



# PROCEDURES AND REQUIREMENTS

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Submit completed application form MR 505 and three (3) copies of plans for review. For Interstate or Limited Access highways (crossing only), five (5) copies of plans are required.

## **PLANS MUST INCLUDE:**

- Right of Way limits;
- ODOT highway and width;
- Offset of proposed installation from center of pavement and from the pavement edge line;
- For roadway bores, show roadway cross section (representative of the actual field conditions) to include ODOT highway and width, offsets, and dimensions of bore pits, length, diameter and depth of casing
- For aerial crossing of Limited Access highways, show roadway cross section to include ODOT highway, length of crossing, pole locations and offsets, height of crossing from any pavement surface (to include ramps if crossing at interchange). Minimum vertical clearance must be equal to or greater than required by ODOT at a height which is not less than 18 feet;
- Show and identify all existing utilities located in the right of way of the side you propose to use.

A permit is required from ODOT for all work performed in the ODOT right of way.

Application must be made in the name of utility owner. (Developer/contractor is not acceptable)

ODOT does not issue permits on state highways within villages or cities with the exception of interstates.

ODOT review and approval must be given before a permit is issued by a municipality for any use or occupancy of a state highway with limited access right of way to insure State and Federal requirements are satisfied.

An ODOT permit is required to construct utility pole lines or replacement of existing poles and replacement of existing cable or new cable facilities.

A permit is not required for work on utility facilities due to weather related causes or accidents. ODOT must be notified when work due to weather related causes or accidents is performed on existing facilities and proper traffic control must be used. (Contact ODOT County Manager).

The installation of lights for private use on poles located within the ODOT right of way require prior approval from ODOT.

All streetlight proposed and requests will be reviewed by ODOT for proper pole locations. A permit is required for attachment of streetlights to existing poles as well as for new poles.

Pavement cuts, when allowed, will required low strength mortar backfill as per ODOT specifications on state highways.

ODOT county manager in the particular county where the work is to be performed must be contacted prior to commencement of work.

OUPS must be contacted prior to any excavation in the ODOT right of way.

Proper traffic control is required for all work in ODOT right of way.