

INSTRUCTIONS – PERMIT FOR STREET OPENING

Fill out **Permit for Street Opening** for following types of activities:

- Work within the right-of-way that disturbs any paved area (street, sidewalk, driveway, curb)
- Work within the right-of-way that disturbs more than 20 square feet of terrace area

Permit application must include an attached drawing of work to be done. Drawing shall show, at a minimum, location of work in relation to rights-of-way, intersection limits, existing utilities, etc.

Additional permit requirements: _____

Applicant is responsible for compliance with all permit provisions.

NOTES REGARDING PERMIT PROVISIONS:

1. Applicable Village of Arena Ordinances include:
 - Chapter 12.10 – Driveways
 - Chapter 12.05 – Streets and sidewalks
 - Chapter 15.15 – Storm Water Runoff Control and Erosion Control
2. In determining Applicant’s qualifications, the Village may consider:
 - a. The extent of Applicant’s experience and performance record on construction projects of a similar nature within the past three years; and
 - b. The probability of the work being carried to successful completion within the time specified and by the methods and with the equipment Applicant proposes to use.
3. The MUTCD is the Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration.
4. Applicant shall notify Public Works Department one (1) full working day prior to placing concrete or asphalt, this includes:
 - a. All base preparation and form work (or patch preparation) completed; and
 - b. Specified depths of materials provided for; and
 - c. Concrete or asphalt work to be done no sooner than 8 WORKING HOURS from notice to Village for inspection of form work.