



# CITY ENGINEER PERMIT APPLICATION

51 E. Market St., Tiffin, OH 44883 • Office: (419) 448-5425 • Fax: (419) 448-5424 • Email: tiffinengineers@tiffinohio.gov

<b>Permit #</b>	<b>Project Description / Expected Date(s):</b>
<b>Project Location/Address</b>	
<b>Applicant Name</b>	<b>Applicant Address</b>
<b>Applicant Telephone No.</b>	<b>Applicant City, State, Zip</b>
<b>Applicant Email</b>	<b>Owner (If not Applicant)</b>
<b>Contractor</b>	<b>Contractor Address</b>
<b>Contractor Telephone No.</b>	<b>Contractor City, State, Zip</b>

Qty	Permit Description	Fee (\$)
_____	211.000.4491 St. Exc. Bond*	_____
_____	101.000.4491 Street Cut Permit†	_____
_____	101.000.4491 Small Cell Permit	_____
_____	101.000.4491 Sewer Tap License	_____
_____	101.000.4493 Preliminary/Final Plat Review	_____
_____	101.000.4493 Private Development – Public Infrastructure Plan Review	_____
_____	552.000.4731 Sewer Tap (Inside City)***	_____
_____	552.000.4732 Sewer Tap (Outside City)***	_____
_____	552.000.4733 W Market Special Connection Fee	_____
_____	552.000.4735 Southside Special Connection Fee	_____
_____	530.000.4457 Construction Site Runoff Control Admin./Application – (Initial 2 Hours of Review) †	_____
_____	530.000.4457 Construction Site Runoff Control Application – (Additional Hours of Review) †	_____
_____	101.000.4491 Flood Plain	_____
<b>Total Fee to Collect</b>		<b>\$ _____</b>



\* Coordinate inspection with City Engineer upon completion of site restoration to allow return of bond fee  
 \*\* Coordinate tap inspection with City Engineer at least 48 hrs prior; Inspection occurs after connecting and bedding pipe, but before backfilling trench  
 + Contractor shall contact Public Works at 419-448-5430 for a site visit prior to excavation within a radius of 4x the diameter (at breast height) of any tree not already planned for removal in City-approved plans  
 † See Construction Site Runoff Control Permit Application for details

### Sanitary Sewer Tap Additional Information

<b>Water Source:</b> (Circle One) Public Water / Well	<b>Sewer Service Agreement:</b> (Circle One) Y / N
<b>Special Connection Fee Area:</b> (Circle One) Y / N	

I hereby declare that all information herein is correct and that the proposed work complies with all provisions of law. This permit, if approved, will expire if the work has not begun within one (1) year from the date of issuance, or in two and half (2 ½) years from the date of issuance if the work is not substantially completed. Void permit if not validated above. For Construction Site Runoff Control Permits, see additional application form for timelines and approval status. The applicant agrees to indemnify and hold harmless, the City of Tiffin, Ohio, its employees, officers, and agents, from liability whatsoever, that may arise from the use of a City owned street, boulevard, or right of way.

Applicant Signature: \_\_\_\_\_ Applicant Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Circle One) APPROVED / DENIED City Engineer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sketch detail and information below. Applicant shall investigate and show all underground sewer and utility pipes and lines. It is the applicant's responsibility to check easements, subdivision covenants and other matters of record.

The street cut is approved with the following conditions;

- The applicant and/or its contractors will be responsible for repairing any sewer lateral disturbed and/or damaged as a result of the work performed via this permit.
- All disturbed areas must be restored to an original or better condition. Cold patch may only be used as temporary fill.
- Restoration and trench repair must be in accordance with the City of Tiffin Public Works Design Manual. A copy of this manual can be found on the Engineer's Office webpage on the City of Tiffin's website ([www.tiffinohio.gov](http://www.tiffinohio.gov))
- Contractor is responsible for maintaining traffic via the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) standards. The City Engineer must be provided a minimum 48 hour advance notice for all road and lane closures (1 week preferred).
- Work is only permitted to be performed between 7:00 a.m. and 7:00 p.m. or between sunrise and sunset whichever is most restrictive Monday-Friday unless obtaining prior approval from the City Engineer. If work is approved outside the restricted hours, the contractor is responsible for implementing the proper safety mechanisms to ensure the safety of both the works and the public.
- Any road resurfaced within the past 5 years must be backfilled with Control Density Fill (CDF) in lieu of 304 aggregate. The CDF must be installed the full width of the trench from an elevation of 1 foot above the installed pipe to the depth of the existing pavement profile. Any modifications to these design standards will need prior approval from the City Engineer. A list of roads requiring these restoration methods will be provided below;

**AT LEAST TWO WORKING DAYS PRIOR TO ANY EXCAVATION, CONTACT OHIO811 (OHIO UTILITIES PROTECTION SERVICE) AT 1-800-362-2764 AND OIL & GAS PRODUCERS PROTECTION SERVICE AT 1-800-925-0988**