

RESOLUTION NO. 2253-2026

**A RESOLUTION ESTABLISHING AN APPLICATION PROCESS FOR
USE OF VILLAGE ROADWAYS AND RIGHTS OF WAY**

WHEREAS, the Village of Lisbon is a municipal corporation in the State of Ohio;

WHEREAS, Ohio Revised Code section 723.01 allows the Village of Lisbon to have care, supervision, and control of public roadways within the Village;

WHEREAS, the Village of Lisbon desires to establish an application process for the use of Village roadways and rights of way.

NOW, THEREFORE, be it resolved by the Council of the Village of Lisbon:

Section 1. There is hereby established an application process for the use of Village roadways and rights of way.

Section 2. A copy of the application is attached as Exhibit 1.

Section 3. A readable version of the attached application shall be made available on the Village's website.

Passed: March 24, 2026



Mayor Peter Wilson



Council President Melissa Hiner

Attest:



Tracey Wöner, Fiscal Officer

Approved as to form only:



Alec Beech, Village Solicitor

VILLAGE OF LISBON
USE OF RIGHT OF WAY APPLICATION

APPLICATION INSTRUCTIONS

PLEASE COMPLETE THE FIRST PAGE OF THE APPLICATION, AND SIGN AND DATE WHERE INDICATED.

ADDRESSES: THE APPLICANT'S NAME AND MAILING ADDRESS. FOR PROJECT ADDRESS, USE THE ADDRESS OF THE PROPERTY OWNER NEAREST TO THE PROJECT.

PHONE NO.: YOUR BUSINESS PHONE NUMBER. ALSO INCLUDE ANY OTHER NUMBERS, INCLUDING CELL NUMBERS, OF PERSONS WHO MAY BE CONTACTED FOR INFORMATION ABOUT THIS PROJECT.

SIGNATURE: MUST BE AN ORIGINAL SIGNATURE OF AN AUTHORIZED PROJECT MANAGER, COMPANY OFFICER, OR OTHER DESIGNATED REPRESENTATIVE. COPIES, INCLUDING FACSIMILES, WILL NOT BE ACCEPTED.

PLAN: A PLAN (DRAWING OR SITE MAP) IS REQUIRED. THE PLAN SHOULD SHOW THE ROAD, ANY EXISTING DRIVEWAYS, PROPERTY LINES, MAILBOXES, UTILITY POLES, EXISTING DRAINAGE CULVERTS, ETC., THE LOCATION OF THE WORK TO BE DONE, AND DESCRIBE ANY CABLES, PIPE, OR OTHER FACILITIES TO BE INSTALLED.

MARKING: A STAKE OR FLAG SHALL BE PLACED IN THE LOCATION OF THE WORK AREA SO THE VILLAGE CAN LOCATE THE AREA.

AFTER THE APPLICATION AND PLANS ARE COMPLETED AND SUBMITTED TO THE VILLAGE CLERK, THE STREET SUPERVISOR AND SENIOR OPERATOR WILL REVIEW THE APPLICATION AND THE WORK AREA. THE SUPERVISOR WILL DETERMINE IF THE PROJECT WILL CONFORM TO THE CONSTRUCTION STANDARDS REQUIRED BY THE VILLAGE OF LISBON.

NO OPEN CUTTING OF ANY VILLAGE ROADS SHALL BE PERMITTED.

<p>CALL 2 WORKING DAYS BEFORE YOU DIG: (800) 362 2764 IT'S THE LAW! Ohio Utility Protection Service</p>
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VILLAGE OF LISBON

APPLICATION TO EXCAVATE WITHIN A VILLAGE ROAD AND/OR RIGHT-OF-WAY
(Please Type or Print)

VILLAGE ROAD: _____

APPLICANT'S INFORMATION:

PROJECT ADDRESS:

NAME: _____

NAME: _____

STREET: _____

STREET: _____

CITY: _____

CITY: _____

ZIP CODE: _____

ZIP CODE: _____

PHONE NUMBERS: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

PLEASE ATTACH PLAN.

WORK AREA HAS BEEN MARKED WITH A STAKE OR FLAG (CHECK ONE) Y N

APPLICANT HEREBY INDEMNIFIES THE VILLAGE OF LISBON FROM AND AGAINST ANY LIABILITY OR DAMAGES WHICH MAY ARISE OR BE CLAIMED AS A RESULT OF THE CONTMPLATED EXCAVATION AND/OR OTHER CONSTRUCTION AND/OR ANY RELATED ACTIVITIES.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

THIS APPLICATION MUST BE ACCOMPANIED BY A \$50.00 APPLICATION FEE, WHICH WILL BE RETURNED IF THE APPLICATION IS DENIED. MAKE CHECKS PAYABLE TO: VILLAGE OF LISBON.

(FOR VILLAGE USE ONLY)

STREET SUPERVISOR'S INSPECTION DATE: _____

STREET SUPERVISOR RECOMMENDS APPLICATION BE:

_____ APPROVED _____ DENIED

SENIOR OPERATOR'S INSPECTION DATE: _____

SENIOR OPERATOR RECOMMENDS THE APPLICATION BE:

_____ APPROVED _____ DENIED

VILLAGE COUNCIL APPROVAL DATE: _____

- IF APPLICATION IS APPROVED BY VILLAGE COUNCIL, THE APPLICATION, INCLUDING ATTACHMENTS, BECOMES THE PERMIT, SUBJECT TO POSTING THE SECURITY REQUIRED BELOW.
- PERMIT IS VALID FOR NINETY (90) DAYS FROM COUNCIL APPROVAL DATE.
- PERMIT IS SUBJECT TO ALL CONDITIONS, SPECIFICATIONS, AND REQUIREMENTS ATTACHED HERETO.
- A LEGIBLE COPY OF THIS PERMIT SHALL BE MADE AVAILABLE AT THE PROJECT SITE AT ALL TIMES WHEN WORK IS BEING PERFORMED.

SECURITY REQUIRED (Complete one of the following):

_____ CASH DEPOSIT IN THE AMOUNT OF :\$ _____
(MAKE CHECKS PAYABLE TO THE VILLAGE OF LISBON)

_____ BOND, WITH SURETIES LICENSED TO DO BUSINESS IN OHIO AND CONDITIONED UPON THE PERFORMANCE OF ALL CONDITIONS OF THIS PERMIT, IN THE AMOUNT OF: \$ _____.

IF APPLICATION IS DENIED, REASON(S) FOR DENIAL: _____

DATE: _____

VILLAGE MAYOR, OR DESIGNEE

CONDITIONS, SPECIFICATIONS AND REQUIREMENTS

CONSTRUCTION NOTIFICATION

The applicant shall notify the Village of Lisbon at least 48 hours prior to the start of construction.

PRECONSTRUCTION MEETING

The applicant shall meet with the Street Supervisor prior to starting construction. The applicant shall have at this meeting a detailed construction schedule, material list, supplier list, construction sign plan, detour plans and any other pertinent information.

CONSTRUCTION SPECIFICATIONS

All materials used in the reconstruction of a Village roadway and/or Right-of-Way shall meet or exceed the ODOT Construction and Materials Specifications (latest edition).

Traffic shall be maintained at all times in accordance with the current Ohio Manual of Uniform Traffic Control Devices. All signs and their placement shall be approved by the Street Supervisor and/or Police Chief prior to the start of construction. One-lane traffic must be maintained throughout working hours with flaggers using Stop/Slow paddles and two-way radio communication. Both lanes shall be opened to traffic after work hours and on weekends/holidays with proper warning lights installed for night. If the road cannot be opened to two-lane traffic, a suitable detour shall be established by the contractor with directional signage and proper barricades closing the work area. Notification shall be given to the local newspapers at least 48 hours prior to installing a detour.

All work shall be inspected by the Street Supervisor and/or Senior Operator and shall receive her/his approval before additional work can continue.

The applicant shall provide the Village of Lisbon the applicant's contact phone number(s) so that the applicant may be reached 24 hours a day, and the applicant shall be available 24 hours a day if needed.

UTILITY LOCATION AND DEPTH SHALL ALSO MEET THE ATTACHED MINIMUM REQUIREMENTS.

OPEN CUTTING SHALL NOT BE PERMITTED ON VILLAGE ROADS EXCEPT AS OTHERWISE PROVIDED BY VILLAGE ORDINANCE.

OTHER CONDITIONS: _____

**ADDITIONAL REQUIREMENTS FOR UTILITY CONSTRUCTION
WITHIN A VILLAGE ROAD RIGHT-OF-WAY**

1. Cables, pipes, or other facilities must be at least two feet off the edge of the traveled road.
2. Cables, pipes, or other facilities must be installed a minimum of 48" deep.
3. Cables, pipes, or other facilities must be placed under all culverts.
4. The Village Street Supervisor must approve all installations before they are covered.