

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - f. if rejected, you may contact City Hall via email or by calling 398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.

2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - f. if rejected, you may contact City Hall via email or by calling 398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.

3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.

CITY HALL
106 DORMAN STREET
HARRINGTON, DE 19952



302-398-3530 PHONE
302-398-4477 FAX
HARRINGTON.DELAWARE.GOV

Where Delaware Comes Together

Department of Public Works

RIGHT-OF-WAY MAINTENANCE and/or CONSTRUCTION PERMIT

Permit Number:

Approval Date:

The City of Harrington Department of Public Works shall be contacted at least 24 hours in advance to the start of work. **Please call 302.398.3423 (O) or 302-632-8827 © or email : lahman@harringtondelaware.gov** Submit completed form to Leroy Lahman PW Director

Company issued to:

Company address:

Contact name:

Contact phone number(s):

Email:

Location of work:

Description of work to be performed (Include Maps, additional sheets)

Method of installation; (Open Cut/Trenchless):

Anticipated start date:

Project duration:

All work authorized by this permit shall be performed in accordance with current City of Harrington Ordinances, Standards and Practices, including any Federal, State or County requirements as applicable and shall be reviewed according to said documents. The holder of this permit shall indemnify and hold harmless the City of Harrington of and from all suits and damages arising from the work herein permitted within the right-of-way. The contractor shall be responsible for determining location of, and any damage to, existing utilities. Miss Utility of Delaware shall be called at least 72 hours prior to construction at 811. Proper safety signs and adequate barricades are to be placed prior to starting work as per the "Delaware Manual on Uniform Traffic Control Devices" (MUTCD) Part 6. Work shall begin ten (10) days from the approval date of this permit, completed with as little delay as possible and performed with minimized disturbance to traffic and the general public. In no case shall a street or roadway be closed to traffic except by written permission from the City of Harrington on behalf of the City Manager. Roadway surface shall be replaced to the satisfaction of the City of Harrington. **The right to work under this permit expires thirty (30) days from the approval date of this permit.**

Applicant Name :

Date:

Applicant Signature:

Date:

City of Harrington Approval:

Date: