**INDIANA DEPARTMENT OF TRANSPORTATION**

**BROADBAND ACCESS PERMIT**

**A GUIDE TO COMPLETE AN APPLICATION**

**(Broadband Corridor/Non-Limited Access ROW)**

|  |  |
| --- | --- |
| **A complete PERMIT APPLICATION Utilizing the Electronic Permit System (EPS) or (State Form 41769, R8/5-17) must be submitted. *Incomplete/Inaccurate information submissions may result in delay, return or denial of application. These are minimum requirements; additional information may be requested.*** | **Complete**  |
| **Confirm Type of Permit (BROADBAND) & Permit Sub Type checked is accurate** |[ ]
| **Confirm Project Location:** |
| * Route Number
 | [ ]  |
| * Street Name
 | [ ]  |
| * Identification of all route numbers/street names & between routes in the area where work conducted
 | [ ]  |
| * Route Reference Point (RRP) Number (start and end point)
 | [ ]  |
| **Confirm Specific Project Description:**  |
| * Longitudinal or Transverse Installation
 | [ ]  |
| * Length (linear footage)
 | [ ]  |
| * Type of Installation(s)
 | [ ]  |
| * Total Amount of each item being installed
 | [ ]  |
| **Confirm Project Start Date** | [ ]  |
| **Confirm Project End Date** | [ ]  |
| **Confirm Project Purpose:** What is being installed/repaired and the reason for installation | [ ]  |
| **Applicant Information:** |
| * + Signature
 | [ ]  |
| * + Printed name/Title
 | [ ]  |
| * + Name of fiber optic company
 | [ ]  |
| * + Post office address
 | [ ]  |
| * + Zip code
 | [ ]  |
| * + E-mail address
 | [ ]  |
| * + Telephone number
 | [ ]  |
| * + Subcontractor (if conducting the install) contact information.
 | [ ]  |
| * + Consent Form/INF Form (if a subcontractor will be providing project details)
 | [ ]  |
| * + Subcontractor Additional Disclosure Form (State Form 23237, R/3-00) In lieu of forms below a signed 1410, a letter from the CEO or President or a copy of the lease will work. Additional disclosure, if used, must be provided 5 days prior to start date.
 | [ ]  |
| **Permit Check List Items:** | **Complete** |
| **GIS REQUIREMENT:** Georeferenced digital file depicting the limits of work for each Fiber Optic Permit submittal is requested, a pdf version at application is required, georeferenced digital file of ‘As Built” is required will be required beginning **January 1, 2019.** | [ ]  |
| **PERMIT BOND** [**(State Form 41523R)**](http://www.in.gov/indot/files/41523.pdf) |
| * NOTARIZED: Both principal and surety signatures
 | [ ]  |
| * Power of Attorney (attached)
 | [ ]  |
| * Bond number
 | [ ]  |
| * Surety Amount (Determined based on the amount of cable that is anticipated to be installed or the total project costs for installation in the INDOT right-of-way, whichever is greater, or utilize $500,000 minimum blanket bond option)
 | [ ]  |
| * Waived Bonds (i.e. governmental agency applicants responsible to a Mayor/elected official)
	+ Complete [State Form 35483R (Bond and/or Permit Fee Waiver)](http://www.in.gov/indot/files/35483.pdf)
 | [ ]  |
| **APPLICATION FEE** $55.00 - Payable through EPS or by check to the Indiana Department of Transportation | [ ]  |
| PLANS OF SUFFICIENT DETAIL |
| * Attached PLAN SHEETS
 | [ ]  |
| * MAPS – Including vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work.
 | [ ]  |
| * DIRECTIONAL ARROW: A north arrow must be shown on each page of the plan and on the vicinity map.
 | [ ]  |
| * SCALE: Plans should be of sufficient to detail proposed location of project to ROW congestion.
 | [ ]  |
| * LEGEND:
 |
| * + Legend showing the symbols used on the plans, and the color-coding used to mark the plan.
 | [ ]  |
| * Underground Plant Protection

 (Indiana 811 contacted to mark utilities) | [ ]  |
| * + Include a sheet for typical construction notes together with local utility contact information.
 | [ ]  |
| * Existing Structures/Information:

Plans include all items that may interfere with the proposed placement of the cable (i.e. sidewalks, utility poles, traffic signals, landscaping, sanitary sewer lines, storm sewer lines, bridges, culverts, walls, other existing utilities, etc.). Guardrails and ditch lines along the proposed cable route must also be indicated on the drawings. | [ ]  |
| * **PLAN, SECTION, & TYPICAL VIEWS:**
 |
| * + **UNDERGROUND TRANSVERSE ROAD CROSSINGS PLAN VIEW**
 |
| * + - * Bore Details –

Minimum depth 48 inches | [ ]  |
| * + - * Bore Pit Location (station)
 | [ ]  |
| * + - * Bore Pit, Pavement Elevation (Depth of Cover)
 | [ ]  |
| **Permit Check List Items:** | **Complete** |
| * + - * Type of Fiber optic line proposed

Note: Dielectric lines not permitted on underground installations, an exception may be made for electric companies for internal connectivity purposes if conduit used provides a tracing wire. | [ ]  |
| * + - * Right-of-way lines identified
 | [ ]  |
| * + - * Is crossing perpendicular to the roadway?
 | [ ]  |
| * + - * Section views identifying areas of conflict (i.e. storm pipes, culverts, sanitary sewer lines, water, ITS locates, TMC sensors etc.)
 | [ ]  |
| * Manholes/Handholes: Type and location
	+ Located outside of sidewalks, trails, roadways, shoulders and have an 18 inch concrete ring placed around the manhole lid. A readily identifiable and suitable marker above any underground communication lines where it crosses the right-of-way line
 | [ ]  |
| * **OVERHEAD TRANSVERSE ROAD CROSSING PLAN VIEW**
 |
| * + - Minimum Roadway Clearance

 (18 feet) | [ ]  |
| * + - Overhead crossing Location (Station)
 | [ ]  |
| * + - Type of Power pole/structure and location from right-of-way
 | [ ]  |
| * + - Is proposed crossing perpendicular to the roadway?
 | [ ]  |
| * + - Clear zone requirements met
 | [ ]  |
| * + - Right-of-way identified as far away as possible
 | [ ]  |
| * + - Pole locations not in center median
 | [ ]  |
| * + - Guy Wire Location(s)
 | [ ]  |
| * + - Type of Fiber optic line
 | [ ]  |
| * + - Single pole construction are longitudinal or transverse
 | [ ]  |
| * + Aerial facilities - 200 feet horizontally away from a highway bridge and large structures
 | [ ]  |
| * + **UNDERGROUND LONGITUDINAL ALONG ROADWAY PLAN VIEW**
 |
| * Beginning and Ending of Project (station) With Match lines
 | [ ]  |
| * Right-of-way identified including elements *such as edge of pavement centerline, edge of ROW, driveways, bridges, and culverts/drain inlets and outlets should be shown.*
 | [ ]  |
| * Location of Proposed line from Right- of-way identified
 | [ ]  |
| * Location of Proposed line from Edge of Pavement identified
 | [ ]  |
| * Type of Fiber optic and or conduit ***Note:*** *Dielectric lines not permitted on underground installations, an exception may be allowed for electric companies when installing an internal communication network.*
 | [ ]  |
| * Location and label of Broad Band Markers
 | [ ]  |
| **Permit Check List Items:** | **Complete** |
| * Location of ditches from proposed Fiber Optic Line (no cable allowed with in ditch line)
 | [ ]  |
| * If work in vicinity of a bridge or box culverts must show profile view and all features need to be shown on plan
 | [ ]  |
| * Conduit or cable duct populated with fiber optic cable
 | [ ]  |
| * Manholes/Handholes: Type and location
	+ Located outside of sidewalks, trails, roadways, shoulders and have an 18 inch concrete ring placed around the manhole lid. A readily identifiable and suitable marker above any underground communication lines where it crosses the right-of-way line. Must meet INDOT Standard Specifications.
 | [ ]  |
| * + **OVERHEAD LONGITUDINAL ALONG ROADWAY PLAN VIEW**
 |
| * 18 foot clearance
 | [ ]  |
| * Beginning and Ending of Project (station) With Match lines
 | [ ]  |
| * Right-of-way identified
 | [ ]  |
| * Hand Holes; Type and location (station)
 | [ ]  |
| * Location of Proposed line from Right- of-way
 | [ ]  |
| * Location of Proposed line from Edge of Pavement
 | [ ]  |
| * Type of Fiber optic and or conduit
 | [ ]  |
| * Type of Power pole/structure and location from Right-of-way
 | [ ]  |
| * Is proposed crossing perpendicular to the roadway?
 | [ ]  |
| * Clear zone requirements met
 | [ ]  |
| * Type of Fiber optic line identified
 | [ ]  |
| * Single pole construction?
 | [ ]  |
| * Aerial facilities - 200 feet horizontally away from a highway bridge and large structures
 | [ ]  |
| **Confirm STANDARD RIGHT-OF-WAY PERMIT REQUIREMENTS:**  |
| * Traffic Maintenance Plan
 | [ ]  |
| * Site Maintenance (i.e. Does site require a utility maintenance Pull off, etc.)
 | [ ]  |
| * Restoration (Erosion Control Plan)
 | [ ]  |
| * Drainage (Proposed work cannot impede natural drainage)
 | [ ]  |
| * Underground Plant Protection

(Indiana 811 contacted to mark utilities) | [ ]  |

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

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