

## Right-of-Way Permitting Guidance

### Permit Issuance

- After the City has reviewed and approved the permit application, the permit will be issued to the Applicant via email. The email will be sent to the email address provided for the Applicant on the application form and will come from the email address [cityworks@delawareohio.net](mailto:cityworks@delawareohio.net) with the subject "Permit Approved". This email will be automatically generated, so please be sure the email is not blocked by a spam filter.
- The Contractor shall keep on site a copy of the issued right-of-way permit at all times.

### Scheduling of Inspection and Advance Notification of Construction

- After a permit application is approved and issued, advance notification of the actual construction start date and schedule must be given to the City.
- Advance notification must be given to the City in accordance with the City's Maintenance of Traffic and Public Notification Policy. For all other work within the R/W, including work that does not require a road closure or MOT plan, a minimum 24-hour notification shall be given (exclusive of weekends and holidays) to schedule an inspection.
- Advance notification and scheduling of construction inspection shall be given either by phone to (740) 670-7727 or by email to [engadmin@newarkohio.net](mailto:engadmin@newarkohio.net). When emailing, provide the right-of-way permit number ("RW-YY-###") in the subject line in the preferred format "RW-YY-### Inspection Request".

### Traffic Control during Construction

- All work that will include impacts to vehicular or pedestrian traffic shall have an approved maintenance of traffic (MOT) plan in accordance with the City's Maintenance of Traffic and Public Notification Policy.
- For MOT plans that require a law enforcement officer, the contractor shall call the Newark Police Department at (740) 670-7200 at least one week in advance to schedule an officer. The request should include the schedule of work as well as the specific duties requested of the officer.

### Miscellaneous Guidance

- **If a project includes a water or sewer tap, a separate sewer or water tap permit is required.**
- Working within a public walkway typically requires:
  - That you leave a minimum of 4 feet for pedestrians to safely pass without leaving the walk, otherwise a total closure of the walk is required. A total closure requires "Sidewalk Closed Ahead" signs at the nearest defined crosswalk at which you are detouring pedestrians (from both directions).
  - Measures to prevent pedestrians from walking underneath overhead work



Municipal Building  
40 West Main Street  
Newark, OH 43055-5531  
Voice (740) 670-7727  
[engadmin@newarkohio.net](mailto:engadmin@newarkohio.net)  
[www.newarkohio.net](http://www.newarkohio.net)

---

and equipment, which include but are not limited to defining the work zone with caution tape and/or safety fence.

- Any additional safety measures as outlined in the Permit Approval Notes.
- City Engineering Standard Drawings and Specifications shall be referenced where applicable. Standard Details **RDWD-18.1** and **RDWD-18.2** are commonly applicable for excavations and backfill within the right-of-way. Pertinent standard drawings and specifications are available on the City website or upon request from the Engineering Department.