

TO: APPLICANT

FROM: CHRISTOPHER MULARZ

RE: HIGHWAY OCCUPANCY PERMIT CHECKLIST

**MINOR AND MAJOR COMMERCIAL AND RESIDENTIAL DEVELOPMENTS
DEVELOPMENT REVIEW COMMITTEE (DRC) PROJECTS**

COMPLETE

- _____ FINAL APPROVAL FROM THE DEVELOPMENT REVIEW COMMITTEE
- _____ PERMIT FEE (PAGES 32 -37 OF THE ORDINANCE)
- _____ CERTIFICATE OF INSURANCE (PAGES 39 - 42)
 - _____ THE COUNTY IS TO BE NAMED AS:
 - A. "CERTIFICATE HOLDER"
 - B. "ADDITIONAL INSURED"
 - C. PROVIDE ADDITIONAL INSURED ISO ENDORSEMENTS CG 2010 AND CG 2037 OR EQUIVALENT
- _____ PERFORMANCE GUARANTEE (PAGES 27 - 29 AND 37 - 39)
- _____ DETAILED TRAFFIC CONTROL PLAN (PAGES 10 - 13)
- _____ COMPLETED APPLICATION

RESIDENTIAL CONSTRUCTION AND UTILITY OPENINGS

- _____ PERMIT FEE (PAGES 32 - 37 OF THE ORDINANCE)
- _____ CERTIFICATE OF INSURANCE (PAGES 39 - 42)
 - _____ THE COUNTY IS TO BE NAMED AS:
 - A. "CERTIFICATE HOLDER"
 - B. "ADDITIONAL INSURED"
 - C. PROVIDE ADDITIONAL INSURED ISO ENDORSEMENTS CG 2010 AND CG 2037 OR EQUIVALENT
- _____ PERFORMANCE GUARANTEE, IF REQUIRED (PAGES 27 - 29 AND 37 - 39)
- _____ FOUR (4) DETAILED PLANS OF WORK TO BE PERFORMED
- _____ DETAILED TRAFFIC CONTROL PLAN (PAGES 10 - 13)
- _____ COMPLETED APPLICATION

NO WORK IS TO BEGIN UNTIL THIS APPLICATION IS APPROVED.

**IF THERE SHOULD BE ANY QUESTIONS, PLEASE CALL THIS OFFICE AT
(609) 645-5973.**