



HOW TO OBTAIN RIGHT-OF-WAY PERMIT WITHIN MARION COUNTY

- The applicant must have a permit for all activities located within the right-of-way such as: excavations, use, obstruction, trenching, boring, etc.
- The applicant must submit a fully completed Right-of-Way Use or Excavation permit application, via our on-line system, Accela Citizen Access Portal. Incomplete applications cannot and may not be accepted. ALL PERMIT REQUESTS ARE TO BE SUBMITTED VIA THE ON-LINE SYSTEM.
- The applicant must be a licensed, bonded and insured **General Contractor** within Marion County to obtain permits to excavate within public Right of Way. The applicant must have the General Contractor's Business License Number and an Authorized Agent License Number in order to submit for a Right-of-Way Excavation Permit.
- The applicant is not required to be a licensed General Contractor to obtain Right-of-Way **Use** (no excavations) permits.
- A separate permit is required for each location or street where work is taking place. If you are submitting for a large project, for example resurfacing or fiber optics, you are limited to approximately 1500' increments on each application with the same street.
- An exact legal address of the parcel nearest to the location where the work is taking place is required on each application.
- The applicant must specify the area being restricted (traffic lane, shoulder, sidewalk or parking lane). The applicant may be required to submit an MOT (Maintenance of Traffic Plan). Your submittal should detail the areas affected: how many traffic lanes, how many sidewalks, which side of the street the work or restriction is taking place. The MOT should include signage, arrowboards, jersey barriers and barrels as applicable.
- The MOT plan should document where you are placing signage, how you are proposing to direct traffic around the work site, etc. All traffic should be considered when preparing plans. How will the bicycle lanes, pedestrian walkways and vehicle traffic be affected? Where is the pedestrian and bicycle traffic being directed? Is there a walkway or alternative bike path available? Also, keep in mind ADA accessibility: how are people in a wheelchair or visually impaired persons able to navigate safely around the workzone? These should all be considered and documented on your MOT plan.
- If the work involves closing or restricting the public sidewalk, you may be asked to provide an MOT plan.
- If the proposed work entails installing something in the public right-of-way for a minimum of at least one year, the applicant may be required to submit a site plan. **Site plans should only show the scope of work that is covered by the requested permit and not necessarily the entire project.**
- The applicant must specify if they will be restricting access to: ParkIndy (Meters) IndyGo (Busses), Cultural Trail or any other Trails. Applicants are not to remove any parking meters without first obtaining a permit and second, having notified BNS to have the meter software removed prior to removal. Applicants are responsible for meter and paybox reinstallation fees, as well as, any fees related to the parking meters being out of service.

- Expect a 7-10 day (business day) turn-around time on standard permit requests. If the applicant is submitting several applications at once, the turn-around time may take longer. If there are additional approvals to obtain, it may take longer.
- The applicant must identify the exact date or date range for which the work will actually take place. A permit can be extended one time only before the date the permit is due to expire. Payment of additional permit fees may be required. The permit extension or amendment must be submitted using the Amendment / Extension Form. A new application and permit will be required for any subsequent extensions.
- All work within a public right-of-way for which a right-of-way excavation permit is required shall be performed in accordance with, and conform to, the Regulations for Activities in the Public Right-of-Way Standards. The permit holder/contractor is responsible for having uniformed police officers at the site at all times during work hours. All such officers shall have Indiana Law Enforcement Association Certification (ILEA) or Indiana Police Department (IPD) Academy training. The number of officers required will be determined by the Division and/or IMPD. You may contact Sgt. Rich, IMPD, for this information at (317) 327-6532.
**** (Regional Center:** The area which is bordered by and includes the following streets and public right-of-way: Sixteenth (16th) Street on the north, I-65/I-70 on the east, Morris Street on the south and the Belt Railroad on the west. In addition, the area also includes one-half block to each side of Meridian Street from Sixteenth (16th) Street through Thirtieth (30th) Street.
- To apply for a total road closure permit, the applicant must submit a site plan/map as well as a detailed written description of a detour route. The application must be submitted for review and approval two (2) weeks prior to the start date and post signs to inform the public. The applicant must notify all affected businesses, churches, schools, residences and emergency services of the closure and provide step-by-step directions of traffic detour.
- All excavation permits must be activated for inspection 24 hrs prior to the commencement of work. The phone number listed on the back of the permits must be called to activate the permit. The phone number is (317) 3275525.
- YOU MUST CALL 811 PRIOR TO THE EXCAVATION TO HAVE ANY AND ALL UTILITIES MARKED. THIS IS A STATE LAW (IC 8-1-26) AND IS SUBJECT TO FINES BY BOTH THE STATE AND UTILITIES FOR ANY DAMAGES ON LINES THAT HAVE NOT BEEN MARKED. <https://indiana811.org/> TO REQUEST LINES TO BE MARKED OR CALL 811
- If the right-of-way use or excavation work is part of a City Project, the applicant is to have the city project number, city project name, city project manager's name and city project manager's contact phone number in order to obtain a gratis permit.
- A copy of the Traffic Control Requirements can be found:
<http://www.in.gov/indot/files/WorkZoneTCH.pdf>
- A copy of the Regulations for Activities within the Public Right of Way can be found:
<https://citybase-cms-prod.s3.amazonaws.com/346aba45029f464f885e216d9e81eb2b.pdf>
- A downloadable and printable ROW Permit Application can be found:
<http://www.indy.gov/bns/permitforms>