



# PERMIT STAGING REQUIREMENTS

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1. Complete MR 505 Permit Application.
2. Provide 4 sets of plans of the site map for the proposed staging area.
3. Fieldmark the proposed boundary of the staging area.
4. Provide photographs and/or videotape of the entire staging area with field markings.
5. Provide emergency/contact phone numbers.
6. The unpaid portion of the Mobilization Reference Item will not be released until the property is restored to the satisfaction of ODOT, as per the agreement of the permit.
7. List the equipment and material that will be on the proposed staging area.
8. Provide the beginning and completion dates for the proposed staging area.
9. Landscaping may be asked to be planted (i.e. trees, shrubs etc.) after the staging area is restored. The location of the landscaping will be determined by ODOT.
10. Guardrail and fence restored, if applicable.
11. If culvert is installed for a drive, it shall be removed along with the stone and restored to the satisfaction of ODOT.

Once all the information has been provided to the District's Permit Office, allow three weeks for processing and issuance of the permit.

**District 9 Permit Contact:**

**Monti Perry, 740-774-9063**