



WORK IN RIGHT-OF-WAY APPLICATION PACKET

Applications can be submitted electronically to info@lapelindiana.org. The application and one copy of each of the required attachments (if any) must be merged into one single pdf attachment. Applications may also be delivered/dropped off at the Lapel Town Hall 825 Main Street, Lapel, IN 46051, along with the application fee.

PERMIT TERMS AND CONDITIONS

In accordance with the Lapel Code of Ordinances, the Applicant acknowledges and agrees to the following, as evidenced by signature below.

Any street cut, trench, access pit or other construction activity accomplished under this permit shall be restored per applicable specification(s) as set out in the Lapel Standard Details and Specifications. Restoration work shall be accomplished within five (5) working days of completion of the principal work activity for which the permit was issued. It shall be the Applicant's responsibility to temporarily restore and maintain vehicle and/or pedestrian access, and ensure safety of any street cut, trench, or access pit pending final restoration. Acceptance of temporary and final restorations, and ultimately, release of surety, shall be subject to approval by Lapel.

1. Restoration methods and materials are set out in the Lapel Standard Details and Specifications. Flowable fill may be substituted for granular backfill with Town approval.
2. Any sod, plantings, or other landscaping materials or features disturbed as a consequence of work under this permit shall be restored in kind to as good or better condition. Acceptance shall be subject to approval by Lapel.
3. The Applicant shall be responsible to provide, erect, and maintain any necessary signs, barricades, lights, and/or other warning devices required to safely direct vehicular and pedestrian traffic over, around or through the work site, and to protect vehicles and pedestrians from any work site hazards. In the event a two-way, two-lane roadway is restricted to one lane, traffic control personnel will be required, unless waived in writing by Lapel. If access is severely restricted, then the applicant shall contact the Lapel Police and Fire Departments and provide notification of any traffic restrictions.
4. All utilities located within the right-of-way shall be placed underground and/or buried below grade. Any facilities placed within the right-of-way shall be relocated by the utility in the future if/when Lapel, in its sole discretion, determines that the facilities should be relocated to accommodate Lapel improvements in the right-of-way, including but not limited to widening, redesign, or other road improvements. The utility shall relocate its facilities as directed by Lapel within 120 days of Lapel's request, at no cost to Lapel.
5. The Applicant shall assume all responsibilities for any injuries or damages to persons or property resulting directly or indirectly from the work under this permit or use of the right-of-way, and shall indemnify, defend, and hold Lapel harmless for any such damages, injuries, or claims. Applicant also accepts the right-of-way or real estate AS-IS, WHERE-IS, and Lapel makes no representations or warranties with respect to the right-of-way or real estate, including but not limited to warranties of habitability, fitness, location, or title. Applicant is responsible for verifying location of the right-of-way.
6. The Applicant shall notify Lapel prior to commencement and again upon completion of the work under this permit so that appropriate inspections can be completed to ensure specification compliance.
7. The \$5,000 bond posted herewith in compliance with the Lapel Code of Ordinances shall not be released for a period of three (3) years from the date of completion of the work and shall not be released without written acceptance of improvements and restoration by Lapel.



R-O-W PROJECT INFORMATION

FOR OFFICE USE ONLY

Lapel Permit Number _____ Approved by _____

Permit Fee: _____ Check Number: _____

Bond Number: _____ Bond Company: _____

Received by _____ Date _____

Project Name	
Project Location- Provide detailed description of location at which work is to be performed, including the assigned streetaddress if available.	
Type of work	Road Cut Work in Right-of-Way
Anticipated start date	
Anticipated finish date	
Detailed Purpose of work (install irrigation, water line, sanitary sewer, telephone, fiber optic cable, erect signage, etc.)	
Scope of work (Open cut, directional drilling, in pavement, off pavement, etc.). Include dimensional information(length, width, depth) and cross-reference to other nearby permanent physical features if no distinct address is available for the work. Attach 11"x 17" plans or drawings.	
Mandatory \$5,000 bond submitted with permit application?	Yes No

APPLICANT INFORMATION

Applicant	
Contact Name	
Contact Address	
Contact Phone	
Contact Email	



R-O-W INSPECTION PROCESS

Lapel will try to accommodate the inspection needs of contractors. To schedule inspections, whether for a sewer or water service connection or main line installations, developers or their contractors must call the main office for Lapel at least 48 hours in advance of the desired inspection. If a pre-construction meeting has not been held with Lapel staff on main line water and sewer projects, then no inspections will be scheduled.

For residential or commercial subdivision development, including water main extension, sanitary sewer main collection system extensions, roadway and storm drainage installations, developers or their contractors must arrange for inspections. A project schedule must be provided. The developer/ contractor must highlight any installations which will span days or weeks in order to schedule inspections.

When critical water or wastewater activities occur which could affect specification compliance or the functioning of a completed water or sewer main, then a Lapel representative must be on site to observe the installation before it is covered with soil or other backfill materials. Failure to have Lapel inspector on-site prior to backfilling water or sewer lines could result in the developer/ contractor being required to excavate and expose completed work to ensure compliance with specifications. In this case, alternative or additional remedies such as televising could also be required.

For street construction, Lapel will need to inspect the work at the following stages of construction:

1. Street specifications for public or private streets are the same and must be inspected.
2. Grading activities prior to final street grading and proof roll; curb hub staking must be in place.
3. Proof roll following lime stabilization; if the initial proof roll fails and soft spots cannot be cured by additional lime applications, then undercutting and backfilling with stone may be allowed per Lapel standards. Geotextile fabric may be required to support stone in some cases or to bridge soft spots where lime stabilization is not feasible.
4. Subsurface drains and all storm, utility conduit, sanitary and water crossings
5. Curbs & stone base
6. Second proof roll with stone base completed
7. Binder asphalt

Prior to release of performance or maintenance bonds, additional inspections may be required to ensure specification requirements. Any deficiencies must be corrected, and asphalt topcoat cannot be laid without expressed Town approval.

By my signature below, I acknowledge that I have read and agree to the terms of this permit application. I understand that failure to follow these terms and conditions could result in issuance of a Stop Work Order or assessment of fines and additional permit fees according to the Town's ordinances. In the event that I breach the terms of this permit application, I agree to be responsible for the Town's damages, as well as the Town's attorneys' fees and court costs incurred in connection with enforcement of such terms and conditions.

Date

Signed, Applicant Printed Name