



Division of Engineering  
6555 Shier-Rings Road  
Dublin, OH 43016  
Phone: 614-410-4740  
[www.dublinohiousa.gov](http://www.dublinohiousa.gov)

**RIGHT OF WAY NON-RESIDENTIAL APPLICATION  
FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY AND/OR EASEMENT  
NON-RESIDENTIAL APPLICATION FEE: \$430.00**

Location of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Contractor Performing Work: \_\_\_\_\_

Name Phone# Dublin Registration#

Utility Owner: \_\_\_\_\_

Name Phone #

Design Eng. / Permit Agent (if applicable): \_\_\_\_\_

Name Email Phone #

Additional Notes: \_\_\_\_\_

**Attach site plans showing work to be performed to email submission.**

**The following conditions apply to all applications:**

- 1.) Proposed plan submittals shall be complete, showing all existing and proposed utilities, pavement areas, buildings, property lines with addresses, hardscape areas and any other relevant information, including but not limited to landscape areas, marker poles, pedestals, vaults, hand holes, transformers, poles, parking areas, retaining walls and culvert pipes.
- 2.) Application shall be emailed to [rightofway@dublin.oh.us](mailto:rightofway@dublin.oh.us)
- 3.) Payment in full of the permit fee must accompany this form unless arrangements for billing have been previously approved.
- 4.) All contractors shall be licensed by the City of Dublin to perform the above-described work.
- 5.) Applicants are required to provide a notice of work commencement to all affected or adjacent properties along the proposed work area no less than 14 days prior to the start of work.
- 6.) All applicants must include a copy of the notification letter that will be provided as referenced in note 5 as well as a list of all addresses affected by the proposed work. The City of Dublin has a publicly available address list tool that can be accessed by clicking [here](#). Failure to provide these documents may result in a delay or non-issuance of the permit.
- 7.) Contractor shall set up traffic controls prior to start of work in conformity with the Ohio Manual on Uniform Traffic Control Devices and when required submit a plan as part of this application. The City Engineer reserves the right to alter, change or modify traffic controls before and during construction for the safe movement of vehicles, pedestrians and bicyclists. No lane closures are permitted during the hours of 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m. unless authorized by the City Engineer.
- 8.) Applicant hereby assumes all responsibility for work to be performed and indemnifies the City of Dublin from any and all liability that may arise, directly or indirectly, from their operations within the public right-of-way.
- 9.) Applicant shall restore all areas involved in this work to a like or better condition.
- 10.) Applicant shall abide by the rules and regulations of the City of Dublin.
- 11.) The City Engineer reserves the right to require a bond of \$5,000.00 that shall be posted by the Contractor performing the work. A bond issued by a bonding agency may be used if the acceptable documentation is submitted with this form. If a cash bond is used, the check must accompany this form. If the work is not approved during the final inspection, a written notification will be issued. If work is not corrected within 30 days, the deposit and/or bond will be forfeited.
- 12.) This application shall become invalid six (6) months from the date of this application unless the requested permit has been issued. The permit to work in the public right-of-way shall become invalid six (6) months from the date of issuance. The applicant may request one or more extensions of time, for periods not to exceed 90 days.
- 13.) Other conditions or regulations may be required as indicated on the official permit.

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

Sign / Print

Date

**THIS IS NOT A PERMIT. THE CITY WILL PERFORM REVIEW OF THIS APPLICATION AND ITS CONTENTS. WORK SHALL NOT START PRIOR TO RECEIVING AN APPROVED PERMIT.**