

Overview

The Indiana Local Technical Assistance Program (LTAP) has developed resources for local public agencies (LPA) to assist with developing or modifying right-of-way permitting processes within each local jurisdiction.

Available Resources

There are four resources available to assist LPAs with developing their respective road right-of-way permitting programs. These resources include the following documents and are available in Word format.

- 01 – Right of Way Permit – Ordinance*
- 02 – Right of Way Permit – Application*
- 03 – Right of Way Permit – Terms and Conditions*
- 04 – Right of Way Permit - Instructions*

Areas highlighted in **yellow** in each document reflect content that should be modified per each local agency. Other content may be modified as well, however, the **yellow** highlighted content is incomplete in each template document.

Implementation Process

Before an agency formally adopts or modifies its respective right-of-way permitting program, it is suggested that the following items are considered:

- A. Reach out to local utility stakeholders that commonly do business within the LPA's jurisdiction to discuss changes or implementation of a right-of-way permitting program. This allows for collaborative discussion on the process with valuable input provided from the LPA to the utility company and from the utility company to the LPA.
- B. Refer to Indiana Code 8-1-2-101 which outlines municipal regulations and the establishment of permitting fees before adopting or modifying a permit fee schedule.
- C. Review special programs or designations, such as the Broadband Ready Community program, that may alter the implementation of a local utility permitting process and communicate effectively with all involved parties.

Important Note: Have permit information and forms available electronically for permittees to access. Many utilities or other entities seeking to do work within the road right-of-way will contract out the work to third parties. Having an agency's permitting process and associated forms available electronically will provide greater access and clarity for all those involved.

Contact Information

For more information or to suggest updates to the available resources, please contact:

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