



CITY OF COLUMBIA CITY
112 S CHAUNCEY ST
COLUMBIA CITY, IN 46725
260 248 5100
lrobinson@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: _____

Permission granted by Community Development Director or Street-Sewer Superintendent

Code 97 revised 8/8/2023

Community Dev. Director (*non-pavement: grass, gravel, boring under road*): _____

Street-Sewer Superintendent (*concrete, asphalt, curb cuts*): _____

Date Signed: _____

Permission Granted by the Board of Works (*if required*)

Date Approved: _____

COMMENTS: _____

§ 97.05 REPAIR OF STREETS AND ALLEYS.

(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 who 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.

(1980 Code, § 97.05) (Ord. 627, passed 2-27-1973; Am. Ord. 2023-15, passed 8-8-2023) Penalty, see § 97.99

§ 97.06 EXCAVATION AND DESTRUCTION OF STREET AND RIGHT-OF-WAY IMPROVEMENTS PROHIBITED.

(A) No person, firm, or corporation shall remove any part of any street or of any structures forming a part of any street or supporting a part of any street, nor shall do any damage to any street or any structure forming a part of any street including, but not limited to, driving stakes into the street surface; and no person, firm, or corporation shall destroy any street, part of any street or structure forming a part of the street or supporting a part of the street.

(B) No street, alley, public property, or public right-of-way shall be cut, trenched, excavated, or improved by any person, firm, or corporation without first having a written permit from the city.

(C) A violation of this section shall be deemed a Class E violation as defined in § 10.98 and violations shall be processed through the Ordinance Violation Bureau of the city. In addition, the city shall be entitled to recover, in a civil action, the amount of any damages caused to the street or right-of-way improvements caused by a violation of this section.

(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.

(1980 Code, § 97.06) (Ord. 1996-19, passed 6-11-1996; Am. Ord. 2007-21, passed 11-27-2007; Am. Ord. 2023-15, passed 8-88-2023) Penalty, see § 97.99