# RIGHT-OF-WAY PERMIT SPECIAL PROVISIONS

State Form 3321 (R6 / 11-11)

**STATE OF INDIANA**
**INDIANA DEPARTMENT OF TRANSPORTATION**

1. All existing utilities and other underground facilities such as traffic signal appurtenances must be located prior to commencing excavation.

2. The permittee shall not disturb nor manipulate any existing traffic control devices. Any damages to a traffic control device shall be repaired immediately at the permittee's expense by a State prequalified contractor. Contact the Signal Technician at the appropriate District Office (see telephone numbers on page 3) five days prior to doing work in the right-of-way that will affect any existing traffic control devices.

3. All cuts and trenches in and across the right-of-way of the Interstate, Federal, or State Highway shall be made by the permittee. After the work of installation of the project, the permittee shall restore all pavement surfaces and right-of-way according to requirements and specification and have it inspected by the Department of Transportation.

4. If private drives or commercial drives with a paved surface are to be open cut, a letter of approval must be obtained from the drive owner.

5. **Pavement Removal**

   a. Bituminous Pavement – The trench or area to be removed shall be sawed to a minimum depth of 2 inches. Breakage shall be confined to required lines. The edge of the area after removal shall be such that the maximum variation from the vertical will not exceed 1 ½ inches. In trimming and straightening these edges it may be necessary to use hand methods. Methods and equipment used in cutting, breaking, and removal shall not cause undue breakage, excessive shattering or spalling of the bituminous pavement to be left in place.

   b. Concrete Pavement – The trench or area to be removed shall be sawed to the bottom of the steel mesh with a minimum depth of 2 inches. Breakage shall be confined to required lines. The edge of the area after removal shall be such that the maximum variation from the vertical will not exceed 1 ½ inches. In trimming and straightening these edges it may be necessary to use hand methods. Methods and equipment used in cutting, breaking, and removal shall not cause undue breakage, excessive shattering or spalling of the concrete to be left in place and shall be such that will prevent excessive vibration and shock from being transmitted along reinforcing steel to the adjacent pavement.

6. **Pavement Replacement**

   A "T" section should be used to bridge excavated areas to alleviate future settlement.

   a. Bituminous Pavement – Pavement replacement shall not be less than 12 inches of bituminous base mixture, thoroughly compacted in lifts of not more than 3 inches and a top lift of 1 inch shall be bituminous surface mixture properly compacted. All exposed bituminous edges shall be treated with bituminous tack. A "Wacker Rammer" compactor or equivalent shall be used for compacting the bituminous mixtures. The surface course shall meet Department of Transportation specifications for smoothness.

   b. Concrete Pavement – The depth of the concrete pavement shall be the same as the removed pavement except it shall be a minimum of 9 inches. Anchor bolts shall be placed along all sides of the removed area. The spacing shall be 3 feet center to center on the transverse side and 5 feet center to center on the longitudinal side with a minimum of 2 anchor bolts on a side. The anchor bolts and steel reinforcing shall be the same type and shall be placed as specified in the Department of Transportation's Standard Sheets. The concrete used shall be high early strength as set out in the Indiana Standard Specifications, except test beams will not be required.

Application number

Road number

County

Expiration date *(month, day, year)*

Issue date *(month, day, year)*

Permit number

**SUB-GRADE**

The sub-grade on which the concrete or bituminous mixture is to be placed shall be compacted thoroughly prior to the placing of the pavement.

7. All cuts in the pavement shall be opened to traffic at all times except when the permittee is working at the site. If the cut in the pavement cannot be completed in the working day, it shall be temporarily backfilled, with the top 3 inches consisting of a temporary bituminous mixture, or the cut can be covered with a steel plate of sufficient size and thickness to satisfactorily carry the traffic. The steel plate shall be properly fastened down so as not to create a hazard. A steel plate shall also be used to cover any concrete area during the curing period. All steel plates must be labeled for emergency notification. Utility company name and 24 hour notification telephone number shall be visible at all times.

8. a) All excavation from cuts in the pavement and shoulder area shall be removed from the right-of-way. The backfilling of this area shall be Compacted Aggregate Base or "B" Borrow. The compacted aggregate base or "B" Borrow shall extend beyond the shoulder line at a slope of 1 to 1. This backfill shall meet Department of Transportation Standard Specifications.

   b) Backfilling of all trenches outside of the shoulder lines on State Highway right-of-way shall be made with pit run sand and gravel mixture or with material acceptable to the Department of Transportation, except for the top 12 inches which must be filled with top soil and compacted. Grass seed and fertilizer shall then be placed on the top soil which has been prepared in accordance with Department of Transportation Specifications on seed bed preparation.

   1. When the trench is excavated or plowed in a lawn area that is mowed, the applicant shall replace all disturbed areas with sod. The sod shall be placed and maintained according to Department of Transportation Standards.

   2. Sod may be required at other areas where erosion may be a problem.

9. The permittee shall at all times protect the pavement surface and right-of-way from damage due to the use of heavy equipment, and shall provide and use approved pads, planks, or dirt cushion to protect against other damage. Immediately before any section of the highway is to be placed back in use for traffic, the permittee shall remove all excess dirt and sweep the pavement surface to eliminate unnecessary dust hazards.

10. The Permit Inspector in the local sub-district or district office shall be notified 24 hours in advance of the pouring of concrete or the placing of bituminous mixture. (See telephone numbers on page 2.)

11. Tunneling under Interstate, Federal, or State Highway pavements will be allowed when approved by the Department of Transportation. Pipe for such tunnels shall be approved pipe as specified on the plans, inserted in the tunnel lining and the excess space filled with concrete as specified in the plans. Tunneling methods, supports and operations shall be subject to the approval of the representative of the Department of Transportation assigned to inspect the work. Proper backfilling must be done around the tunnel lining in order to prevent any settling of the pavement and right-of-way.

12. The top elevation of all manholes shall be held to ground or road surface level.

13. The permittee shall be responsible for the proper replacement of any driveways, driveway pipes or sidewalks that are disturbed during the permit work.

14. Drainage on shoulders, ditches, or otherwise on the right-of-way shall not be obstructed. Appropriate control measures shall be followed to protect the right-of-way from erosion.

15. All permits shall conform to the current INDOT Utility Accommodation Policy.

16. Within seven (7) days after a new installation or repair to an existing installation is performed, all excess dirt or obstructions caused by the installation or repair must be removed and the area must be restored to a condition by the permittee so as not to interfere with mowing the highway right-of-way.

17. Upon completion of all pavement cuts and before the work crew leaves the work area, the permittee shall furnish and place the appropriate color spot on the existing road surface next to the side of cut nearest the edge of highway pavement.

18. The permittee agrees, as a condition of approval of this permit, to move or remove any structures installed under this permit, at the permittee's own expense should future traffic conditions or road improvement necessitate; or when

requested to do so by INDOT except for on the National System of Interstate and Defense Highways as outlined in the Indiana Code.

19. Work shall be performed in accordance with the attached plans.

20. If at any time in the future, this installation should become damaged due to normal maintenance or roadwork by INDOT, the permittee shall be responsible for all repairs, and cost of repairs that may arise from such damage.

21. Any poles installed under this permit, including brace poles and guy poles should be placed within 1 ½ feet of the right-of-way line. Exceptions to this placement policy will be granted only for special conditions and must be explained in the application.

22. Any pole line installed under this permit will comply with all regulations outlined in the National Electrical Safety Code, and any other handbook issued by the Department of Commerce Bureau of Standards, which refers to the installation and maintenance of communications lines.

23. No trees or plants on the right-of-way of any Interstate, Federal, or State Highway will be trimmed or removed without written permission from the Department of Transportation.

24. Work performed under this permit will not interfere in any way with any pole line or other existing structure along or across the Interstate, Federal, or State Highway.

25. Work within the sodded areas of the right-of-way is not to be performed during wet periods. Any damage to the sodded areas of the right-of-way must be repaired and properly seeded.

26. If traffic is to be stopped on the highway the applicant must notify the Indiana State Police for assistance in traffic control within five (5) days prior to construction. Traffic will not be stopped longer than five (5) minutes.

**INDOT DISTRICT OFFICES**

***Crawfordsville District***

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(888) 924-6368

***Fort Wayne District***

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***Greenfield District***

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***Vincennes District***

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