

Ordinance No. _____

**Emergency Ordinance Regulating Utility Location Requests and Excavation Conduct
Village of Jeffersonville, Ohio**

WHEREAS the Village of Jeffersonville is experiencing a significant increase in underground utility location requests due to rapid expansion of development in the Village and ongoing and proposed excavation projects.

AND WHEREAS, the Village must ensure public safety, protect underground infrastructure, and regulate contractor conduct to prevent damage and disruption; AND WHEREAS, immediate action is necessary to protect the health, safety, and welfare of Village residents and infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSONVILLE, OHIO, THAT:

SECTION I – DEFINITIONS

As used in this Ordinance:

- **Excavator** means any person or entity intending to dig, trench, bore, or otherwise disturb soil within the Village.
- **Location Request** means a request made to locate underground utility lines prior to excavation.
- **Tolerance Zone** refers to thirty-six (36) inches on either side of a marked utility line.

SECTION II – REQUIREMENT TO SUBMIT LOCATION REQUEST

- No excavator shall initiate any digging, trenching, or related activity within Village limits without submitting a location request at least **seventy-two (72) hours** prior to the start of work, excluding weekends and holidays.
- Requests shall be submitted in accordance with Ohio Revised Code §§ 3781.25 to 3781.38 and through OHIO811.

SECTION III – FEE IMPOSED

- A fee of **One Hundred Fifty Dollars (\$150.00)** shall be assessed per location request submitted to the Village of Jeffersonville.
- Fees shall be paid in full upon submission and are non-refundable.

- The Village Administrator may waive or reduce fees for public projects or emergencies at their discretion.

SECTION IV – CONTRACTOR CONDUCT

All excavators shall:

- Refrain from commencing work until all utilities have been properly located and confirmed.
- Maintain visibility of utility markings throughout the duration of the work; request re-marking if needed.
- Use nondestructive excavation methods within the tolerance zone.
- Comply with all applicable Village ordinances and state regulations.
- Stop Work at the direction of the Village.

SECTION V – ENFORCEMENT AND PENALTIES

- Violations of this Ordinance shall result in fines in the amount of Five **Hundred Five Thousand Dollars (\$5,000.00)** per incident.
- Contractors found in violation may be prohibited from receiving future excavation permits.
- Contractors will be responsible for the actual cost of repairing any utility damaged during the contractors' work.

SECTION VI – DECLARATION OF EMERGENCY

This Ordinance is hereby declared an **emergency** measure necessary for the immediate preservation of public peace, safety, and welfare of the Village of Jeffersonville. It shall take effect **immediately upon passage**.

Yay _____ Nay _____

Date _____

Fiscal Officer

Mayor

President of Council

Village of Jeffersonville

**Public Utility Location Request Application Per Ordinance No. _____ Excavation
Regulations**

Applicant Information

- **Company/Contractor Name:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:** _____

Excavation Site Details

- **Project Location (Address or Parcel No.):** _____
- **Type of Work (e.g., trenching, boring, grading):** _____
- **Estimated Start Date:** _____
- **Estimated Completion Date:** _____
- **Has OHIO811 Notification Been Submitted?** ☐ Yes ☐ No If yes, provide Ticket Number: _____

Utility Information

- **Utilities Known or Suspected On Site:** ☐ Electric ☐ Gas ☐ Water ☐ Sewer ☐ Telephone ☐ Cable ☐ Other: _____
- **Will excavation occur within the tolerance zone ($\pm 36"$ of marked lines)?** ☐ Yes ☐ No

Agreement & Acknowledgment

I, the undersigned, affirm that:

- All information provided is accurate to the best of my knowledge.
- I will not commence excavation until utilities are properly located and confirmed.
- I will comply with all applicable Village ordinances, including the use of nondestructive methods within the tolerance zone.

- I understand that failure to comply may result in fines and/or loss of excavation privileges.

Signature: _____ **Date:** _____

Fee Payment

A **non-refundable \$150.00** application fee is due at submission. ☐ Cash ☐ Check ☐ Credit Card *Make checks payable to:* Village of Jeffersonville – Utility Permit Division

Let me know if you'd like a contractor instruction sheet to accompany this form or if you'd prefer the format adapted for an online submission portal. I can build that flow next.

Village of Jeffersonville

Public Utility Location Request Instructions for Contractors

PURPOSE

To safely coordinate underground utility location prior to excavation activities, as required by Ordinance No. _____

STEP-BY-STEP REQUIREMENTS

1. Submit Your OHIO811 Request

- Call 811 or file online via OHIO811.org
- Submit at least **72 hours before excavation** (excluding weekends and holidays)
- Record the ticket number for use on the Village application

2. Complete the Village Application

- Include full site details, contact info, and proposed timeline
- Sign the acknowledgment agreeing to safety and compliance standards

3. Pay the Fee

- **\$150.00 per request** (non-refundable)
- Payment accepted via check, credit card, or cash at Village offices
- Make checks payable to: *Village of Jeffersonville – Utility Permit Division*

4. Wait for Confirmation

- Village staff will review and confirm the location request
- Do not begin excavation until you receive written clearance

PROHIBITIONS

- Excavation **prior to confirmation** is prohibited
- **Markings must remain visible**; request re-marking if lost
- Use **nondestructive methods** within 36” of utility lines

ENFORCEMENT

- Violations may result in fines of \$5,000.00
- Repeat violations may lead to permit suspension or disqualification.

VILLAGE CONTACT

Utility Permit Division Phone: (740) 426-8881 Email:

stephanie.stewart@jeffersonvilleoh.gov Office Hours: Monday–Friday, 8:00 AM – 4:30 PM