

SPECIAL STREET PERMIT PROCESS

Transportation Engineering

This process is for Developers, Engineers and/or Primary Contractors who are requesting streets, that are being constructed as part of a development, to become public streets with public Right of Way at completion of said development.

As part of the Special Street Permit Process the city will need the following items:

- A signed Special Street Permit.
 - The permit should be filled out including developer name, address and phone number at the top. Each individual street should be listed including development name, street name and centerline feet. The developer name needs to be added in front of “herby accepts the conditions as set forth in this Special Street Permit” and then signed by the authorized person and dated.
- Who is the Prime Contractor building the project?
- All changes requested through the routing process to be made on submitted plans.
- Check payable to the city of Fort Wayne for the permit fee.
 - Permit fee is to be based on the combined centerline footage of all proposed streets. The current fee is \$ 0.92/centerline foot. This fee is to cover inspection costs by city testing lab.
- Plans showing stationing on all streets.
- Once all requirements have been met Transportation Engineering will need three final sets of plans. These plans will be stamped approved by Transportation Engineering.
 - One set of stamped plans will be returned to the developer/engineer. One set will be given to the city testing facility and one set will be retained by the manager of Transportation Engineering.
- **Once Transportation Engineering has all the items listed above:**
 - The Special Street Permit will be scheduled to be approved by the Board of Public Works at a regularly scheduled meeting.
 - Once the permit has been accepted by the Board of Public Works you will be sent a copy of the signed permit and the approved set of plans.
- **Construction can begin on infrastructure within the city’s Right of Way when:**
 - The city’s testing lab must be contacted at (427-1245) at least 48 before work is to begin and no more than 10 days prior to start of construction and throughout each phase of road construction.
 - If work is completed without inspection, the roadway and Right of Way may not be accepted as public infrastructure.

- **Final Acceptance of Infrastructure approval process includes:**
 - The contractor or developer must submit a completed and signed Completion Affidavit.
 - The developer must submit a Guarantee Bond for \$10.00 times the total combined centerline feet of all roadways constructed. (ex. $\$10.00 \times 1,138' = \$11,380$ bond amount)
 - The testing lab for the city must inspect and verify all Transportation Engineering department related infrastructure within the proposed Right of Way was constructed to city of Fort Wayne standards.
 - The developer must submit proof that the Plat has been recorded at the county recorder's office.
 - Once all other items above have been complete the Right of Way and all infrastructure within the Right of Way will be scheduled for Acceptance at a regularly scheduled Board of Public Works meeting.
 - Once the Acceptance has been signed by the Board of Public Works a copy will be sent to the developer or responsible party.
 - All new Streetlights installed shall have pole identification labels attached by contractor. City will provide pole labels for installation by contractor.
 - Contact City Streetlight Engineering upon completion of installation. Streetlight Engineering will perform a final inspection of the work.
 - Provide as-built record drawings to Streetlight Engineering upon completion of the work.