conclusion of the permitted project, including final grading, reseeding, erosion control measures, and debris removed, in order to return the site to its original condition or otherwise approved condition. Failure to provide adequate restoration may result in revocation of the permit and the use of the associated bond to complete the required work to INDOT standards.

6.4.2: Special Considerations for Finishing Shoulders, Ditches, and Slopes

The following considerations concerning shoulders, ditches, and slopes must be accounted for if relevant to the permittee and/or permit in question:

- The final shaping and dressing of shoulders, ditches, and slopes is not a permit item, but is included in the cost of other bid items on the permit
- This work consists of the final shaping and dressing of shoulders, ditches, and slopes by machine and/or hand methods to the required smoothness, elevations, and cross section as shown on the plans or directed by the engineer
- Shoulder construction should be in accordance with the typical sections and standards included as a part of the contract plans
- Abrupt changes in alignment of side ditches should be avoided and any contemplated change in ditch alignment or grade should be provided for during grading operations to avoid the necessity for major revision of slopes and ditches during the finishing operations
- Slopes should be uniform and transitions from steep slopes to flat areas should be such that no abrupt changes or bulges result. It is also the general practice of INDOT to roll back the ends of cut slopes slightly to obtain a more pleasing appearance
- In finishing the slopes of rock cuts, the rock face should be carefully inspected for loose or overhanging rock that might be materially reduced if the contractor completes grading operations to the grade and cross section as work proceeds
- It is neither economical nor good construction to include yardage in the finishing operations that could and should have been moved during the grading operations
- Should the contractor's methods result in rough or otherwise unsatisfactory shoulders, ditches, or slopes, they should be corrected by equipment or hand methods

6.4.3: General Considerations for Seeding

The following considerations concerning seeding must be accounted for if relevant to the permittee and/or permit in question:

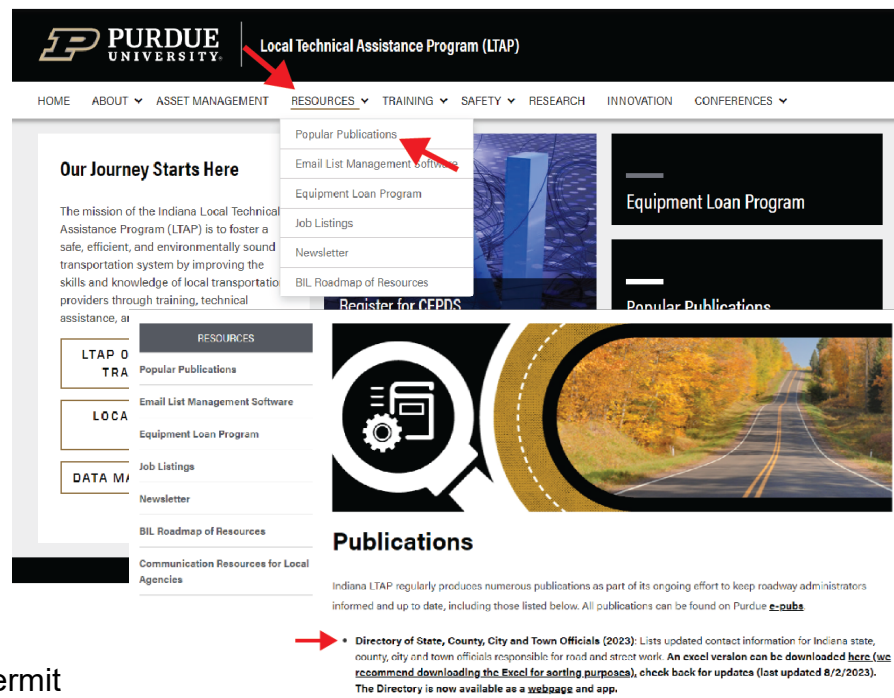
- Sections of bare earth and the length of their exposure to erosion should be minimized
- Large cut and fill slopes should be stage seeded as soon as they are finished
- Frequent seeding prevents time lost to redress slopes after rain events
- Temporary seeding is applied prior to permanent seeding as a temporary erosion control feature. This operation is usually done one or more times during the contract as graded areas are completed or nearly completed. This involves the moving in and out of the seeding equipment in a disjointed fashion as opposed to the massive, one-time application associated with the permanent seeding operation

Chapter 7: Permit Coordination, Compliance, and Inspection

Section 1: Notifying Cities, Towns, and Other Local Public Agencies

INDOT will occasionally require a permittee, as a condition of receiving a permit, to contact local municipalities that could be impacted by the work. It is the responsibility of the permittee to reach out to cities, towns, and other local public agencies if it is required or necessary. A list containing the names and addresses of city, town, or local county contacts can be found on the [Local Technical Assistance Program \(LTAP\) website](#). This website is not managed or controlled by INDOT, and INDOT does not take responsibility for the information, or accuracy thereof, that appears on this website. INDOT provides this resource as an aid to permittees, who may utilize it or other methods to contact relevant municipalities.

To find the aforementioned information on the LTAP website, hover over the “Resources” tab and select “Popular Publications”. Once on the “Publications” screen, see “Directory of State, County, City, and Town Officials”. This section offers multiple formats in which the directory may be viewed.



Approval of an INDOT permit application will be subject to the permittee obtaining all necessary authorizations from federal, state, and local authorities and complying with all applicable laws, rules, and regulations. Failure to comply may result in revocation of the permit. It is the responsibility of the permittee to ensure that they have all relevant permits and permissions.

Section 2: Notifying Property Owners

If it is required or necessary to notify a property owner, the names and addresses can be found on the respective county's GIS webpage or by visiting the respective county courthouse. When searching a county's webpage for property owners contact information, knowledge of the general area of the property in question will be needed.

Section 3: Permit Inspections & Compliance

7.3.1: Inspections

Once a permit application has been approved by the INDOT Permits Division, INDOT may conduct inspections of the permitted work at any time and with any frequency. However, it is general practice for INDOT to complete a minimum of three (3) Inspections:

- **Initial Inspection:** An initial inspection of the right-of-way will be completed by INDOT within thirty (30) days of receiving the permit application, and prior to approval or denial of the permit. Following permit approval, INDOT requires that a permittee give notice to the respective District Office five (5) working days preceding the beginning of any work activity
- **Inspection upon completion:** A second inspection will be completed by INDOT after receiving notice of completion of work. A permittee is required to notify INDOT that the permitted work is complete. The notice is to be provided within seven (7) days from completion of all work on a permit. The notice of completion allows INDOT Permit Investigators to inspect the completed work in case repairs are needed, such as seeding and grading
- **Final Inspection:** A final inspection of the permitted work will be conducted at or within 365 days after the completion of permitted work. This inspection is intended to ensure that the permitted work can stand up over time and no repairs are needed or unsafe circumstances are present

7.3.2: Preparing for an Inspection

Inspections are a routine part of doing business with INDOT. INDOT is committed to ensuring the safety of permitted work, construction workers, the travelling public, and others who may be in INDOT controlled right-of-way. To assist permittees in preparing for inspections, INDOT recommends the following practices:

- Be observant of proposed grade and alignment and check that permit plans are compatible with the road structures, construction features, etc.
- Ensure that proper backfill methods and materials are used where proposed and future road surfaces and berms are involved
- Be observant of any substantial change in methods and materials from those approved, such as the use of sheeting, special backfill, etc.
- Be sure that the contractor supervisor is familiar with symbols furnished on the construction stakes, such as cut and fill information
- Spot checks should be made to ensure that plans are compatible with highway surface plans, vertical clearance of overhead utility installations are sufficient to ensure minimum clearance above highway structures, and horizontal alignment is compatible with construction limits, access lines, etc.
- Time-dated pictures of the site should be taken and placed on EPS

- If applicable, verify all ADA/Title VI requirements have been met

7.3.3: INDOT's Determination of Compliance

At the conclusion of the permitted work, a final inspection shall be made. At the discretion of INDOT, the presence of the permittee's representative and contractor may be required to determine conformity with the approved original, or modified, plan. The issue of who needs to attend the inspection will need to be discussed by the permittee with the Permit Investigator or the District Permit Manager. The Permit Investigator should determine if the permittee is in compliance with all permitting requirements. The final Inspection report will be saved to EPS, where it will be reviewed by the District Permit Manager. In EPS, if compliant, the permit will be "closed out" and have a status of "Complies". In the event of non-compliance, a notice will be placed in EPS stating the reason(s) for non-compliance, and the permittee will have fifteen (15) calendar days to reply and begin corrective action(s).

7.3.4: Final Compliance Inspection

The work covered by a permit is not considered complete until inspected by INDOT Permit Staff and found to be in accordance with the plans and specifications filed in the application and amendments approved by INDOT, together with any special conditions noted therein.

A final compliance inspection should be conducted 365 days after completion of permitted work. If the final Inspection completed by INDOT finds that the permitted work meets applicable standards and provisions, the permitted work is considered complete, and the permit can be closed. If there is a bond on the permit, it can be released, and the status of the permit can be updated to "Complies" in EPS.

When reviewing driveway permits or permits with limited access breaks for compliance, INDOT Permit Staff ensure that the completed work is in compliance with ADA and Title VI standards. INDOT has staff available to answer questions and concerns regarding ADA, they can be reached via email at ada@indot.in.gov.

Section 4: Non-Compliance of Permits

If an inspection finds that the permitted work does not meet applicable standards and provisions, then a permit violation has occurred. The permit is then considered to be in a non-compliant status. For a permit that is in a non-compliant state, permit staff will submit an inspection report in EPS and the status of the permit will be updated to a "Does Not Comply" status in EPS.

Section 5: Permit Violations and Non-Compliant Status

7.5.1: Overview

When permitted work is not in compliance with the standards and provisions of the permitted application, INDOT takes the steps outlined below to notify the permit holder of the violation and necessary corrective actions to remedy the violation. However, in the instance of an emergency or compelling agency need, if the permittee is in violation, INDOT retains the right to take actions necessary for the safety of the motoring public and the security of the agency's assets. In such cases, the permittee in violation may receive little to no notice from INDOT. The procedures below, based upon [105 IAC 7-2-4](#), are followed when such emergency conditions do not exist.

7.5.2: Initial INDOT Action

When a permit violation is found, District Permit Staff will:

1. Complete an inspection report and place it in EPS, thus contacting the permit holder
2. Attempt to make a phone call to the permittee
3. Send a letter by U.S. certified mail to the permit holder citing the violation including:
 - The remedy for the violation
 - Notice of a timeframe of not less than fifteen (15) days to correct

The District Permit Staff will take care to ensure they enter any correspondence into the INDOT attachments of the permitted application in EPS.

7.5.3: Permittee Response

When the permittee receives a citation from INDOT alleging a violation of their permit, the permittee should take action consistent with the remedy specified in the citation letter they received. If the permittee has questions or concerns, the permittee should immediately contact the District Permit Manager or staff to discuss remediating the permit violation. It is the permittee's responsibility to remedy the conditions which created the violation. Within five (5) days of completion of the remedy, notice to INDOT must be given for inspection.

7.5.3.1: Failure of the Permittee to Respond to the Initial Citation

If there is no response from the initial attempt to contact the permit holder, Permit Staff may make a second phone call and send a second letter by U.S. certified mail along with a second Inspection report notifying the permittee that they have fifteen (15) days to make arrangement for the work to be accomplished, or further action will be taken. At this point, INDOT reserves the right to notify the surety company and provide evidence of the permit violation, including but not limited to the violation letter and inspection

report(s). INDOT staff will enter all correspondence into the INDOT attachments of the permit in EPS.

7.5.4: Final Attempt by INDOT Staff

7.5.4.1: Thirty Day Letter

If there is still no response received from the permit holder, INDOT's Permit Staff will send a third letter by certified mail and an email addressed to the permittee stating that they have thirty (30) days to make arrangements with the Permit Investigator to correct the deficiencies. The arrangements can be in the form of a letter or email sent to the investigator explaining a time frame of when the deficiencies will be corrected. INDOT's Permit Staff will enter all correspondence into EPS. In addition, permit staff will ensure that the Central Office Permits Division and Legal Division are involved.

7.5.4.2: Contact of Surety by INDOT

If there is no response from the permittee, or if the permittee will not correct the deficiencies, the surety company will be contacted verbally and by email by the District Permit Manager. INDOT will notify the surety company of the situation and inform the company that they will be responsible if the permittee does not correct the permit violation. INDOT staff will log all calls and correspondence in EPS.

Every effort will be made to have the permittee, or the bonding company, correct the non-compliance. If INDOT collects on a bond, then it becomes INDOT's responsibility to correct the permit deficiencies.

If the surety company does not take action to correct the permit deficiencies, they will be contacted in writing by INDOT's Legal Division. If there is still no response from the surety company and/or the deficiencies are not corrected, the work will be completed or removed by INDOT at the surety companies' expense for materials, labor, and INDOT equipment.

If the bond is waived, the respective INDOT district will use every means available to have the permittee successfully conclude the needed work. All previous steps above will be taken to encourage the permittee to complete the work whenever practicable or reasonable. INDOT will also notify the permittee that any future permits will not have the fees or bond waived unless/until the work is completed satisfactorily. Additionally, all existing permits which are in the review phase or have been approved, but have yet to be constructed, may be suspended, or revoked, by the Permit Manager.

Section 6: Suspension or Revocation of a Permit

A permit may be suspended or revoked at any time if it is found to be non-compliant with any provisions and conditions of said permit. INDOT will endeavor to make contact by email, certified mail, and/or verbally, if possible. This contact will state the reason(s) for the revocation of the permit. The steps for citing a permit violation should be followed if the situation is not a safety hazard to the travelling public or detrimental to

INDOT assets. If the deficiency in the permit work is a safety hazard to motorists, the general public, or detrimental to INDOT assets, then the district should take action to correct the situation as soon as possible.

Section 7: Encroachments & Unauthorized Activities in State Right-of-Way

7.7.1: INDOT's Encroachment Policy

INDOT controls encroachments that are on, or extending over, a State highway right-of-way or other INDOT property. This includes drainage into the highway right-of-way or other department property right-of-way. This control will be exercised to protect public property under control of INDOT and to ensure the safety and convenience of highway users.

INDOT may remove, prevent, or terminate an encroachment pursuant to the legal authority granted in [Indiana Code 8-23-5-1](#). If an Encroachment occurs, INDOT must give notice by certified mail to the owner and the occupant of the property where the encroachment occurred, as well as post a notice in a visible place on the property.

7.7.2: Encroachment Prevention & Control Guidelines

The prevention of all types of encroachments is of continuing importance to INDOT. Priorities for the correction of existing encroachments are generally as follows:

1. Immediate hazards to traffic
2. Potential hazards to traffic
3. Issues damaging or potentially damaging to the highway or other property
4. Issues within LARW or on the National Highway System and constructed with federal funds
5. Issues INDOT is being petitioned to correct
6. Permanent or temporary encroachments that do not qualify within any of the above listed priorities

Certain encroachments extending over highway right-of-way in place on August 12, 1963, which are supported entirely from outside the right-of-way, may be permitted to remain if INDOT determines the encroachment does not impair the highway or interfere with the free and safe flow of traffic on the highway. Approval from the Federal Highway Administration must be obtained for encroachments to remain on Interstate highways and highways on the National Highway System which were constructed with federal funds or where there is an underlying federal aid project.

7.7.2.1: Implementation of Encroachment Control Practices by INDOT

The utilization of resources to control encroachments will conform to the priorities established herein. The authority provided in [Indiana Code 8-23-5-1](#) will not be exercised until all reasonable alternatives have been exhausted. Encroachments discovered will be prioritized and corrective action scheduled in accordance with priority and manpower. It will be the responsibility of the district to schedule corrective action.

7.7.2.2: Corrective Action for Encroachments

7.7.2.2.1: Overview

The actions below will be followed by INDOT for the management of encroachment issues wherever possible. This process may be shifted depending on individual circumstances, as well as in emergency situations where there is imminent danger to the public, INDOT employees, property, or equipment. INDOT, except where required by law, is not bound to follow the processes laid out below; they merely serve as a framework from which INDOT takes action. All communication with property owners and occupants will take place via certified mail, except where prescribed by law or additional requirements, such as posting conspicuously on the property, exist. Records will be maintained by INDOT as best as possible and in accordance with Indiana Code.

7.7.2.2.2: Preliminary Actions

INDOT shall:

1. Ensure that an encroachment exists by verifying ownership and limits of the right-of-way or other INDOT property
2. Determine the identity of the owner and occupant of the adjacent real estate from which the encroachment occurs. This includes obtaining the address of the owner and occupant, if they are at different addresses
3. Review of conditions to determine possible solutions

7.7.2.2.3: Initial Actions

INDOT shall:

1. Advise the owner and occupant (if applicable) of the real estate from which the encroachment occurs of the problem and necessity for corrective action. This includes possible inclusion of solutions to the issue or contact information of INDOT personnel

If the above step has been taken, and the encroachment remains and no arrangements have been made to remove the Encroachment, the legal authority provided in [Indiana Code 8-23-5-1](#) shall be exercised.

7.7.2.2.4: Secondary Actions

The following steps will be taken by INDOT when corrective action is required, and initial attempts have failed. INDOT will:

1. Send a legal notice in accordance with Indiana Code notifying the property owner of legal obligations and possible action to be taken by INDOT
2. If issue remains unresolved, send second legal notice in accordance with Indiana Code notifying the property owner of legal obligations and possible action to be taken by INDOT
3. If issue remains unresolved, refer the matter to Legal and Maintenance Divisions of INDOT to begin process of legally compelling the removal of the Encroachment or INDOT taking action to remove the encroachment

7.7.2.2.5: Removal of Encroachment

In the event that INDOT must take action to remove encroachment, the Department has statutory authority to enter the property, if applicable, and seize said encroachment. INDOT may remove an encroachment itself via use of its workforce or may contract out this work. Should INDOT be forced to take action to remove an encroachment, the owner of the real estate shall be billed for the related costs, with payment required within thirty (30) days. If the bill remains unpaid after thirty (30) days, INDOT shall file a bill with the Clerk of the Circuit Court of the county in which the real estate is located, as provided by law.

7.7.2.2.6: Special Considerations for Advertising Signs, Signals, or Devices

Pursuant to [Indiana Code 9-21-4-6](#), notice is not required for the removal of an advertising sign, signal, or device in the following locations:

- On or over the roadway of a highway
- On highway right-of-way
- On a highway in a city between the curb and sidewalk
- Within one hundred (100) feet of a highway outside the corporate limits of an incorporated city or town if the sign, signal, or device obstructs the view of the highway or an intersecting highway, street, alley, or private driveway of a person traveling the highway for a distance of five hundred (500) feet or less from the sign, or device, as the person approaches the highway or intersecting highway

Appendices

Appendix 1: Frequently Asked Questions

Does the INDOT Permits Division have a website?

Yes, we do! The [Permits Division webpage](#) goes over information you may need on your permit application. The Permits Division also has a [Forms and Resources webpage](#), which contains PDF forms needed for some applications as well as useful resources to guide the application process.

If I am issued an INDOT Permit, do I need to get any additional federal, state, and local permits?

Yes, an INDOT permit only gives permission from INDOT for a certain action to be taken. Additional permits may be required from federal or local governments or even other Indiana State departments or agencies. In addition, work being done on railroad right-of-way requires a permit from the respective railroad company. An INDOT permit does not override other permits (or denials thereof), nor does it supplant the need for additional permits.

Does the INDOT Permits Division regulate the content that appears on billboards?

No, INDOT does not have the authority to regulate what appears on billboards. INDOT's regulatory power applies to how billboard structures can be constructed and where a billboard may be placed. Billboard companies and advertisers themselves are responsible for the content that appears on a billboard.

Does the INDOT Permits Division approve or regulate the directional signs found in Interstate and Highway right-of-way?

No, the Permits Division does not have anything to do with these directional signs. All signs informing the driving public of exits, attractions, and points of interest are managed by the Traffic Division.

How do I know if I need an INDOT Permit for the work I am doing?

An INDOT permit is required when activity or installation is being conducted in State right-of-way or for outdoor advertising signs within 660 feet of State right-of-way. For assistance, feel free to contact your respective INDOT District Office for more information.

How much does an INDOT permit cost?

Costs vary depending on the permit type and subtype. A list of costs can be found on the [INDOT Permits website](#).

How do I get access to see a permit?

If you are a permit applicant, or otherwise tied to the permit, then it should appear on the first page visible after logging into your Electronic Permit System (EPS) account. If you believe that you should have access to a specific permit, but it does not appear on your EPS account, please contact permits@indot.in.gov for assistance. Outdoor advertising permits may be transferred between companies, and viewing by the new owner may be limited until said transfer is complete. In addition, some permit information is also available to the public via applicable freedom of information statutes.

How long is an INDOT permit valid for?

An INDOT permit is valid for one year from the date it was issued. If necessary, INDOT, at its discretion, may grant permittees extensions on their permit timeframe.

Appendix 2: Definitions and Acronyms

A2.1: Definitions

The following terms, as used in this document, will have the following meanings unless the context indicates the contrary:

- **AASHTO:** American Association of State Highway and Transportation Officials. Organization which publishes several documents utilized in this guide, including *A Policy on Geometric Design* (the Green Book)
- **Acceleration Lane:** A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate at which it can more safely merge with through traffic
- **Access:** Entrance to or exit from land adjacent to a public road which allows vehicular or pedestrian traffic to cross the highway right-of-way Line
- **Access Rights:** The right of ingress to and egress from a property that abuts a street or highway
- **Active Permits:** Permits that have been reviewed and approved
- **Addendum:** Any physical or usage change to a permitted facility contrary to that prescribed initially by the permit and plan
- **Above Ground Occupancy Permit:** A permit required for the installation of poles and/or aerial lines on the State right-of-way. This includes the placement of poles or lines in the rebuilding of an existing pole line and lines that cross over State right-of-way
- **Adjacent:** Work zones are “Adjacent” to an intersection when they are located within 300 feet of the intersection measured from the curb point of the curvature away from the intersection
- **ADT:** Average Daily Traffic. The total volume of vehicles during a given time period (in whole days), greater than one day and less than a year, divided by the number of days in that time period
- **Agreement:** A contract between INDOT and another Entity which describes acceptable uses of right-of-way
- **Airspace:** The space located above or below the highway’s established grade line lying within the approved right-of-way limits
- **Air Rights:** Real Property interests defined by agreement and conveyed by deed, lease, or permit for the use of Airspace
- **Applicant:** The person, partnership, company, corporation, association, or agency submitting an application for an INDOT permit
- **Application:** A formally prepared request for a permit that is submitted via EPS to perform work on a highway right-of-way
- **Application Form:** The standard form of application which must be submitted through EPS before a permit is issued
- **Auxiliary Lane:** The portion of the Traveled Way that is used to supplement through traffic movement, such as a turn lane
- **Below Ground Occupancy Permit:** A permit type required for any activity performed on State right-of-way including some form of excavation or grading

- **Bond:** A written obligation which binds the signatory to answer for the debt, default, or miscarriage of the terms of a permit
- **Blanket Bond:** A bond covering several persons, projects, or properties, providing coverage to the State if any of the work contracted in State right-of-way is not completed adequately or is considered negligent
- **Broadband Access Corridor Permit:** The right, granted and governed by agreement, to install improvements on, below, or above State Property for the purposes of data transmission, and related services, as defined in the provisions of the applicant's INDOT approved Broadband Access Agreement
- **Broadband Access Permit:** Permit for the installation of fiber infrastructure along Indiana highways for the purposes of data transmission and related services
- **Business Days:** Monday through Friday excluding holidays observed by the State of Indiana
- **Cancellation Date:** Date by which a permit application is terminated
- **Complied Date:** Date by which permitted work has been completed and inspected and the permit has been released in EPS
- **Categorical Exclusion (C.E.):** Refer to Programmatic Categorical Exclusion
- **Central Business District:** An area characterized by considerable commercial and retail businesses, banks, and churches, with Sidewalks and concentrated pedestrian activity, curb, gutter, speed limits below 35 miles per hour, and sometimes on-street parking
- **Clear Zone:** The total roadside border area starting at the edge of the Traveled Way available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, or the area at the toe of a non-recoverable slope
- **Commercial Driveway:** Any private entrance, exit, ramp, tunnel, bridge, side road, or other vehicular passageway to any property used for commercial purposes, 20 feet or larger (one way) or 24 feet or larger (two way), except a farm or dwelling house not exceeding a four-family capacity, and leading to or from any public road on the State Highway System
- **Commissioner:** The Commissioner of INDOT
- **Conceptual Review:** A preliminary review of a site or proposed development for initial comment and discussion on access location and design considerations
- **Conditional Exemptions:** An exemption to an existing policy or procedure granted to an Entity by the State that is dependent on certain conditions or circumstances
- **Conforming Sign:** A sign that meets the current criteria or standards according to all State and federal highway rules and regulations
- **Controlled Access:** A highway where pedestrians or animals are prevented from entering the roadway with fencing, walls, sound barriers, or other obstruction
- **Control Routes:** INDOT controlled roadways including the Interstate System, federal-aid primary system, National Highway System, and Intermodal Connector Highway

- **Deceleration Lane:** A speed-change lane, including tapered areas, for the purpose of enabling a vehicle that is making an exit turn from a roadway to slow to a safe turning speed after it has left the mainstream of faster-moving traffic. It denotes a right turn lane or a left turn lane into a development
- **Department Plan:** INDOT's current strategies that find their basis in plans in place at the time of contract letting as well as any subsequent changes in access control in conformance with applicable laws and regulations
- **District Permit Manager:** The authorized agent of the Commissioner in matters pertaining to permits in a specific INDOT district
- **Driveway:** A type of private road that leads to a house, garage, parking lot, commercial business, or is used for access to property
- **Driveway Width:** The narrowest width of a Driveway measured perpendicular to the centerline of the Driveway, from edge of pavement to edge of pavement or edge of gutter to edge of gutter
- **Emergency:** A situation or occurrence of a serious nature, developing suddenly and unexpectedly, that demands immediate reaction to protect life or property
- **Encroachment:** The use of State right-of-way by anyone other than Department personnel or authorized agents for any specific purpose other than that generally intended
- **Entity:** Any organization, business, or governmental body
- **Environmental Mitigation:** The process by which project proponents apply measures to avoid, minimize, or compensate for the adverse effects and environmental impacts resulting from projects in State right-of-way
- **Excessive Violations:** A recurrence of the same violation within a thirty (30) day period
- **Expiration Date:** The last calendar day that a valid permit is in effect
- **Field Approach:** An approach that joins the highway with a Driveway to private property that is vacant, in an unimproved condition, or a farm field
- **Geographic Information System:** A system that creates, manages, analyzes, and maps multiple types of data
- **Highway:** Any roadway under the Jurisdiction of INDOT that is designated as a State Route, a U.S. Route, or an Interstate
- **Inspection:** The act of observing work performed within the right-of-way. Inspection or observation includes Inspection of anything located within the public right-of-way
- **Intersection Sight Distance:** The distance that can be seen along the main roadway by the driver of a vehicle on the Driveway. The distance is measured based on an eye height of 3.5 feet and an object height of 3.5 feet. Intersection Sight Distance should be determined to provide adequate time for an entering vehicle to accelerate to within ten (10) miles per hour of the posted speed limit, prior to being overtaken by approaching vehicles
- **Interstate Highway:** A highway, road, street, access facility, bridge, or overpass which is designated a portion of the National System of Interstate and Defense highways as established by law or designed by the Indiana Department of

highways and the U.S. Department of Transportation, Federal Highway Administration

- **Island:** A device used to separate or direct traffic to facilitate the safe and orderly movement of vehicles. An Island may be a raised area that provides a physical barrier to channel traffic movements or a painted area
- **Issue Date:** The calendar day that a permit is granted to the applicant
- **Jurisdiction:** The area of authority for an organization, business, or governmental body
- **Limited Access:** A highway designated for through traffic over, from, or to which owners or occupants of abutting land or other persons have no right or easement or only a limited right or easement of direct access
- **Major Commercial Driveway Permit:** A type of approach that connects the highway to private property used for commercial purposes or to a public property which attracts enough traffic to require Auxiliary Lane(s), as determined by INDOT. The location for this type of permit can be in either an urban or rural area. It can also be designated as either a Class III or IV Driveway approach
- **Major Public Road Approach:** A type of approach that connects the highway to public right-of-way in the form of a city street or county road and attracts enough traffic to require Auxiliary Lane(s), as determined by INDOT
- **Median:** The portion of a divided highway separating the Traveled Way for traffic proceeding in opposite directions
- **Median Crossover:** An opening constructed in the Median strip of a divided highway designed to allow traffic movements to cross from one side of the highway to the other. In some cases, the Traffic Engineer may require the design to be such that some movements are physically prohibited
- **Milepost:** Small green and white signs located along State roadways numbered in sequence, approximately one mile apart, usually running from south to north or from west to east. All proposed developments are referenced to the nearest Milepost at one-tenth mile increments
- **Minor Commercial Driveway Permit:** A type of approach that connects the highway to private property used for commercial purposes or to public property and which does not attract sufficient traffic to warrant an Auxiliary Lane(s), as determined by INDOT. The location for this type can be in either an urban or a rural area. It can also be designated as either a Class III or IV Driveway approach
- **Minor Public Road Approach:** A type of approach connects the highway to public right-of-way in the form of a city street or county roadway and does not attract enough traffic to require Auxiliary Lane(s), as determined by INDOT
- **Miscellaneous Permits:** Permits for various activities on INDOT controlled right-of-way that do not permanently alter the roadway, right-of-way, or supporting appurtenances. This type of permit is used for such activities as temporary banners announcing community events or temporary lane or road closures with no disturbance to the road or right-of-way
- **Moratorium:** A suspension or authorized period to delay permitted work activities

- **Non-Commercial Driveway:** A Driveway serving a school, government building, church, hospital, or other non-commercial organization inviting public use. Design guidelines relating to Commercial Driveways will be applicable to Driveways serving these land uses
- **Nonconforming Sign:** A sign which was lawfully erected but no longer complies with the provisions of State law or State regulations passed at a later date or later fails to comply with State law or State regulations due to changed conditions
- **Notice to Start Work:** Call from the Entity to which a permit was issued to the respective district permit office five (5) Business Days before starting work in the right-of-way
- **Occupancy Permit:** Refer to right-of-way permit
- **Outdoor Advertising Control/Billboard Permits:** A permit required to erect or maintain any outdoor advertising sign, display, or device intended to be read from the INDOT controlled Traveled Way
- **Parking Area:** A place set apart from the Traveled Way and used for the purpose of parking vehicles
- **Performance Bond:** An insurance policy required on construction projects that covers the entirety of project costs. If the contractor does not perform the work or does not perform the work to agreed upon standards, the insurance company will either hire another contractor to complete the job or will pay the resulting damages up to policy limits. This type of bond covers one permitted project
- **Permit:** A legal document issued by INDOT authorizing an applicant to do specific work or actions on or near State right-of-way
- **Permittee:** An applicant (i.e., the person, agency, public utility, municipality, or company) to whom a permit is issued
- **Permit Investigator:** An investigator assigned to an INDOT area of Jurisdiction with the responsibility of working with the applicant or the applicant's contractor before, during, and after construction takes place to ensure compliance with INDOT's policies, regulations, and standards as stated on the approved permit plans
- **Private Driveway Permit:** This type of access connects the highway to private property having a residence, barn, or private garage, in improved or unimproved condition, used by the owner or occupant of the premises, guests, and necessary service vehicles. The location for this type of Driveway can be in either an urban or rural area. Private Driveways can also be used as farm field entrances when accessing unimproved land. It can also be designated as either a Class I, II, or V Driveway approach
- **Programmatic Categorical Exclusion (PCE):** An environmental document required by the Federal Highway Administration on any permits that will not induce any significant impacts to planned growth, land use, natural, cultural, recreational, or historical sites. This document will also be required for areas that will not involve significant impacts to air, noise, or water quality
- **Railroad Permit:** Railroad permits are used by railroad companies when they close the road to do work on the railroad (Railroad permits are submitted through EPS and directed to the Utility and Rails Division for review and approval)

- **Residential Driveway:** Any private passageway to any property used for dwelling purposes, or private access connecting property zoned and used for a residential dwelling. Residential Driveways may connect to a public street, roadway, or State route and these Driveways may vary from 14 feet to a maximum of 20 feet for two-way residential traffic. Driveways providing access to more than four dwelling lots will be considered commercial access and must comply with commercial design requirements
- **Real Property:** Land and any improvements thereto, including, but not limited to, fee interests, easements, Air Rights, Access Rights, and the rights to control use, leasehold, and leased fee interests
- **Revocation:** The rescission of a permit by INDOT
- **Roadway:** The portion of a highway, including shoulders, for vehicle use
- **Right-of-Way (ROW):** All land under the Jurisdiction of, and whose use is controlled by, INDOT
- **Right-of-Way Line:** A line that defines the limits of the right-of-way of a public road as it relates to the adjacent property. The right-of-way Line is measured from the back edge of the right-of-way
- **Right-of-Way Permit:** A legal document that authorizes work or activities to be performed in, on, or near right-of-way controlled by INDOT
- **Scenic Byway:** Any designated highway, street, road, or route which significantly features certain intrinsic qualities that should be protected or enhanced. Intrinsic qualities are the resources present along a byway that define its character, interest, and appeal. INDOT recognizes six types of intrinsic qualities: scenic, historic, natural, cultural, archeological, and recreational. Intrinsic qualities should be within the view shed of the byway and must relate or contribute to the distinctive character of the region
- **Shoulder:** Part of the highway right-of-way contiguous with the Traveled Way for accommodation of stopped vehicles, Emergency use, and lateral support of roadway base and surface courses
- **Sidewalk:** A pathway dedicated within State right-of-way for the exclusive travel of pedestrians, bicycles, and similar modes of transportation. This may consist of a pathway constructed of concrete, asphalt, or compacted gravel
- **Sight Distance:** The length of roadway visible to the driver of a vehicle at a given point on the roadway when the view is unobstructed
- **State Highway System:** A system of highways which includes State primary highways, State secondary Highways, State special service highways, and all highways in the Interstate Highway System, pursuant to the General Statutes of Indiana, as revised
- **Stopping Sight Distance:** A measurement that is the sum of two distances: the distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied and the distance required to stop the vehicle from the instant brake application begins. Stopping Sight Distance is measured based on an eye height of 3.5 feet and an object height of 3.5 feet, or calculated based on future conditions

- **Sub-Minor Commercial Driveway Permit:** This permit allows approaches that connect the highway to private property used for commercial purposes, and which does not attract more than twenty-five (25) vehicles per day, as determined by INDOT. The location of this type of Driveway can be in either an urban or rural area, and can be designated as a Class I, II, III, or IV Driveway approach
- **Traffic:** Pedestrians, ridden or herded animals, vehicles, and other conveyances either singly or together while using any highway for purposes of travel
- **Traffic Control:** Devices, such as signs, barricades, pavement markings, and signalization, used to direct traffic in safe orderly use of the highway
- **Traffic Impact Analysis Study:** A specialized study of the impact a given type and size of new land use has or will have on a nearby public transportation system that is prepared by or under the supervision of a registered professional engineer with experience in traffic engineering operations
- **Traffic Restrictions:** Any reduction to the normal flow of vehicular or pedestrian signalization traffic in the public right-of-way or any reduction of vehicular or pedestrian access to the public right-of-way, including any act or item that causes said reductions
- **Traveled Way:** The portion of the roadway used for the movement of traffic, exclusive of shoulders and Auxiliary Lanes
- **Utility:** All privately, publicly, or cooperatively owned water distribution and sanitary sewer facilities and systems for producing, transmitting, or distributing telephonic communication, power, electricity, light, heat, gas, oil, crude products, steam, waste water, and storm water not connected with highway drainage, including river gages, fire and police signals, Traffic Control devices, and street lighting systems, which directly or indirectly serve the public or any part thereof. The term "Utility" may also be used to refer to the owner of any above-described utility or utility facility
- **Utility Driveways:** Drive access to utility sites such as water tanks, water meters, sewer lift stations, telephone service cabinets, power substations, or gas regulator sites
- **Utility Facility:** Facilities including, but not limited to, any and all poles, wires, guys, anchors, buried cable, conduit, pedestals, pipelines, hydrants, valve boxes, manholes, casings, river gages, and related fixtures authorized in the permit or agreement
- **Workdays:** Monday through Friday excluding holidays observed by the State of Indiana
- **Weekdays:** The days of the week starting at 6am Monday and ending at 10pm Friday
- **Weekends:** The days of the week starting at 10pm Friday and ending at 6am Monday

A2.2: Acronyms

- **AADT:** Annual Average Daily Traffic
- **AASHTO:** American Association of State Highway and Transportation Officials
- **ADA:** Americans with Disabilities Act
- **ADT:** Average Daily Traffic
- **CE:** Categorical Exclusion
- **FHWA:** Federal Highway Administration
- **GIS:** Geographic Information System
- **IHCP:** Indiana Highways Congestion Policy
- **IMUTCD:** Indiana Manual on Uniform Traffic Control Devices
- **INDOT:** Indiana Department of Transportation
- **ITE:** Institute of Transportation Engineers
- **PCE:** Programmatic Categorical Exclusion
- **PCMS:** Portable Changing Message Board/Sign
- **ROW:** right-of-way
- **RRS:** Road Reference System
- **TCP:** Traffic Control Plan

Appendix 3: Useful Contacts

A3.1: Contact Information

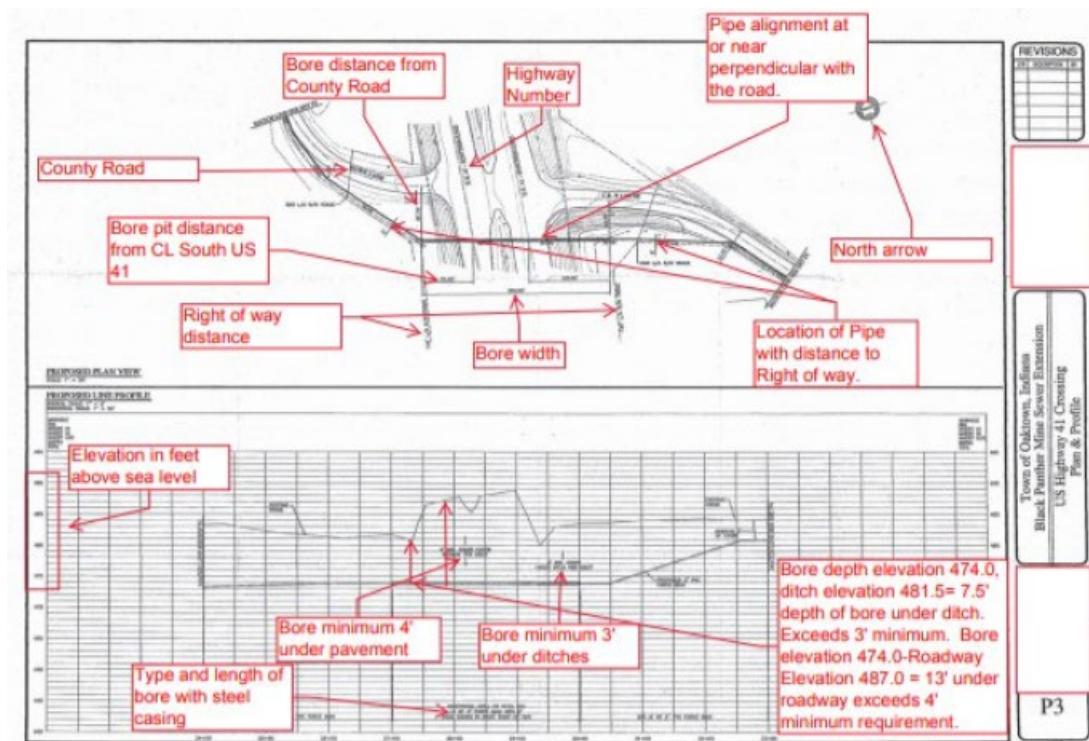
Contact	Website	Email	Phone
Customer Service	www.INDOT4U.com	N/A	855-463-6848
Permits Division	www.in.gov/indot/doing-business-with-indot/permits/	permits@indot.in.gov	N/A

A3.2: Permits Division Addresses

District	Address
Crawfordsville	41 West County Road 300 North Crawfordsville, IN 47933
Fort Wayne	5333 Hatfield Road Fort Wayne, IN 46808
Greenfield	32 South Broadway Street Greenfield, IN 46140
La Porte	315 East Boyd Boulevard La Porte, IN 46350
Seymour	185 Agrico Lane Seymour, IN 47274
Vincennes	3650 South US Highway 41 Vincennes, IN 47591
Central Office	100 N. Senate Avenue, N758-Permits Indianapolis, IN 46204

Appendix 4: Permit Drawing and Plan Examples

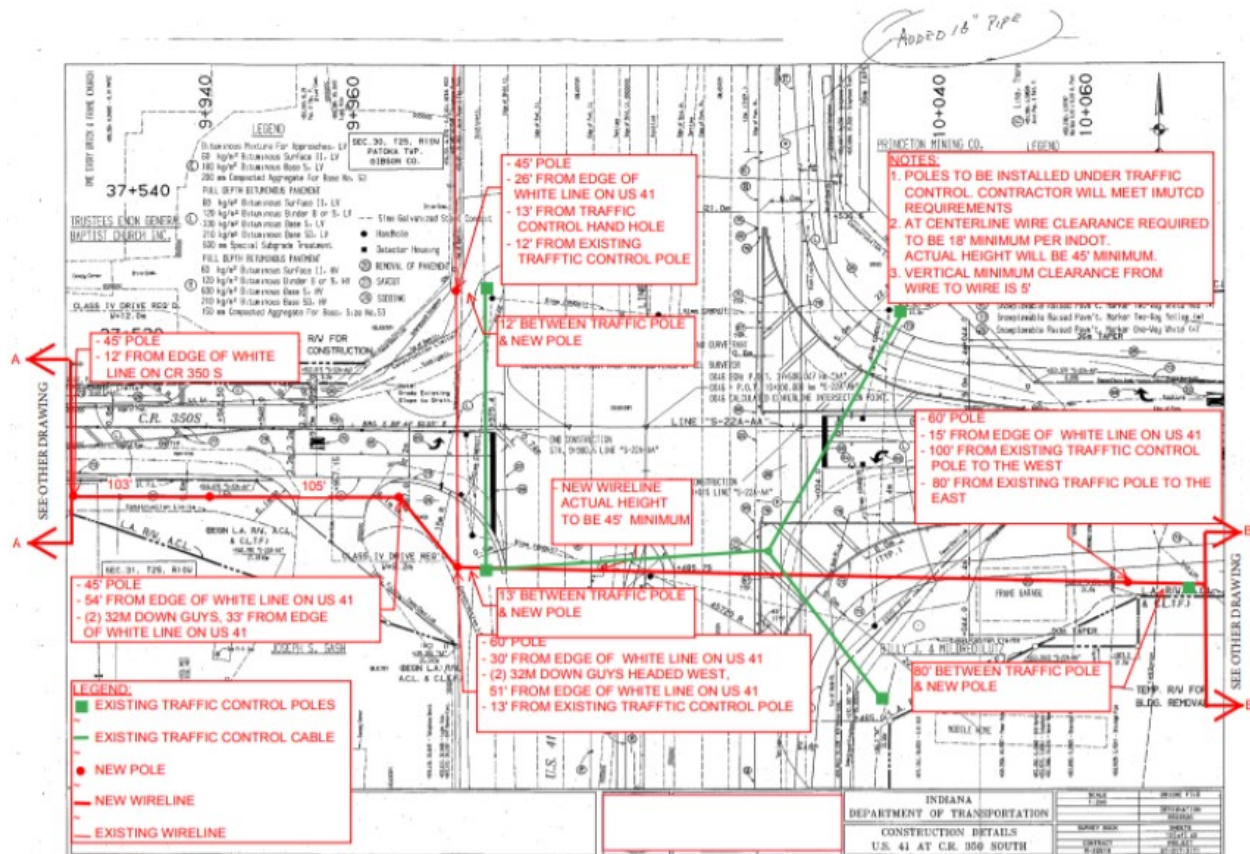
A4.1: Good Boring Line Drawing Example



A4.2: Plans of Sufficient Detail Example

[These example plans](#) show elements required for plans of sufficient detail, though there may be variances depending on the permit type, subtype, and even specifics of the project itself. If an applicant or permittee has questions about submitting plans of sufficient detail, they should contact the respective District Permit Investigator.

A4.3: Good Pole Line Drawing Example



Appendix 5: Permit Checklists

A5.1: Above Ground Occupancy – Utilities, Non-Limited Access Checklist

Above Ground Occupancy (Utilities, Non-Limited Access) PERMIT APPLICATION CHECKLIST				
Permit Check List Items				
PERMIT APPLICATION (State Form 41769R)				
Incomplete/inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
Confirm Project Location:	Item Requested	Item completed	Item incomplete or inaccurate	N/A
Highway Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Point Number (RRP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance/Direction to nearest street/road offset from the existing ROW limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm Project Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sketch/Plans of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial view with street names and other identifiers with arrow to show location of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• APPLICANT INFORMATION:				
• Signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printed names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Name of Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zip codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond fee waiver form (Eligible: Government Agencies, Schools, Churches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans of sufficient Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Longitudinal Roadway Plan View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legend/key to all shapes used on drawings (i.e. figures, symbols, line styles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial view with street names and other identifiers with arrow to show location of proposed work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify Right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of proposed line to right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of Proposed line to Edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Type of utility (Power pole new or replacement, electric, communication etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Beginning and End of Project (stationing) with Match Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance Utility from pavement edge/curb and R/W line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Existing INDOT/facilities affected by this project work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance from nearest intersection of city street/state highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance from other existing utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Width of pavement edge, curb lines, shoulders, centerline and right-of-way lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Size and types of installations on the right-of-way (i.e. services and mains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Transverse Crossings General Requirements				
All lines must be a minimum of 18' above the roadway. Must not obstruct any traffic signal view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poles should be placed close to the right of way as possible or beyond the clear zone which ever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of anchors and guy wires (none within 25 feet of the edge of pavement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Transverse Crossings Plans of Sufficient Detail				
• Legend/key to all shapes used on drawings (i.e. figures, symbols, line styles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial view with street names and other identifiers with arrow to show location of proposed work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical Plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify Right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of proposed line to right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of Proposed line to Edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Type of utility (Power pole new or replacement, electric, communication etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Beginning and End of Project (stationing) with Match Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance Utility from pavement edge/curb and R/W line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Existing INDOT/facilities affected by this project work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance from nearest intersection of city street/state highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance from other existing utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Width of pavement edge, curb lines, shoulders, centerline and right-of-way lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Size and types of installations on the right-of-way (i.e. services and mains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bond penal sum				
• Bond number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Single Job Bond (Bond penal sum required by INDOT per permit inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waived Bonds (i.e. governmental agency applicants responsible to a Mayor/elected official)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complete State Form 35463B (Bond and/or Permit Fee Waiver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Permit Checklist Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond Amount – Determined by the Permit Supervisor (\$5,000.00 minimum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A5.2: Above Ground Occupancy – Tree Trimming Checklist

Above Ground Occupancy Tree Trimming PERMIT APPLICATION Checklist	Item Requested	Item completed	Item Incomplete or inaccurate	N/A
Permit Check List Items				
PERMIT APPLICATION (State Form 41769R)				
Incomplete/Inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
Incomplete/Inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
2. Confirm Project Location:				
• Highway Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance/Direction to nearest street/road offset from the existing ROW limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Point Number (Post begin and end)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Confirm Project Description				
4. Sketch/Plans of proposed work				
• Aerial view with street names and other identifiers with arrow to show location of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree Trimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Map of roadway area where tree trimming is take place				
• Types of Tree/ Plants/ Brush to be trimmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate Traffic Control standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• On-site Contact Person(s) Responsible for daily work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure page if Utility Company is sub-contracting tree trim work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Project Purpose: What is being installed/repared and the reason for installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PERMIT BOND (State Form 41523R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NOTARIZED: Both principal and surety signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Power of Attorney (attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bond required Minimum \$10,000.00 (Eligible waived by Government, Schools, Churches and Rail Roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Blanket Bond (i.e. utility applicants)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Single Job Bond (Bond penal sum required by INDOT per permit inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waived Bonds (i.e. governmental agency applicants responsible to a Mayor/elected official)				
• Complete State Form 35483R (Bond and/or Permit Fee Waiver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Application Fees (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◦ Payable through EPS or by check to the Indiana Department of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• APPLICANT INFORMATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printed names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Name of Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zip codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: All woody vegetation with a stem diameter of 1 to 3 inches should be cut flush with the ground.				
There will be no felling of trees greater than three inches in diameter at base height while Indiana bats may be present from April 1 through September 30.				

A5.3: Miscellaneous – Banners and Decorations Checklist

BANNER and DECORATIONS Miscellaneous PERMIT APPLICATION Checklist				
Permit Check List Items				
PERMIT APPLICATION (State Form 41769R)				
Incomplete/inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
Confirm Project Location:	Item Requested	Item completed	Item Incomplete or inaccurate	N/A
• Highway Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Point Number (RRP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm Project Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sketch/Plans of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial view with street names and other identifiers with arrow to show location of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Banners will only be allowed to display civic or public, not-for-profit events. (No banners with commercial logos on them)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from the party responsible for putting up and taking down the banner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A detailed drawing including the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Height of Banner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Length of Banner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Information displayed on the Banner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Date(s) banner will be displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Types of support used to attach banner to secure structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Vertical Clearance(top of roadway to bottom of banner) of Banner (In feet-minnimum 18' required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of Banner (From nearest intersection with another State Route and local route)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Single Job Bond (Bond penal sum required by INDOT per permit inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waived Bonds (i.e. governmental agency applicants responsible to a Mayor/elected official)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complete State Form 35483R (Bond and/or Permit Fee Waiver)				
• Application Fees (if required)				
Payable through EPS or by check to the Indiana Department of Transportation				
• APPLICANT INFORMATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printed names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Name of Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zip codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond fee waiver form (Eligible: Government Agencies, Schools, Churches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A5.4: Miscellaneous – Road Closure Checklist

ROAD CLOSURE Miscellaneous PERMIT APPLICATION Checklist				
Permit Check List Items PERMIT APPLICATION (State Form 41769R) Incomplete/Inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
Confirm Project Location:	Item Requested	Item completed	Item Incomplete or inaccurate	N/A
• Highway Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance/Direction to nearest street/road offset from the existing ROW limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Point Number (Post begin and end)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm Project Description				
Sketch/Plans of proposed work				
• Aerial view with street names and other identifiers with arrow to show location of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Closures (Events that are eight hours or less)				
• Map detailing the road closure and detour route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hold Harmless form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from local policing agency stating they are in charge of traffic control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signed permit application from local governmental agency (i.e. town board, mayor, commissioners)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond fee waiver form (Eligible: Government Agencies, Schools, Churches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Closures (Events MORE eight hours)				
• Map detailing the road closure and detour route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Road Closure detour route as per https://www.in.gov/dot/div/contracts/standards/drawings/sep16/e/800e/e800%20combined%20pdfs/E801-TCDT.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hold Harmless form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from local policing agency stating they are in charge of traffic control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signed permit application from local governmental agency (i.e. town board, mayor, commissioners)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Single Job Bond (Bond penal sum required by INDOT per permit inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waived Bonds (i.e. governmental agency applicants responsible to a Mayor/elected official)				
• Complete State Form 35483R (Bond and/or Permit Fee Waiver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fees (if required)				
• Payable through EPS or by check to the Indiana Department of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLICANT INFORMATION:				
• Signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printed names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Name of Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zip codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond fee waiver form (Eligible: Government Agencies, Schools, Churches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Route Restriction Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A5.5: Below Ground Occupancy – Utilities, Non-Limited Access Checklist

Below Ground Occupancy (Utilities, Non-Limited Access) PERMIT APPLICATION CHECKLIST				
Permit Check List Items PERMIT APPLICATION (State Form 41769R) Incomplete/inaccurate information may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.				
Confirm Project Location:	Item Requested	Item completed	Item Incomplete or inaccurate	N/A
• Highway Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Point Number (RRP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Distance/Direction to nearest street/road offset from the existing ROW limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm Project Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sketch/Plans of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial view with street names and other identifiers with arrow to show location of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans of sufficient Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Longitudinal Trenching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Legend/key to all shapes used on drawings (i.e. figures, symbols, line styles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Aerial view with street names and other identifiers with arrow to show location of proposed work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Size of Cut (Width X Length X Depth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Transverse Crossing allowed at right angles only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Utility longitudinal runs show bores and trenching location(s) and distance (plan view).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Show elevations of structures and encasements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Type of Backfill Standards (715-BKFL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§ http://www.in.gov/dot/div/contracts/standards/drawings/sep17/e/700e/e700%20combined%20pdfs/E715-BKFL.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Distance cut will be from pavement edge/curb and R/W line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Existing INDOT/facilities affected by this project work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Distance from nearest intersection of city street/state highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Distance from other existing utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Width of pavement edge, curb lines, shoulders, centerline and right-of-way lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Size and types of installations on the right-of-way (i.e. services and mains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Longitudinal and Transverse Crossings Bores, pushes or tunneling (specific clearances/diameter of encasement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Bore information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§ Applicant to complete form (2 lane, non-broadband diagram and attach to EPS "Public Attachments") Boring Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Location of bore pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Depth under ditches/pavement (Cover minimum of 48", under ditches/pavements – 48"). If the thickness of the pavement structure or if the elevation of the drainage structure is known, the new facility should be a minimum of 24" under the lowest of these structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Bore locations (Station to Station OR Reference Point Start to Reference Point End)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Direct Bury locations (Station to Station OR Reference Point Start to Reference Point End)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Transverse location of bores (Station Number) Minimum depth or elevation requirements for bored facilities should be the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§ Cross-section of boring detail for underground crossings Boring Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Type of traffic control to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
§ http://www.state.in.us/indot/files/WorkZoneTCH.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Lines placed in LARW NOTE: all above plan design information apply if the following criteria is met:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Transverse Crossing allowed at right angles only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement cuts are STRONGLY DISCOURAGED. A design exception** must be submitted for consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bores are to be made at hard surface driveways, city streets, county roads, and INDOT controlled roadways. Only hard surface driveways may be cut with owners' consent by signing the Additional Disclosure Form ADDITIONAL DISCLOSURE FORM.xls (in.gov)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• APPLICANT INFORMATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printed names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Name of Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zip codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional Disclosure Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bond fee waiver form (Eligible: Government Agencies, Schools, Churches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 6: Permit Forms

A6.1: Overview

The following are various paper forms that need to be submitted INDOT under specific, special circumstances. While the vast majority of forms are now located in EPS, these paper forms are still utilized for the conditions stated. If there are questions concerning the use of these forms, please reach out to the respective District Office.

A6.2: Hold Harmless Form

The [Hold Harmless Form](#) is utilized when traffic must be diverted off of a State roadway to county or city/town-maintained roads and streets. This form ensures that all governmental agencies are aware of this diversion and that the State is not responsible for additional wear and tear experienced on city streets in these circumstances.

A6.3: Emergency Work Permit Preliminary Application Form

The [Emergency Work Permit Preliminary Application Form](#) is utilized when there is urgent need for work to be done in the State right-of-way to protect persons and property. This form must be properly filled out by the applicant, be present at the site where work is being conducted and be submitted along with a regular permit application in accordance with [Chapter 3](#) of this guide. Filling out an Emergency Work Permit Preliminary application does not exempt an applicant from later filling out a regular permit application.

A6.4: Additional Disclosure Form

The [Additional Disclosure Form](#) is used to acknowledge when there are parties (in addition to the applicant) who are involved in a permit project. One copy of the Additional Disclosure Form is to be notarized and submitted to INDOT with original signatures.

A6.5: Consultant Consent Form

The [Consultant Consent Form](#) is utilized when a design consultant is submitting a permit application on behalf of a property owner. This form gives the consultant the right to act on behalf of the property owner for matters relating to the permit.

A6.6: Bond Forms, Bond Waivers, and Fee Waivers

Information concerning bond forms, bond waivers, and fee waivers can be found in [Section 4.3](#) of this Guide.

Log of Version Changes

[illegible]



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