



TOWN OF WINFIELD, INDIANA
UTILITY APPLICATION



APPLICANT INFORMATION

Site Address: _____ Winfield, IN Project # _____

What type of work is to be performed: _____

Applicant Name: _____

Applicant Company Name: _____

Applicant Company Address: _____

Applicant Primary Phone: _____

Applicant Primary Contact E-Mail: _____

SITE INFORMATION

How much land area will be disturbed? _____ Depth of Opening? _____

Is the work taking place within 25 feet of any lake, pond, stream, or wetland? _____

Land Use (circle one): Agricultural Commercial Residential

Does the work include construction in a public right-of-way? Yes No Has Right of-Way or easement access been granted /permissions to be granted for access?

Estimated Construction Cost \$ _____

Ordinance 150.24 (L) Street, Alley, Sidewalk, Public Way Opening Permit Fees

Type of Permit	Comments	Fees	# of openings
Street Opening(s)	Any cut or opening made	\$362.50 per	#
Sidewalk Opening(s)	Any cut or opening made	\$362.50 per	#
Rights-Of-Way Turf Opening(s)	Any cut or opening made	\$181.25 per	#

***Street Opening must have town engineers on-site when closing opening* Call the office to schedule**

Type of Inspection	Comments	Fees
Street	Any cut or opening made	Direct Cost Reimbursement
Sidewalk	Any cut or opening made	Direct Cost Reimbursement
Public Way	Any cut or opening made, including turfed areas	Direct Cost Reimbursement

FEES MAY NOT BE LIMITED TO ABOVE – ADD'L ENGINEERING FEES MAY BE INCURRED ONCE PROJECT IS COMPLETE

What is the Maintenance of Traffic Plan? _____
(submit details of, if applicable)

TYPE OF TRAFFIC CONTROL: FULL ROAD CLOSURE EMERGENCY LIGHTS FLAGGERS



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TIME FRAME OF CLOSURE: START DATE _____ ENDING DATE _____
(Winfield needs to be notified of changes to send out alerts)

***All contractors need to be registered when working in Winfield and should be registered prior to the permit getting released.**

- Who will be the subcontractor in the field to contact in case of emergency (water/AT&T lines/sewer lines/etc. that may be hit)? (you will need to contact utility that was damaged/811 as well)

Name: _____

Phone # _____

e-Mail _____

CONTRACTORS COMPLETING THE WORK ARE NOT TO REMOVE ANY 'DO NOT DIG' FLAGS THAT WERE INSTALLED BY THE UTILITY COMPANY PLACING THE MARKER AND WORK CANNOT COMMENCE UNTIL ALL UTILITIES 'CLEAR' THE 811 REQUEST.

- Contractor to complete the boring?

_____ Winfield Reg. # _____

- Contractor to pull fiber?

_____ Winfield Reg. # _____

- Who is the contractor that will be completing the restoration work?

_____ Winfield Reg. # _____

- Any other contractor that may complete work on site?

_____ Winfield Reg. # _____

If there are any changes to the above contractors, Town needs to be notified.

How will residents be notified that you are going to be working in the area?

What is the time frame **after the boring/cuts are completed** that the restoration work will begin?

CONTRACTOR IS ALSO RESPONSIBLE TO REPAIR/REPLACE ALL DAMAGED SOD/SEED WITHIN 2-month TIME FRAME (weather pending is only exception of later repairs). CONTRACTOR* IS RESPONSIBLE FOR COSTS OF REPAIRS/REPLACEMENT.



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IF ANY SEWER, WATER OR IRRIGATION LINES ARE HIT DURING BORING/TURF CUT OPENINGS AND/OR STREET/SIDEWALK CUTS, THE CONTACTOR IS RESPONSIBLE TO REPAIR IMMEDIATELY and INCUR COSTS OF REPAIRS. Town of Winfield only owns the sewer lines; Winfield does NOT own the water lines or other utilities throughout town. *As the town may own the sidewalks, we require a pre-pour concrete inspection to be completed to assure the proper foundation (5" #53 stone) and then a final inspection after the pour of 5-6" pour (especially if crossing a driveway). Additional expenses may be incurred, if there is an issue*

Ultimately, the permit applicant listed is responsible for any damage incurred to property/site locations.

- Who will be the contact person for residents in case they have complaints/questions?

Name: _____
Phone # _____
e-Mail _____

Permit is only good from date of purchase for six months. If more time is required, the permit may be extended for additional fees. **The Town of Winfield reserves the right to revoke a permit or complete a stop work at any time.**

Please call 811 (call before dig) PRIOR TO THE START OF ANY WORK.

WINFIELD WORKING HOURS:

All work on the construction, alteration, and repair of building, structures, or other location improvements shall be performed during the following times:

March thru October: Monday thru Friday, 7 am to 7 pm

November thru February: Monday thru Friday, 7 am to 5 pm

All year: Saturdays 9 am to 3 pm

NO work to be performed on Sunday and Holidays

No street may be blocked by contractor/personal vehicles, under any circumstances, and must allow for emergency vehicles (fire truck, ambulance, etc.) and/or school buses to be able to pass at all times.



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REQUIREMENTS

- 1) Provide one set of full-sized detailed drawing of proposed work (11X17) and PDF version (highest resolution) e-mailed
- 2) One copy of the project site plan and PDF version (highest resolution) e-mailed.
If one (1) acre or more of land area is disturbed, a copy of the NPDES permit from the State of Indiana is required
- 3) Proof of ROW access, if required, by engineering.
- 4) Maintenance of Traffic Plan, if applicable.

The information contained in this application, with all attached exhibits, to the best of my/our knowledge and belief, are true and correct.

The Owner, Lessee, or Contractor, hereby agrees to abide by and comply with the conditions of all Town of Winfield ordinances, laws of the State of Indiana, and the guidelines of the Town of Winfield engineering firm, and furthermore understands that any variations or violations from the provisions of these laws, ordinances, guidelines or conditions as stated herein shall constitute a cause for revocation of this permit.

(Printed Name of Authorized Person)

(Signature Name of Authorized Person)

(Date)

State of Indiana
County of Lake

Seal:

Notary Printed Name: _____

Notary Signature: _____

Resident of County of: _____ State of _____

My Commission Expires: _____



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Engineering Fee Notification

If there are any foundation/swale/waterflow discrepancies found during the course of the project, the Town's engineering fees, for review and recommendations, will be charged to the Applicant, Builder, and/or Property Owner.

In addition, before any changes of the property site plan can be made, approval must be obtained from the Town's engineering firm.

Winfield IN 46307
Proposed Property Address

Property Owner/General Contractor Printed Name

Property Owner/General Contractor Signature

Dated

FEES MAY NOT BE LIMITED TO ABOVE – ADDITIONAL ENGINEERING FEES MAY BE INCURRED DUE TO CONSULTATIONS, REVIEWS OR INSPECTIONS, AS REQUIRED BY THE TOWN. THIS IS ON A CASE-BY-CASE BASIS.