



Monroe County Highway Department Right-of-Way Permit Application

Application# _____
Permit# _____
Date _____

Contractor/Utility Company _____

Activity/Construction _____

Type of work being done? Road Bore How many bore pits are needed? _____
 Right-of-Way Road Cut

Location of Job/Attach plans or drawing

The following procedural requirements are agreed to:

1. Notify Monroe County Highway Department a minimum of seven (7) working days preceding the beginning of work for advertisement purposes; Deadline for notification is 2pm every Thursday unless of Holiday.
2. Notify the Monroe County Highway Department in writing, within seven (7) days upon completion of work, that work is complete;
3. All work will stop when requested by an official of the Monroe County Highway Department;
4. All standard and special requirements listed on permit will be followed;
5. Applicant assumes all responsibility for any injury or damage to persons or property resulting directly or indirectly from the work contemplated in this application;
6. If future road improvements and/or traffic conditions occur, applicant will move or remove any structure at his/her expense when requested to do so by the Monroe County Highway Department.
7. Work will not interfere with existing structures or interfere with sight line distances along or across said County Highway, without permission from owner of said structure.

Address

Permit Applicant Signature

Phone Number

Permit Applicant, Please Print

STAFF USE ONLY:

Bond Posted	Yes	No	Permit Granted	Yes	No
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Bond or Letter of Credit # _____

Bank Name _____

CHAPTER 755

HIGHWAY CUTTING OR ALTERATION

755-1. Permit Requirement

It shall be unlawful for any person, firm or corporation to cut, cause to be cut or in any way alter any Monroe County highway, right-of-way, road or street without first securing the written approval of the Board of Commissioners.

755-2. Surety and Deposit Requirement

After receiving written approval from the Board of Commissioners, but before commencing the cutting or altering of any highway, right-of-way, road or street, the person, firm or corporation desiring to do such work shall first post with the Board of Commissioners a written undertaking with sufficient surety and in a penal sum as may be required by the Board of Commissioners; in addition, the written undertaking shall be accompanied by cash or certified check in an amount not less than Twenty-Five Hundred Dollars (\$2500.00) or such higher sum as may be required by the Board of Commissioners. The cash or certified check shall be deposited for the purpose of insuring the prompt, faithful and complete repair required in order to replace a highway, right-of-way, road or street in as good condition as previous to its being cut or altered.

755-3. Supervision by Surveyor or Highway Superintendent

The cutting or altering of any Monroe County highway, right-of-way, road or street shall be done only under the supervision of the Monroe County Surveyor or the Monroe County Highway Superintendent.

755-4. Repair of Highway After Cutting or Alteration--Requirement, Remedy for Non-Compliance

(A) After the cutting or alteration is accomplished, the highway, right-of-way, road or street shall be repaired and placed in as good condition as previous to its being disturbed, and the repairs shall be completed to the satisfaction of the Monroe County Surveyor or the Monroe County Highway Superintendent.

(B) In the event any repair is not made within three (3) days after notice, either in person or in writing, has been given by the Monroe County Surveyor or the Monroe County Highway Superintendent to the person, firm or corporation initiating the work, then the cash or certified check shall be forfeited and, in addition, the written undertaking may be assessed for damages or expenses incurred by Monroe County to properly repair the cut or altered highway, right-of-way, road or street.

755-5. Construction and Emergency Repair of Utility Lines

(A) All electric, gas, sewer, water and other utility lines shall be constructed underground, so far as engineeringly feasible, where they cross any County highway, right-of-way, street or road, so as to alleviate the need of cutting or altering the surface of the highway, right-of-way, road or street.

(B) The provisions of Sections 755-1 and 755-2 shall not apply to emergency repairs by any utility company to an existing installation.

755-6. Violations and Penalties

Any person, firm or corporation that violates any of the provisions of this chapter commits a Class C Ordinance Violation.