



RIGHT-OF-WAY OPENING PERMIT

(To be used in coordination with Chapter 32 – Article 3 of the City Code)

Project Location

Address/Intersection From and To:

Contractor Applicant Information

Company Name:	Contact Person:
Company Address:	Phone: Email:

Subcontractor Information

Subcontractor Name: Address: City, State, Zip	Contact Person: Phone: Email:
Subcontractor Name: Address: City, State, Zip	Contact Person: Phone: Email:

Property Owner Information

Name:	Contact Person:
Site Address:	Phone: Email:

Construction Information/Right-Of-Way Work Description:

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Construction Schedule		
Number of Construction Days: _____	Start Date: _____	End Date: _____
Weekend Dates: _____	After Hour Dates: _____	
Will the project require a roadway closure? ☐ Yes ☐ No		
Construction Plans: ☐ Yes ☐ No As Built Plans: ☐ Yes ☐ No		

Traffic Control Contractor

Subcontractor Name:	Contact Person:
Address:	Phone:
City, State, Zip	Email:

Applicant Submittal Checklist:

- Complete Application.
- Provide detailed plans.
- Provide a list of materials to be used.
- Submit insurance certificate.
- Provide a timeline for the project.

Permit Fee:

1. \$100.00, which includes the required final inspection.
2. \$75 fee, if a reinspection becomes necessary.

Inspection Requirements

1. A pre-construction meeting with Public Works is required prior to commencing work. All required inspections will be defined at this meeting.
2. A final inspection is required upon completion of work to verify compliance with plans and city requirements. Failure to schedule an inspection will result in penalties.

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in Geneseo's Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the city. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until the work has been approved by the Public Works Director. I acknowledge,

warrant and represent that I am authorized to submit this Application and complete the work authorized by this Application on behalf of the Property Owner. The applicant has furnished the information contained herein.

Applicant Signature:

Date:

Administrative Staff Checklist:

- Copy given to City Administrator if there is a road closure.
- Add to Road Closure Calendar.

Public Works Director Checklist:

- Application Complete.
- Project Construction Plans Attached.
- Proof of Insurance Attached.
- Fee paid at City Hall.

PW Director Signature:

Date: