



## Right-Of-Way Permit Instructions

Contractor's doing work in the City Right of Way will be required to apply for and obtain an "Excavation Permit" or an "Obstruction Permit", depending on the type of work to be performed.

To be eligible to obtain a ROW permit and do work in the City street ROW, a contractor must meet the following requirements:

1. If performing excavation work, provide a performance and maintenance bond in the amount of \$25,000. The City Engineer may require an increase in the principal amount of such blanket bond at anytime if the City Engineer determines that the bond is inadequate to secure the performance of all restoration work for which the applicant is responsible.
2. Provide a certificate of general liability insurance for limits no less than \$1,000,000. Contractor's insurance must name City as an additional named insured, with the proper endorsements attached; and
3. Pay all outstanding amounts due, if any, for previous ROW permits, follow up inspection(s), and/or administrative penalties.

In addition to the above requirements, the facility owner for whom the contractor is working must meet the following requirements:

1. The owner of the facility must have a valid ROW license or franchise from the City of Altoona, and
2. If the owner of the facility is a licensee, the owner must have paid its annual license fee for the past and current fiscal years.

Contractor Responsibilities:

1. Plans and specifications shall be filed with an application for a permit to make an excavation involving the construction or installation of equipment within the right-of-way. Plans and specifications shall be in sufficient detail to identify the exact type of equipment to be constructed or installed in the right-of-way, and the horizontal and vertical location of such equipment within the right-of-way, with respect to right-of-way/property lines and established monuments. Detailed plans and specifications shall not be required for individual excavations, such as individual water, sewer, gas, electric, or telephone connections to a building. A simple sketch on the application form provided by the city, including the dimensions of the proposed excavation in reference to permanent landmarks, shall be provided for individual excavations.
2. Persons performing work pursuant to an excavation permit shall display their business name and telephone number on all motor vehicles and equipment, including tractors, trailers, and wheeled equipment capable of being driven or towed on the street. This shall not apply to personal or privately owned vehicles used solely to transport workers to a job site or to rental vehicles or equipment utilized in performing the work if the name and telephone number of the rental company appears on the vehicles or equipment. This information shall be exhibited in at least two locations on the vehicle and shall be either a temporary magnetic or permanent decal or painted lettering of a type and size, and with a contrasting color, rendering it legible from a distance of not less than 50 feet.
3. Contractor shall notify property owner(s) abutting the right-of-way in the area designated in the permit at least 24-hours in advance of the start of the work notifying them of the projected start date, type of work, who the work is for, and the contractor business name and phone number.