

City of Lake Station
Horizontal Directional Drilling
Permit Application



PERMIT # _____

Date of Application: _____

Permit Expiration Date: _____

INSURANCE ON FILE Yes No N/A

PERMITTEE

Firm Name _____ Contact Person: _____

Address: _____; Phone: _____

AGENT FOR PERMITTEE

Firm Name _____

Street Address _____

Phone #s _____

City _____ State _____ Zip _____

Office _____

Contact Name _____

Fax _____

Contact Email _____

Cell _____

CONTRACTOR

Firm Name _____

Street Address _____

Phone #s _____

City _____ State _____ Zip _____

Office _____

Contact Name _____

Fax _____

Contact Email _____

Cell _____

PROJECT DESCRIPTION

PROJECT LOCATION(S)

PERMIT FEE (\$1.50 PER LINEAR FOOT OF BORE): _____ FEET OF BORE X \$1.50 = _____

INSPECTION FEE: _____ PER INSPECTION; _____ /HOUR FOR NON-ROUTINE INSPECTION TIME.

APPLICANT CERTIFICATE OF INSURANCE: _____

Name of Liability Insurance Carrier

CONSTRUCTION START DATE _____ END DATE _____

PURPOSE Repair Replacement New Installation Other _____

Plans attached showing location, proposed work, and existing utilities (Exhibit A)

General Notes attached (Exhibit B)

This Permit Application is submitted on the _____ day of _____, 2019.

Applicant (Name of Company/Organization)

Duly Authorized Agent and/or Representative of Applicant



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**EXHIBIT B
GENERAL NOTES**

1. No person except the City, its agents, employees, and contractors, shall excavate, open, bore under, or cut any street, sidewalk, right of way, City easement, or alley, within the City without first obtaining a Permit for the City.
2. Application for such permit shall state the purpose for which the Permit is desired and the location of the proposed bore, excavation, opening, or cut, and shall contain an agreement that the applicant will pay all damages to persons, or property, public or private, caused by the Applicant, his agents, employees, or servants in the doing of work for which the Permit is granted. Any Applicant may be required as a condition to the granting of a Permit, in the discretion of the City Engineer to file an undertaking of such amount as the City Engineer determines to leave the streets, sidewalks, rights-of-way, City easements, and alleys in as good condition as the same was in when the work was commenced, to at all times keep the place where the bore or excavation is made properly guarded by day and lighted by night, and to hold the city of Lake Station, its officials, agencies, employees, and agents, harmless from all damages, claims, costs, and charges that may accrue from the Applicant's use of such street, sidewalks, right-of-way, City easements, or ally by reason of such bore, excavation, opening, or cut.
3. No Permit for bore, excavation, opening or cut, shall be deemed to convey or grant any privilege to occupy the space within or below any street, ally, sidewalk or any utility, vault, pipe, or drain.
4. Applicant shall submit any modifications to its plan and profile to the City for approval prior to start of work.
5. Approval of this Horizontal/Directional Drilling Permit only pertains to work performed within the corporate limits of the City of Lake Station.
6. Applicant shall provide and determine the actual location and elevation of all existing utilities prior to construction, shall provide proof to the City of lake Station that they have completed the necessary location determination. As-built plans of existing utilities and proposed location of borings shall be certified by a registered professional and licensed engineer or registered and professional licensed land surveyor and shall be reviewed for potential conflict by the City of Lake Station City Engineer. All underground utilities within the limits of the drill path shall be included on the drill plan and profile in sufficient detail to determine the drill depth and bend radii needed to avoid damage to any utility by the drilling operations. The contractor shall expose existing utilities as necessary to conform conflict avoidance.
7. City of Lake Station City Engineer shall review those drawings and/or documents evidencing proposed location of borings.
8. Applicant shall notify the City Engineer at least two (2) working days in advance of anticipated start of construction.



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9. Workhours to be 8:00 A.M. to 4:00 P.M. If alternate hours and/or weekends are required to complete the project, notify the City Engineer in writing with the request.
10. Applicant shall comply with all Federal, State, and local safety requirements and exercise precautions at all times for the protection of all persons, including employees, and property.
11. Applicant shall not allow, and shall take all necessary measures to prevent, any dirt or debris from any of its work sites to migrate off site, including on to nearby sidewalks, driveways, and roads and into catch basins or other drain, during the project and Applicant shall install any measure(s) necessary to prevent post-construction erosion of its work sites due to wet weather or wind. Applicant will implement erosion control measures as requested by the Lake Station Sanitary District, including, but not limited to, covering catch basin grates with mats and seeding and covering disturbed areas with straw mats. If the combined area of all of the land disturbances for the project equals or exceeds one (1) acre, before beginning any land disturbing activity, Applicant shall obtain an MS4 storm water management permit from the Lake Station Sanitary District and obtain a Rule 5 Permit from the Indiana Department of Environmental Management.
12. Applicant shall promptly restore all surfaces, including lawns, pavements, sidewalks, curbs, and berms, and any other surfaces disturbed during the project, to the original or better condition. When excavations, openings, or cuts are made hereunder, they shall not be left open for longer than the necessities of the work demands. In refilling the excavation, opening or cut, all earth, stone, and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation, opening or cut was made. Applicant must notify City for final inspection and approval of restorations upon completion thereof.
13. Whenever it is necessary to break into a sidewalk to make excavation, opening, bore, or cut, the entire sidewalk section so broken shall be removed and replaced, it being the intent this section to prohibit the patching of only a part of a sidewalk.
14. In addition, the surface of any restored street, sidewalk, alley, driveway, or lawn area shall be maintained in good repair by Applicant for one (1) year following the completion and City approval of the restoration. The City may require a one (1) year maintenance bond if the Board of Works deems it appropriate under the circumstances.
15. Applicant shall preserve and protect all trees in the construction area. The Applicant will be responsible for any claim for damage to trees. Trees needing to be removed require the prior approval of the City.



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16. Applicant shall reference all existing iron pins and monuments before excavating or drilling. If any pins or monuments are disturbed, a surveyor registered in the State of Indiana shall reset the pins at the Applicant's expense.
17. Applicant shall confine all activities for the project to the immediate area under construction. Do not trespass upon private property without permission of the property owner.
18. Applicant shall sequence construction to limit the number of open excavations. Open excavations include any excavation that has not yet been backfilled. The maximum number of simultaneous open excavation (not including those used for utility locating) shall be three (3) unless prior written approval from the City is obtained. Install road plates and proper signage as required.
19. Applicant shall repair pavement in accordance with City of Lake Station standards as provided by the City Engineer.
20. Applicant shall provide minimum clearances of 1.5 feet vertically and 3 feet horizontally between all underground utilities for the entire length of the bore before beginning work.
21. Applicant shall provide maintenance and protection of traffic plan, meeting standards of the "Manual of Uniform Traffic Control Devices for Street and Highways" for approval prior to commencing construction.
22. Applicant shall not alter existing pre-construction grades without express written approval from the City Engineer.
23. Applicant shall not install gas valves in sidewalk panels.
24. No above ground utility markers are permitted.
25. The City of Lake Station's policy on horizontal/directional drilling adopted by the City of Lake Station Board of Public Works & Safety and amendments thereto to said policy is adopted herein and incorporated throughout. Applicant represents that he/she/they have fully read said Policy and consent and agree to all the terms and conditions of said Policy, including, but not limited to the insurance requirements, bonding requirements and indemnification and hold harmless provisions and requirements as an Applicant.
26. Applicant must notify the Lake Station Sanitary District (SD) in writing at least two (2) business days prior to doing horizontal/directional drilling (HDD) when the HDD will cross or otherwise be within ten (10) feet of any sanitary, storm, or Sanitary District fiber optic line.



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27. Applicant must work with the authorized SD staff to ensure any HDD in conflict with SD infrastructure is avoided by the minimum distances defined in the permit.
28. Applicant must provide, at Applicant's expense, preliminary GIS shape files of the total HDD project in Lake Station to the SD (and the City of Lake Station and Water Department if the same is requested) at least two (2) business days before the project commences. Preliminary shape files will be required to contain an attribute that includes the proposed depth of the bore as well as proposed location of the fiber and a description of the size and material of the tubing and of the fiber.
29. Applicant must provide, at Applicant's expense, as-built GIS shape files to the SD (and the City of Lake Station and Water Department if the same is requested) within thirty (30) days after completion of the permitted HDD project. As-built shape files will be required to contain an attribute that includes depth of the bore as well as the actual location of the fiber and a description of the size and material of the tubing and of the fiber.
30. All deliverables and documents required to be provided per this permit shall be delivered to the following:

Lake Station Sanitary District
1696 Central Avenue
Lake Station, IN 46405
wiaimer@lakestation-in.gov

City of Lake Station Building Department
1696 Central Avenue
Lake Station, IN 46405
Attn: Bob Novick
(219) 962-2081 ext. 331
bnovick@lakestation-in.gov

Lake Station Engineer
American Structurepoint, Inc.
8605 Broadway, Suite B
Merrillville, IN 46410
(219) 923-9240
ewolverton@structurepoint.com



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City of Lake Station Project Manager
1696 Central Avenue
Lake Station, IN 46405
Attn: Dwayne Polarek
(219) 940-8623
dpolarek@lakestation-in.gov

Applicant/the duly authorized agent and representative of Applicant hereby acknowledges that they have read all terms and provisions of Exhibit B General Notes and by signing the same do hereby agree to adhere to and abide by all those requirements enumerated herein.

Dated this _____ day of _____, 2019.

Applicant (Name of Company/Organization)

Duly Authorized Agent and/or Representative of Applicant