

City of Bluffton
APPLICATION FOR STREET/CURB/SIDEWALK
TRAIL/ACCESS/CUT PERMIT

The undersigned Applicant is the owner of the property where the Work is to be performed and submits this application for consent from the City of Bluffton, Indiana ("City"), to perform the above indicated Work within a City right of way or easement as required by Chapter 12.04 of the City's Code. Applicant acknowledges receipt of a copy of Chapter 12.04.

Applicant agrees to indemnify and hold harmless the City, its agents and employees, from and against any and all loss or expense, including costs and reasonable attorneys' fees, resulting from, arising out of, or in consequence of the performance of the Work by Applicant, Applicant's employees, agents or independent contractors. Applicant further agrees to name the City as a named insured on Applicant's insurance policies required to be maintained by this Application and to provide proof thereof to the City in a form acceptable by the City.

Applicant agrees to reimburse the City for the cost of repair and/or restoration to original condition any City Street and Trail, and any electric, water or sewer conveyance damaged or excavated as a result of the Work of Applicant, Applicant's employees, agents or independent contractors.

Applicant agrees to comply with all applicable federal, state and local laws, codes, ordinances, rules and regulations in performance of the Work, including the Americans With Disabilities Act. Applicant has read and understands the Policy printed on the reverse side of this Application and agrees to comply with the Policy.

- | | |
|---|--|
| <input type="checkbox"/> Street/Alley (Bond required) | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Trail (Bond required) | <input type="checkbox"/> Driveway access |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Curb |

Date Submitted

Date Work to begin

Est. Date Work to be completed

Date Cert. of Insurance Received

Location of proposed Work

Name of Applicant (Printed)

Contact Phone Number

Signature of Applicant

Contractor (Printed)

Contractor Phone Number

Signature of Contractor/Representative

Reviewed & Approved:

Approved this _____ day of _____, 20____.

Bluffton Street Department

Street Commissioner

The Work was completed to the requirements of the City of Bluffton, Indiana:

Street Commissioner

Date

THIS PAGE INTENTIONALLY LEFT BLANK

City of Bluffton, Indiana

APPLICATION POLICY FOR STREET/CURB/SIDEWALK TRAIL/ACCESS/CUT PERMIT

1. Definitions for this Policy only:
 - a. "Applicant" means any person, individual, corporation, partnership, or other entity who desires to perform work that will require the excavation of any part of any City Street within the corporate boundaries of the City of Bluffton, Indiana.
 - b. "City Street": means any street, alley, sidewalk, trail, easement or right-of-way which has been dedicated and accepted for public use by the City of Bluffton.
 - c. "Street Cut" shall mean the excavation of any part of any City Street for the purpose of the installation, repair, or maintenance of a sewer tap or utility transmission line, for access, or for any other purpose whatsoever.
2. No Applicant shall make or cause to be made any Street Cut without first having applied for and received written permission of the Commissioner of the Street Department in the form of a "Street Cut Permit."
3. The Applicant must provide to the City, the following
 - a. A certificate of liability insurance, naming the City of Bluffton, Indiana as a named insured, in an amount not less than One Million Dollars (\$1,000,000.00), or any other amount as determined by the Board of Public Works and Safety. This requirement may be satisfied by the Applicant's primary and/or excess liability insurance policies.
 - b. An executed Application containing an agreement of the Applicant to hold the City harmless and indemnify the City for and against all claims resulting from the work performed by the Applicant, the Applicant's employees, agents and contractors.
 - c. Proof that the Applicant has procured all required city, county, state and/or federal permits for the work that the Applicant intends to perform.
4. If an applicant is cutting into a City Street or trail, the following steps are required:
 - a. A performance bond or certified check in an amount not less than Ten Thousand Dollars (\$10,000.00) as may be determined by the Board of Public Works and Safety is required to cut a city street or trail.
5. The Permit authorizes the Applicant to excavate a part of a City Street under the following terms and conditions:
 - a. The Applicant shall have all of the utilities in the proposed excavation area located and marked by the appropriate authorities.
 - b. The Applicant shall make the preliminary cut into the City Street with a power saw or power chisel, in a straight line, to prevent the tearing of the pavement while the pavement and soil thereunder is being removed.
 - c. The Applicant shall promptly remove all excavated pavement and/or soil and not allow excavated materials to remain on any City Street, or on any property adjacent thereto.
 - d. The Applicant shall perform the excavation with mechanically sound equipment.
 - e. The Applicant shall perform the excavation in accordance with the City's "Safety Manual" utilizing the required personnel safety appliances and protection equipment designated therein, including but not limited to; trench boxes, street plates, barricades, and night lighting for the barricaded areas.
 - f. The Applicant shall prohibit water from accumulating in the excavated area.
 - g. Upon completion of the excavation and the work to be performed in the excavated area, the Applicant shall backfill the excavated area with new and clean #53 limestone which shall be compacted in twelve-inch (12") lifts.
 - h. Upon completion of the excavation and the work to be performed in the excavated area, the Applicant shall apply and maintain a two inch (2") cold mix asphalt patch to all excavated areas until a permanent hot mix patch is installed by the Applicant as directed by the City.
 - i. The Applicant shall perform all excavation in accordance with specifications provided or approved by the City.
 - j. The Applicant shall permit representatives of the City to access the excavation site at all reasonable times for inspection of the work in progress.

The repair of any Street Cut involving a trail or sidewalk must meet the then current standards and requirements of the Americans With Disabilities Act of 1990, as amended, and all regulations promulgated thereunder.

**A PERMIT TO CUT OR EXCAVATE IS NOT VALID UNTIL THE CITY HAS RECEIVED A CERTIFICATE OF
INSURANCE AND ANY REQUIRED BOND**

City of Bluffton, Indiana

EXCERPTS FROM CITY OF BLUFFTON CODE

12.04.020 EXCAVATIONS: PERMITS REQUIRED

No Applicant shall make or cause to be made any Street Cut without first having applied for and received written permission of the Commissioner of the Street Department in the form of the "Street Cut Permit".

A Street Cut Permit authorizes the Applicant to excavate a part of a City Street or Trail under the terms and conditions approved by the Board of Public Works and Safety of the City of Bluffton, Indiana.

12.04.025 ACCESS TO CITY STREET OR ALLEY

No applicant shall make or cause to be made any access intended to facilitate the entry of a vehicle onto a City Street, (including an alley) from a private right of way (including but not necessarily limited to parking lots, driveways, private roads, platted roads intended to be dedicated to the City as part of a development plan or subdivision plat, or any other privately owned property) without first having applied for and received written permission of the Commissioner of the Street Department in the form of a Street Access Permit, and if necessary, a Street Cut Permit. A Street Access Permit authorizes the Applicant to create an access onto a City Street under the terms and conditions approved by the Board of Public Works and Safety of the City of Bluffton, Indiana. A Street Access Permit does not authorize a Street Cut.

CITY OF BLUFFTON STANDARDS

Sidewalks

- 1.) Sidewalks shall meet the requirements of the American with Disabilities Act (ADA), the most recent INDOT Standard Specifications, and the City of Bluffton's most recent Standards. This information is available for review from the Bluffton Street Department or as on file in the office of the City of Bluffton Clerk-Treasurer.
- 2.) Installation of sidewalks requires prior to construction a "Curb-Sidewalk-Street Access Cut Permit" to be approved by the Bluffton Street Department and the City of Bluffton Board of Works.
- 3.) Sidewalks shall be constructed along all new streets in development plans approved by the Wells County Area Plan Commission.
- 4.) City of Bluffton shall determine need for sidewalks on one or both sides of a new street.
- 5.) Any or all of these standards may be waived or modified by the City of Bluffton through the Board of Public Works & Safety in a written agreement with the person(s) seeking the waiver or modification.

Driveway Approaches to City Streets

- 1.) Driveway approaches shall meet the requirements of the most recent INDOT Standard Specifications and the City of Bluffton's most recent Standards. This information is available through the Bluffton Street Department or as on file in the office of the City of Bluffton Clerk-Treasurer.
- 2.) The applicant shall provide drainage information to the Bluffton Street Department Commissioner, including, if so requested by the Street Commissioner, development site plans and drainage calculations showing existing and proposed drainage patterns (including existing contours), with proof that there are no adverse effects to drainage patterns in the vicinity caused by the proposed development.
- 3.) Absolutely no detention of water is allowed in a City of Bluffton right-of-way. To allow for continuous flow of storm water, City of Bluffton requires installation of a section of pipe under any proposed driveway that shall connect to a City street. The minimum size opening for all drainage structures crossing under driveway approaches shall be 15 inches (380 mm) in diameter for round pipes or 1.6 square feet (0.15 m²) for deformed pipes, unless City of Bluffton directs otherwise in writing. All pipes shall have pipe end sections, unless agreed upon otherwise in writing between the City of Bluffton and the applicant.

[Based on INDOT DRIVEWAY PERMIT MANUAL (1996 version), SECTION 24: DRAINAGE (p. 54).]

CURB-SIDEWALK-STREET ACCESS CUT

DEFINATIONS OF DRIVES AND TYPES

Residential. A residential drive provides access to a single family residence, duplex, or apartment building with not more than four dwelling units.

CLASS I DRIVE: A residential drive along a roadway with a raised curb.

CLASS II DRIVE: A residential drive along a roadway with a paved or unpaved shoulder and no raised curb.

Commercial. A commercial drive provides access to an office, retail, or institutional building, or to an apartment building with five or more dwelling units. A drive which serves an industrial plant, but with a primary function to serve an administrators' or employees' parking lot, is considered to be a commercial drive.

CLASS III DRIVE: A commercial drive along a roadway with a raised curb.

CLASS IV DRIVE: A commercial drive along a roadway with a paved or unpaved shoulder and no raised curb.

CLASS V DRIVE: A field entrance that provides access along a roadway with a paved or unpaved shoulder to an unimproved property, e.g., a farm field with no buildings.

Industrial. An industrial drive directly serves substantial numbers of truck movements to and from loading docks of an industrial facility, warehouse, or truck terminal. A centralized retail development, such as a shopping center, may have one or more drives especially so designed, signed, and located to provide access for trucks. This is also classified as an industrial drive. An industrial drive may be designed either as a public road approach or as an industrial drive.

CLASS VI DRIVE: An industrial drive along a roadway with a paved or unpaved shoulder and no raised curb.

CLASS VII DRIVE: An industrial drive along a roadway with a raised curb.

[Based on INDOT DESIGN MEMORANDUM No. 05-31, TECHNICAL ADVISORY DRIVES (pp.4-5).]

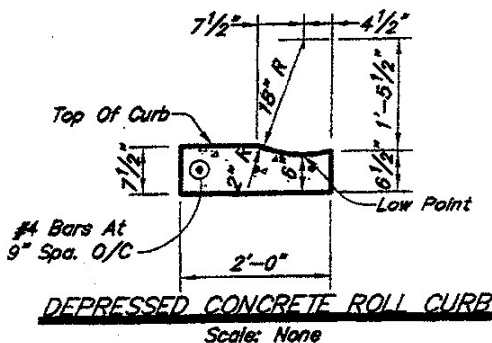
PRIVATE DRIVEWAY APPROACHES TO CONCRETE ROLL CURB

SPECIFICATIONS

1. Existing roll curb within approach and transition area shall be entirely removed and replaced to a distance of no closer than five (5) feet to the nearest expansion joint in existing roll curb.
2. Joints between existing and new roll curb shall contain $\frac{1}{2}$ " expansion material.
3. If driveway and new roll curb approach are to be poured as one, driveway in right-of-way shall be cast-in-place concrete and shall be a minimum of six (6) inches thick over a minimum of four (4) inches of compacted aggregate base #53.
4. If only the roll curb approach is to be poured,
 - a. within the public right-of-way, a minimum of four (4) inches of compacted aggregate base #53 shall be placed under the driveway to the depressed roll curb approach, and
 - b. joint between new depressed roll curb approach and driveway shall contain $\frac{1}{2}$ " expansion material.
5. All concrete poured within the public right-of-way shall be 3500 PSI.
6. Any modifications of these standards must be agreed to in writing with the City Street Department.

See

- cross section drawing of Depressed Concrete Roll Curb and additional notes,
- drawing of driveway and depressed roll curb approach poured as one,
- drawing of depressed roll curb approach poured separately from driveway.

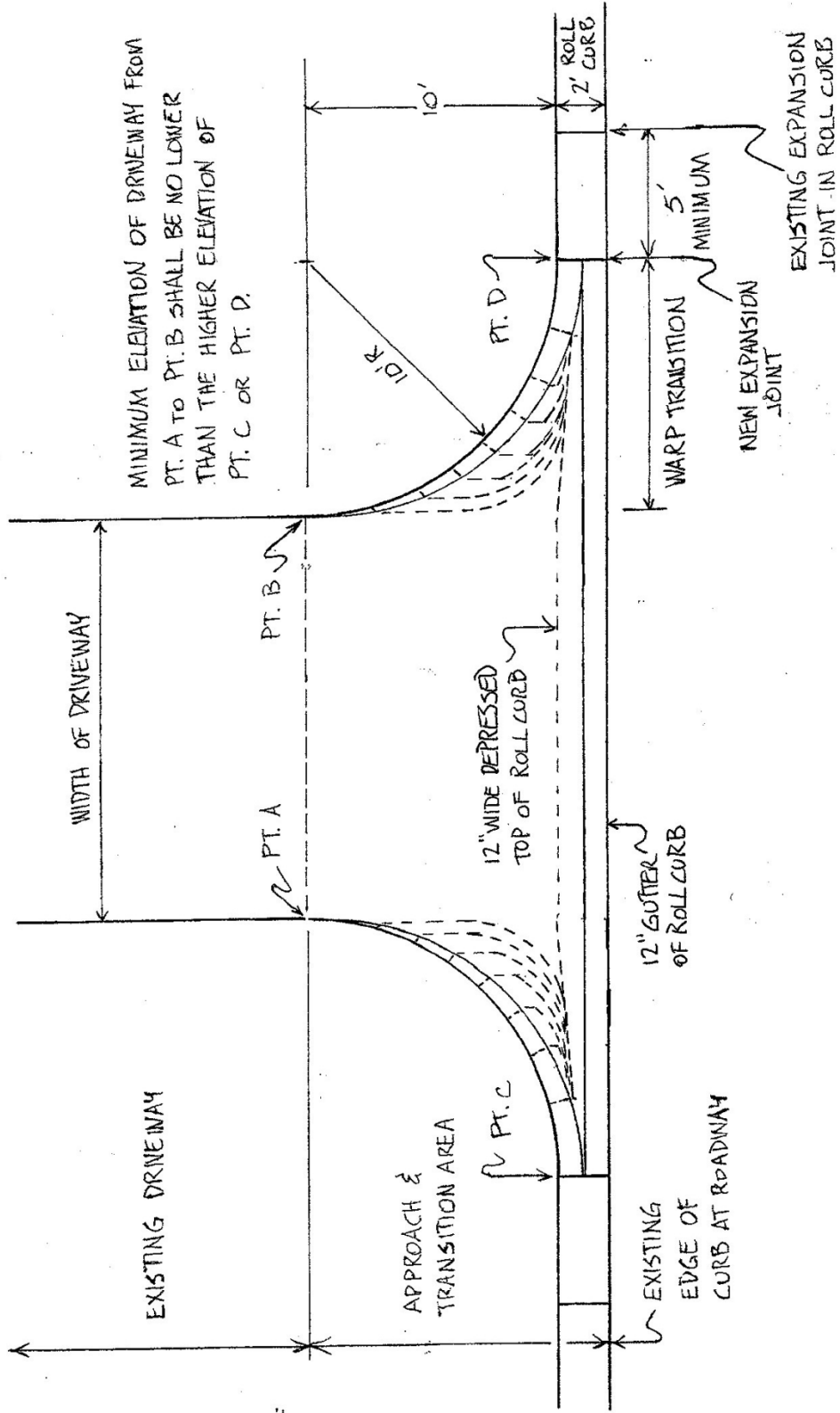


- 1.) The Maximum Algebraic Difference In Grades For Any 10 Foot Interval Shall Not Exceed 8% For Crests, Nor 10% For Sags.
- 2.) Frontage Of Lots Shall Drain To Adjacent Streets Except With The Prior Approval Of Bluffton Street Department..
- 3.) Concrete Drives Require Control Joints At A Maximum Of Every 10 Feet Each Way.
- 4.) Use Actual Setback As Shown On Plat And As Provided By The City Of Bluffton.
- 5.) Bluffton Street Department May Approve Depressed Concrete Roll Curb And Alternate Paving Materials.

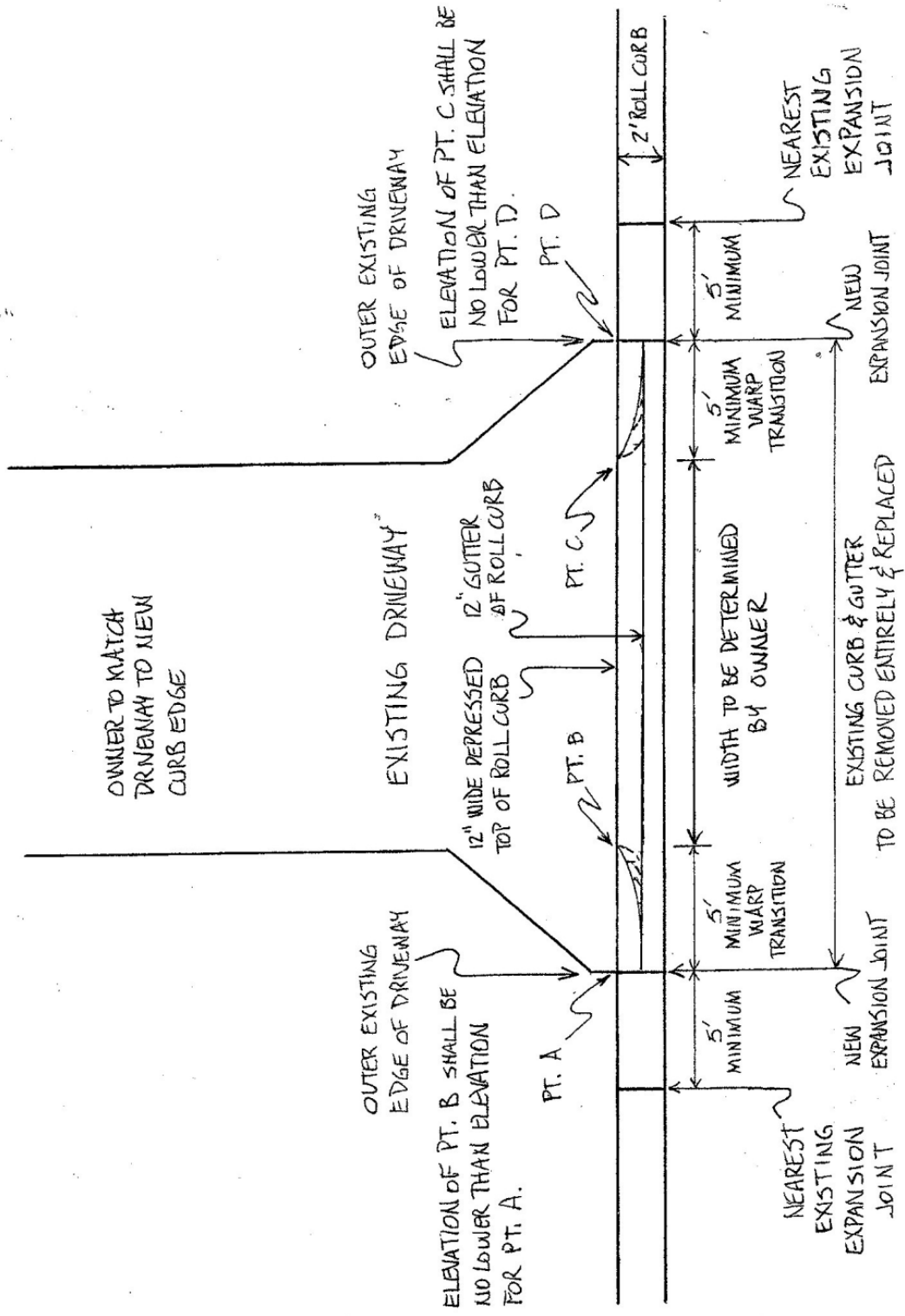
PRIVATE DRIVE CULVERT PIPE AND END SECTIONS

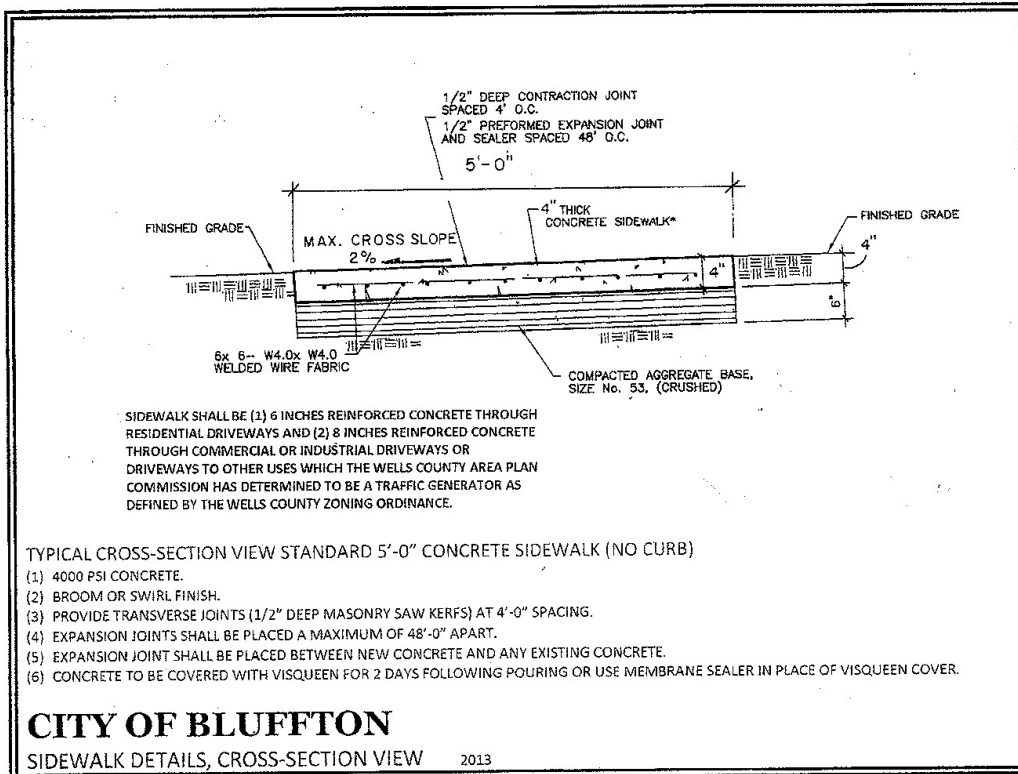
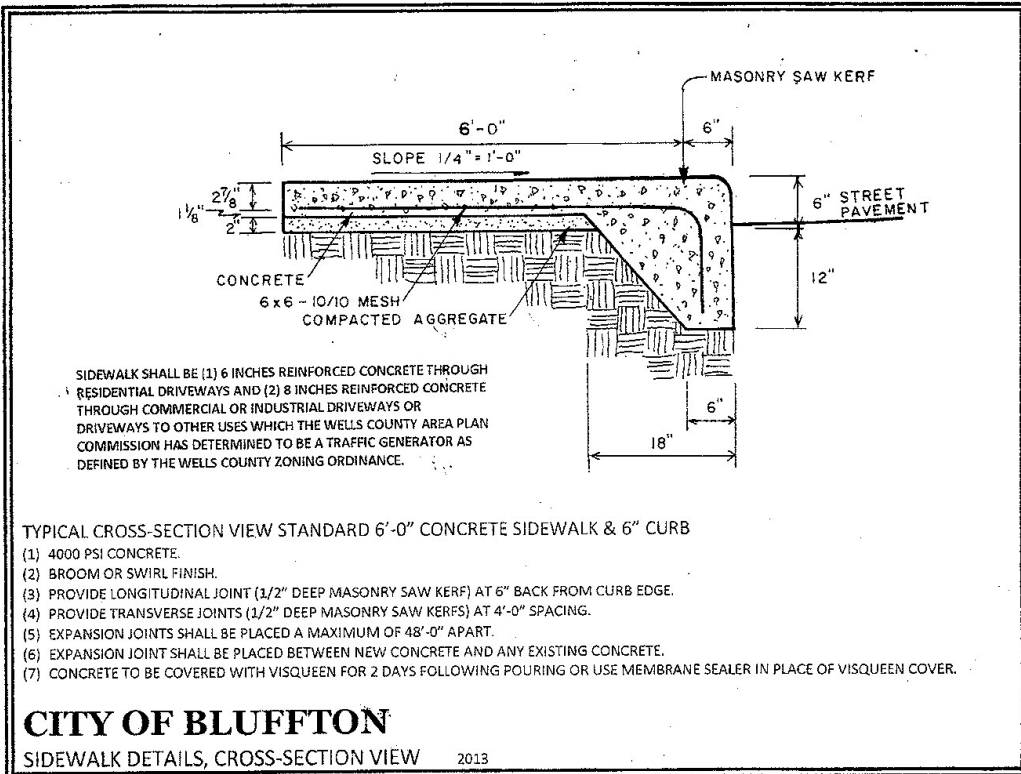
- 1.) Except With The Prior Written Approval Of The City Official, Culvert Pipe, And End Sections For New Installations Shall Be Reinforced Concrete Pipe In Accordance With The City Standards. Zinc Coated Or Aluminum Coated Corrugated Metal Pipe Culverts, Couplers, And End Sections In Accordance With The Most Recent INDOT Specification May Be Permitted For Replacement Culverts In Areas Where Reinforced Concrete Pipe Is Used By One-Third Or Less Of 3 Properties Upstream And Downstream Of The Subject Replacement On The Same Side Of The Subject Street.

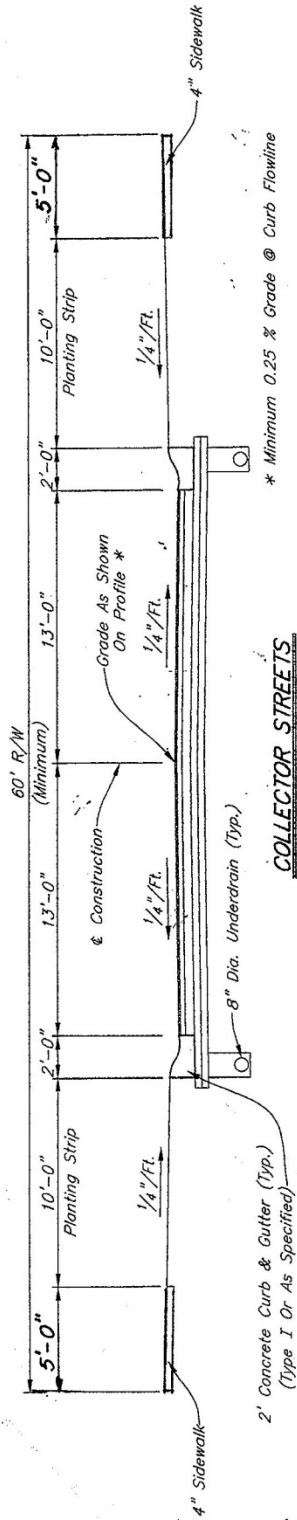
DRIVEWAY & DEPRESSED ROLL CURB APPROACH POURED TOGETHER



DEPRESSED ROLL CURB APPROACH POURED SEPARATELY FROM DRIVEWAY

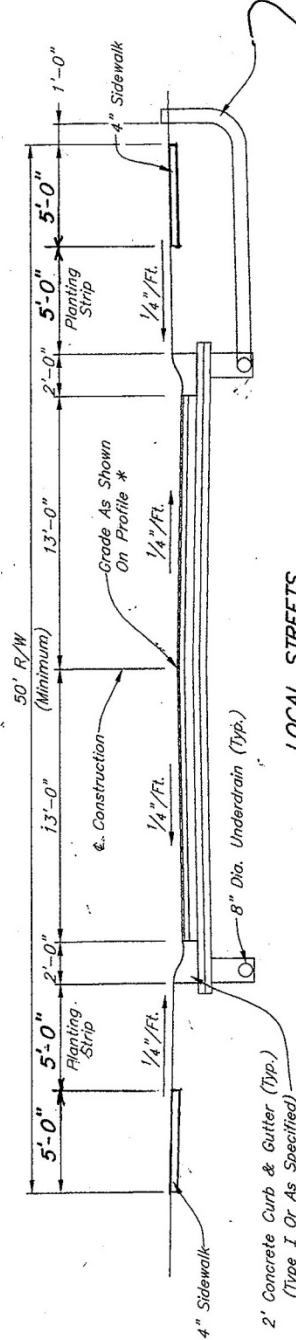






COLLECTOR STREETS

Scale: 1/4"=1'-0"



LOCAL STREETS

Scale: 1/4"=1'-0"

Service Tee And Min. 4" Underdrain Installed
At Mid-Point On Each Residential Lot.
Extend Beyond ROW, Expose End And Cap
For Future Connection. (Typ.)

CITY OF BLUFFTON

SIDEWALK & TYPICAL STREET DIMENSIONS

2013