CITY OF BATESVILLE
DEVELOPMENT & CONSTRUCTION
STANDARDS MANUAL

CHAPTER 6
PERMITTING REQUIREMENTS

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LIST OF FORMS

Right-of-Way Permit Application

SECTION 6.1: PERMITS

6.1.1 EROSION CONTROL

A. Plans and related specifications for any land disturbing activity shall be submitted for review.

B. When the Indiana Department of Environmental Management (IDEM) or any other permitting agency requires Erosion control permits, copies of such permits shall be included with the submittal to Batesville.

6.1.2 WORK WITHIN RIGHT-OF-WAY NOT APPROVED BY THE PLAN COMMISSION

A. All work performed by private utilities, contractors or individuals within the right-of-way of the City of Batesville shall require a Right-of-Way Construction permit unless that work is performed as part of a development or subdivision approved by the Plan Commission.

B. Any excavation within the right-of-way shall be backfilled with flowable backfill in accordance with Section 213 of the Indiana Department of Transportation Standard Specifications, current edition.

1. For any work that involves the removal of sidewalk, curb, curb & gutter or pavement, the flowable backfill shall be placed to within seven inches of the final grade. If within the travel lane of the pavement, the remainder of the excavation shall be backfilled with No. 73 stone in accordance with Section 303 of the Indiana Department of Transportation Standard Specifications, current edition. Steel road plating can be substituted for No. 73 stone if approved as part of the permit.
2. For work under sidewalk, the excavation shall be backfilled to within four inches of final grade.
3. For any other excavation, the excavation shall be backfilled to within six inches of final grade. The final six inches shall be backfilled with suitable topsoil.

C. When removing pavement, curb & gutter or sidewalk, a sawcut shall be placed at the removal limits so as to form a clean joint for the reconstruction of the facilities.

D. All work performed shall be performed and protected using traffic maintenance techniques and warning devices in accordance the Manual on Uniform Traffic Devices, current edition, as amended by 105 IAC Article 9.

E. The private utility, contractor or individual will replace pavement, curb & gutter and sidewalk after the work is completed. The private utilities, contractors or individuals performing the work shall be responsible for maintaining the stone or road plates, and warning devices until such time as

the pavement, curb & gutter or sidewalk can be replaced.

F. In addition to the permit fee as shown in the City of Batesville Official Fee Schedule, a $500 performance bond, cash deposit, or cashier's check shall be required to receive the permit. The performance bond, cash deposit, or cashier's check will be returned to the private utility, contractor or individual after the reconstruction of all effected items are reconstructed.

6.1.3 SANITARY SEWER

A. Sanitary Sewer Service Connection
Any person desiring sanitary sewer service shall make application to the Batesville Wastewater Utility, 25019 Underpass Rd, Batesville, IN, 47006, Ph: 812.934.5338. A completed permit form shall be issued. Connection to the public sewer shall be made under the supervision of the Batesville Wastewater Utility Superintendent or its representative.

B. Sanitary Sewer Construction, Connection to Public Sanitary Sewer
When IDEM or any other permitting agency requires permits, copies of all such permits shall be included with the submittal to the Building Commissioner. A Technical Advisory Committee review shall take place prior to submittal of the plans and specifications submittal to IDEM for a permit.

C. Submittals for Lift Stations
Detailed drawings, material lists, wiring diagrams, and installation, operation and maintenance instructions on all equipment furnished shall be submitted to the Building Commissioner for review. Review of such drawings, material lists, and instructions for operation and maintenance shall not relieve the Contractor of the responsibility for satisfactory performance of the equipment. The size and locations for lift stations and piping shall be coordinated with the Wastewater Utility to be in conformity with the City's Sanitary Sewer Master Plan.

D. Fees
Fees for permits, connections to, and availability of existing sanitary sewers can be found in the "Batesville General Sewer Use and Wastewater Pretreatment" ordinance, as shown in Appendix F.

6.1.4 STORMWATER

A. Plans for all proposed stormwater construction must be submitted to the City of Batesville and permit issued prior to start of construction. The applicant will also be responsible for all other required regulatory and local permits including street cut, etc. The Permit Process and Application packet is available at the end of this chapter in Appendix G.

6.1.5 STREETS

A. Plans and related specifications for any street construction for streets to be accepted by the City of Batesville shall be submitted for review.

6.1.6 WATER DISTRIBUTION

A. Water Service Connection
Any person desiring a water service connection shall make application to the Batesville Building Commissioner. After review and approval, a completed permit form shall be issued.

B. Water Main Construction, Connection to Batesville's Water Mains
Plans and related specifications for all proposed water main construction that will connect to the water distribution system shall be submitted for review.

C. When permits are required by IDEM or any other permitting agency, copies of all such permits shall be included with the submittal to Batesville.

D. Connection Fees
Fees for connections to existing water mains can be found in the "Batesville Water Utility Rules and Regulations" located in Appendix H of this Manual.

E. *A copy of the City of Batesville's Water Main Extension Policy is shown in* Appendix I of this Manual.

SECTION 6.2 SUBMITTAL REQUIREMENTS

6.2.1 GENERAL

A. Any development or construction activities regulated according to the City of Batesville ordinances or this manual shall be submitted for review by the Batesville Plan Commission.

B. In order to be considered by the Technical Review Committee, submittals must be received by the second Thursday of the month. Failure to receive the submittal prior to this date will delay consideration of the submittal until the next month.

C. Five (5) copies of the submittal shall be given to the Building Commissioner. One (1) copy of the submittal shall be sent or delivered to the City Engineer or designated engineering consultant. The address of the City Engineer or designated engineering consultant is available at the Building Commissioner's office.

6.2.2 SUBMITTAL FORMAT

A. Prints shall be stapled at least three (3) times along the left-hand edge. Smaller (8 1/2" x 11") sheets should be stapled once in the upper left hand corner. The submittals must be bound in a manner that all items may be easily opened and visible to review.

B. Highlighter type markers may not be used when making notes on submittals. Any handwritten notes must be made with a pen that reproduces when the document is copied on either a duplication machine or a diazo machine.

C. Copies may be opaque diazo prints, blueprints, or when applicable, xerox copies. Acceptable reproducibles are of vellum, sepia or mylar. Reproducibles shall be of such quality that crisp, legible copies can be produced.

6.2.3 Content

A. Submittals shall consist of plans, calculations, specifications, outside agency permits and any other materials as indicated in this manual. Contents of the submittal shall be organized in such a manner and include enough detail such that the City of Batesville can determine that the appropriate ordinances and requirements of this manual have been met. Failure to provide an appropriate submittal will delay consideration of the submittal until the next Technical Review meeting.

B. For any submittal containing improvements which shall later become the maintenance responsibility of the CIty of Batesville, construction cost estimates of all such improvements shall be submitted. These improvements shall include, but not be limited to, streets, storm drainage systems, sanitary sewers, sidewalks, erosion control, and street signs.

6.2.4 Schedule

A. The Technical Review Committee shall make recommendations at the first meeting after the submittal is made. The recommendations shall be incorporated and any altered plans, calculations or specifications shall be resubmitted by the by the second Thursday of the subsequent month. If the Technical Review Committee determines that the alterations are acceptable, the submittal shall be approved at the second Technical Review meeting. The City of Batesville will not be held accountable in any way for any delays due to improper or late submittals.

END OF SECTION