



RIGHT OF WAY / STREET CUT PERMIT 2026

Shelbyville City Engineer's Office
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

Please ensure the entire form is completed, as missing information may cause delays in processing your permit.

Date Application Submitted: _____ Date Work to Begin: _____

Company Name: _____ Registered Contractor: _____

Address of Work: _____

Each address requires a separate permit application and drawing submission.

Type of Surface to be Cut:

- | | | | | |
|----------------|---------------|----------------|-------------|-------------|
| • Street | _____ Asphalt | _____ Concrete | | |
| • Curb | _____ Asphalt | _____ Concrete | | |
| • Alley | _____ Asphalt | _____ Concrete | | |
| • Sidewalk | _____ Asphalt | _____ Concrete | _____ Stone | _____ Grass |
| • Right of Way | _____ Asphalt | _____ Concrete | | |

Type of Surface Below Bore:

- Pavement
- Grass

Length/Area of Each Cut/Bore: _____

Description of Proposed Work: _____

(1) Please submit a drawing depicting an overview of your intended scope of work (length/width of cut, depth of cut, etc.), including approximate location of sidewalk, roadway and nearby buildings. If it changes, you are responsible to provide an updated drawing to our office.

(2) Your application for a ROW permit through the City of Shelbyville indicates your agreement to make all repairs in accordance with the City of Shelbyville Street Detail Standards and in a timely manner.

(3) It is the Contractor's responsibility to comply with the Manual on Uniform Traffic Control Devices (MUTCD) and the INDOT Work Zone Traffic Control Handbook in order to perform this work in a safe manner by furnishing, erecting and maintaining all necessary traffic control devices, barricades, protective devices, flagmen, etc.

(4) You MUST notify the Shelbyville Street Department at least 24 hours in advance of any lane restriction and 72 hours in advance of any road closure at 317-392-5169.

(5) It is the contractor's responsibility to make permanent repairs immediately, unless approved by the City Engineer. Repairs are to be guaranteed for three full years after completion. All cuts shall be properly maintained until permanent repair is made.

(6) Sidewalks are to be repaired within 7 days. Prior to repair, any open areas should be properly barricaded.

Additional Reminders:**Street Cuts**

- (1) All work on City R/W is to be according to City Standards. See Sheet 7 for Street Cut and Repair Details
- (2) HMA Patches should be 1.5" Surface HMA and 3" Intermediate HMA on Variable Depth Base HMA or Aggregate, depending on the roadway classification
- (3) All Patches require sealant around perimeter
- (4) Patches are to be repaired with temporary HMA repair patch between November 15 and April 15, or when Temperature is less than 40 degrees
- (5) No work of any depth greater than 1.0" is to be left without proper warning devices

Trench Backfill

- (1) Trench Backfill should be by City Standards (Sheet 7)
- (2) Flowable Fill when trench is within 5' of an arterial; Granular or Flowable Fill should be used in other conditions

Maintenance of Traffic

- (1) Close Streets only when necessary
- (2) City requires notice 72 hours in advance for road closure or restriction unless emergency
- (3) Flaggers need to be used in necessary situations

Permit

- (1) Contractors are to contact the City and obtain permits prior to work
- (2) If there is an overnight or weekend emergency, and the contractor is unable to obtain permit, the City should be contacted the next work day