



Town of Dayton
721 Walnut St.
PO Box 567
Dayton, Indiana 47941
765-296-2533
www.Dayton.in.gov

RIGHT OF WAY PERMIT PROCESS

1. Obtain a Right of Way Permit Application from the Utility Clerk Office, the Town website (www.Dayton.in.gov) or by emailing Utilities@Dayton.in.gov to request a form.
2. Complete and submit the permit form along with any supporting information, including but not limited to:
 - a. A drawing showing location, size, and depth of excavation(s)
 - b. Maintenance of Traffic Plan (MOT) if applicable
 - c. Certificate of Insurance (COI), specifying the Town of Dayton as the certificate holder
3. Submit application and attachments. Hand deliver to the Dayton Utility Clerk or email to: Utilities@Dayton.in.gov.
4. If traffic lanes will be closed or parking will be blocked, Town manager, or other designee of the Town Council, approval will be needed before the application will be approved. Requests for approval must be received three (3) working days prior to anticipated start of construction.
5. Permit fees can be paid online via credit card, or paid when they are picked up. Utility companies will be invoiced with prior approval.
6. Once the permit is approved, a permit number will be assigned.
7. Each permit will be assessed a fee of \$50.00 per number of Right-of-Way cuts/ holes.
8. A copy of the permit will be given to the Contractor, either in person or by email.
9. If three or more excavations are requested within any 100 linear feet of street length, the entire width of the street shall be surface milled and resurfaced as a part of the installation of hot mix surface asphalt.
10. Excavation work must be started within 30 working days of approval for permit. Excavation work must be completed within 10 working days unless prior approval has been granted by the Town Manager or other designee of the Town Council.
11. Call the Town Manager at (765) 296-2533 to schedule inspections. Inspections must be scheduled to approve backfill conditions prior to concrete or asphalt placement. A final inspection will be performed when surface asphalt is applied. Two (2) working days notice is required for inspections.
12. Temporary cold mix asphalt may be used as needed during the months of November through April. If temporary asphalt is used, hot mix asphalt must be placed by May 1st. Call our office to schedule inspections as stated in item #11.
13. If work is started without a permit, the permit fee will be doubled.