



CITY OF COLUMBIA CITY  
112 S CHAUNCEY ST  
COLUMBIA CITY, IN 46725  
260 248 5100  
rmcoyle@columbiacity.net

## Right-of-Way/Street Cut/Sidewalk Cut Permit Application

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_

Surface Type (circle all that apply):      pavement      gravel      grass

Work Location (circle all that apply): alley curb right-of-way sidewalk street

Describe the Type of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*The following supporting documentation is required for submission:*

- \_\_\_\_ Detailed Description of the Project
- \_\_\_\_ Detail Map of the Project
- \_\_\_\_ Duration of the Project

### **PLEASE NOTE:**

- Any open cut of a hard surface requires approval from the Board of Works prior to the Start of Construction
- All Work must be completed within 45 days unless additional time is approved in advance by the Board of Works

**Fees:** Permit application – (Non-Refundable) (2201 355.000)

Non pavement (grass, gravel, boring under road): \$ 40.00

Concrete, asphalt, curb cuts: \$100.00

**Payable to:** *The City of Columbia City, Clerk Treasurers Office  
112 S Chauncey St. Columbia City, IN 46725*

**BELOW FOR OFFICE USE ONLY**

Fees paid: _____	Date: _____
------------------	-------------

<b>Permission granted by Community Development Director or Street-Sewer Superintendent</b>	
<small>Code 97 revised 8/8/2023</small>	
Community Dev. Director ( <i>non-pavement: grass, gravel, boring under road</i> ): _____	
Street-Sewer Superintendent ( <i>concrete, asphalt, curb cuts</i> ): _____	
	Date Signed: _____

<b>Permission Granted by the Board of Works (<i>if required</i>)</b>	
_____	
_____	
_____	
	Date Approved: _____

<b>COMMENTS:</b> _____
_____
_____
_____

ORDINANCE 2023- 15

AN ORDINANCE AMENDING CHAPTER 97, STREETS AND SIDEWALKS, OF  
THE CODE OF ORDINANCES OF THE CITY OF COLUMBIA CITY, INDIANA

WHEREAS, the Common Council of the City of Columbia City, Indiana, after full investigation, deems it in the best interests of the citizens of Columbia City and to preserve their public safety and welfare to modify and amend Chapter 97 of the Code of Ordinances of the City of Columbia City.

NOW, THEREFORE, BE IT ORDAINED, ORDERED, AND ESTABLISHED by the Common Council of the City of Columbia City, Indiana, as follows:

Section 1. That 97.05, REPAIR OF STREETS AND ALLEYS be and hereby is amended in its entirety to state the following:

- (A) Any individual or private utility who decides it is necessary to disturb the existing condition of any street or alley within the corporate limits of the city in order to construct or repair gas, sewer, water, electric, or telephone lines shall be required to obtain a permit for making said repairs or improvements from the Community Development Director or Superintendent of Streets. At the time of permit application, the applicant shall pay the non-refundable permit fee established by the City from time to time.
- (B) Upon the completion of the project, the private utility or individual shall contact the Community Development Director or Superintendent of Streets shall inspect the project to determine whether or not the pre-existing condition of the street or alley so cut has been restored as nearly as practicable.
- (C) It shall be the duty of the private utility or individual to restore the surface to its condition as it existed previous to the project as nearly as practicable. The excavation shall be backfilled with sand or gravel and all excavating material shall be hauled away.

Section 2. That 97.06(D) shall be amended to state the following:

- (D) If the Board of Works approves a curb cut, the person, firm or corporation requesting the curb cut will have 45 days from the date of approval to complete the curb cut. If additional time is needed, the person, firm or corporation must request more time from the Board of Works and demonstrate good cause. If the curb cut is not finished within 45 days, the permit will be revoked and the person, firm or corporation will have to reapply for a new permit before work may commence. At the time of permit application, the person, firm or corporation seeking the permit shall pay the non-refundable permit fee established by the City from time to time.

Section 3. That if any section, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance in which can be given effect without