



City of Independence  
Engineering Department  
6335 Selig Drive, Independence, OH 44131-5045  
Phone: (216)- 524-1374  
[ENGINEERING@INDEPENDENCEOHIO.ORG](mailto:ENGINEERING@INDEPENDENCEOHIO.ORG)

## GENERAL NOTES

### ANY WORK WITHIN CITY RIGHT OF WAY OR EASEMENTS

1. The Contractor and/or Owner are to contact the Engineering Department at (216/524-1374) for necessary permits. All contractors and sub-contractors must be registered and licensed by the City, no exceptions, before any work can begin.
2. Contractor shall notify the City Engineer 48 hours before the start of construction 216/524-1374. Plans and scope of work must be approved by the City Engineer before starting any work.
3. City Engineer/Inspector required at all times while working, no exceptions. The contractor shall call/notify the City Engineer's Office and Inspector daily when work is to be performed or if work is to be canceled for said day. Inspection fees will be charged, minimum four (4) hours, if by 8 a.m. notification has not been received of a daily cancellation.
4. All trenches in lawn areas shall be compacted and disturbed areas shall be re-graded, a minimum 4" of topsoil spread and seeded in accordance with City of Independence Notes, attached.
5. Contractor or sub-contractor shall replace in kind any existing landscaping and/or structure damaged through construction including signs, poles, guardrails, trees, bushes and/or shrubbery including mulch.
6. Contractor or sub-contractor shall be responsible for location of all existing underground utilities. No excavations shall be permitted without a valid OUPS ticket. Call (800) 362-2764 or 811, 48 hours prior to dig.
7. All trenches under and to within the 1:1 zone of influence of existing or future pavements, sidewalks, or drives, aprons, and parking lots shall be backfilled with premium backfill, flowable controlled density fill as per ODOT Item 603, Type 1, as required per Ordinance No. 1994-39.
8. City will entertain use of clean ODOT PRE-APPROVED recycled concrete meeting 304 requirements for backfill of or for subbase material for walks, paths and utility drives.
9. Pavement removal shall be removed from joint to joint for all concrete pavements. All other pavements shall be neat saw cut or double saw cut to allow removal without damage to surrounding pavements. Applicable to all streets, curbs, walks, aprons, drives, etc....
10. Within the City Right-of-Way, one lane of traffic to remain open at all times. Flaggers may be used to maintain two way accesses. Maintain business traffic via drives and access at all times.

11. Traffic control to be per Manual of Uniform Traffic Control Devices (OMUTCD).
12. Service Director (Ron McKinley, 216/524-9191) and Police (Robert Butler, 216/524-1234) are to be notified prior to work being performed in pavement area (may require evening work only). Independence Police may be contacted for use to maintain traffic with proper prior notice.
13. Work hours are from 8 a.m. to 8 p.m. weekdays and Saturdays. No Sundays and Holidays. If required and necessary to meet or accelerate project schedule, the City may allow Night Work and Weekend Work.
14. Typical Trench / Bore Installations for earth and rock shall be per Owner's Standard requirements and specifications.
15. Compliance with the Approved Storm Water Pollution Prevention Plan and Codified Ordinance Chapter 1380 – Controlling Construction Site Soil Erosion, Sediment, and Other Wastes and Storm Water Runoff required.
16. As-Built required following substantial completion of work, submit to the Engineering Department prior to final inspection.
17. Cash Bond required of \$ \_\_\_\_\_. Bond shall be held by the City until all permit requirements, including all restorations, are complete to the satisfaction of the Engineer.
18. Deposit due prior to issuance of permit. Deposit required of \$ \_\_\_\_\_, (plus a non-refundable permit fee of \$70.00). Deposit is to cover the estimated cost of inspections. Upon project completion, any available remaining funds will be returned. Additional deposit of funds will be required if actual costs (inspection plus any other cost incurred by the City) exceed original deposit amount.
19. Site Plan review fee \_\_\_\_\_ and permit fee (\$70.00). Total fees \_\_\_\_\_.
20. See any Additional Attached Notes.

**I, THE UNDERSIGNED HAVE READ AND UNDERSTOOD THE REQUIREMENTS OF THE PERMIT.**

\_\_\_\_\_

**Work Requested By**

\_\_\_\_\_

**Location of Work**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Contractor/Sub-Contractor /Company Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Project Duration (days)**

\_\_\_\_\_

**Permit Number (office use only)**

## ADDITIONAL NOTES

1. Permit only valid within City Right-of-Way. Obtain additional permits and/or permissions in writing as necessary or required.
2. Pre-Construction documentation of existing conditions of the work limits are to be provided to the Engineering Department prior to the commencement of any work.
3. Work Restrictions at the location:  
  
Start work after \_\_\_\_\_ a.m. only  
  
Complete work prior to \_\_\_\_\_ p.m. only
4. No street pavements are shown to be disturbed.
5. No sidewalk pavements are shown to be disturbed. No machines or equipment allowed on the sidewalks.
6. Any and all additional costs related to Signal Control coordination or services will be deducted from deposit or directly billed to permittee at the discretion of the Engineer.
7. Standard Drawings on file or attached to be followed, as applicable.
8. When not performing active work, all streets and drives shall be completely open and fully accessible.
9. Restoration of all areas within the work limits to be done within 21 days from starting work.
10. Complete restoration to the satisfaction of the Owners, Property Owners, and Engineer required prior to permit closing.