

DRIVEWAY PERMIT

DATE _____

RECEIVED BY: _____

PROPERTY OWNER: _____

CURRENT MAILING ADDRESS: _____

PHONE: HOME _____ WORK: _____ CELL: _____

AGENT/INSTALLER: _____

CURRENT MAILING ADDRESS: _____

PHONE: HOME _____ WORK: _____ CELL: _____

PROPERTY/LOCATION ADDRESS _____

DRIVE _____
LAWN _____
BOTH _____

TOWNSHIP _____ SECTION _____ T _____ N, R _____ E LOT _____

TR # _____
CR # _____

SUBDIVISION _____ LOT _____

SIDE OF ROAD N S E W STAKES ARE IN TO MARK LOCATION Yes No
(CIRCLE ONE) (TO BE INITIALED BY THE APPLICANT)

IF NO, GIVE DATE STAKES WILL BE IN _____

*** BE SURE TO PLACE ONE STAKE AT EACH END OF THE PROPOSED PIPE (24' minimum length) ***

DIRECTION & DISTANCE FROM CROSSROAD _____

COMMENTS _____

FOR OFFICE USE ONLY:

GENERAL NOTES _____

SIZE _____ LENGTH _____ INLET ELEVATION _____

TYPE _____ BEDDING _____ OUTLET ELEVATION _____

VOID DATE _____ THIS PERMIT IS VOID 90 DAYS FROM SIGNING. You must reapply for a permit and pay an additional permit fee of \$100.00 if not completed by above date.

FEE PAID: \$100.00 NON-REFUNDABLE - CASH _____ CHECK# _____

PERMIT NO: _____ BOOK: _____ PAGE: _____

In accordance with the Ottawa County Commissioners Resolution No. 07-88 dated October 8, 2007, effective January 1, 2008, any person desiring to install a conduit or excavate along any County or Township Highway shall be required to pay a permit fee of \$100.00 with the Ottawa County Engineer in order to obtain a permit for said work.

The permittee shall be responsible for providing for the maintenance and safety of all traffic including traffic control flaggers and traffic control devices as necessary. The acceptance of this permit will constitute an agreement between the permittee and Ottawa County, and that Ottawa County shall be held harmless and free from any claims for damages as a result of installation of said conduit or other work associated with this permit.

The size, type and elevation of any conduit will be as directed by the Engineer. Any other work must be approved by the Engineer. The applicant shall arrange for inspection of the work by notifying the Engineer's office at least 2 working days before installing and backfilling said conduit or finalizing any work.

The applicant will construct the permitted work to the satisfaction of the Ottawa County Engineer or said work will be liable for removal at the applicant's expense. The low point of final lawn grading shall be above the top of any conduit and then slope upward to the edge of the existing road berm. Driveways shall be crowned to direct water away from roadway. **CONCRETE DRIVEWAYS SHALL BE KEPT BACK SIX FEET (6') FROM THE EDGE OF THE ROAD PAVEMENT.** Asphalt or stone may be used in this transition area. **DO NOT DIRECT ANY DRAINAGE TO THE ROADWAY SURFACE.**

OTTAWA COUNTY ENGINEER

PERMITTEE

DATE

PERMIT IS VOID ON: _____ (90 DAYS FROM DATE OF SIGNING)

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OTTAWA COUNTY ENGINEER

PERMITTEE

DATE

PERMIT IS VOID ON: _____ (90 DAYS FROM DATE OF SIGNING)

Driveway Permit Guidelines

1. A Driveway Permit listing name and mailing address of property owner(s) and the address of the property where the driveway or lawn tile are to be placed must be completed and submitted to the Ottawa County Engineer's Office. **Only the property owner may sign and pay for the permit.**
2. Applicant must pay a \$100.00 permit fee to the Ottawa County Engineer's Office. These fees are to be paid by cash, check or money order. The fee must be received by the Ottawa County Engineer's Office before associated work will be scheduled by the Ottawa County Engineer's staff.
3. Applicant must place stakes, a minimum of 24' (twenty-four feet) apart, in the desired location of the driveway or lawn, by the road right-of-way. If you wish to tile the entire frontage please mark both property lines and also the desired location of the drive.
4. If stakes are not placed at the time of application, you **MUST** call the office when they are set. This will be the Ottawa County Engineer's notification that you are ready for the initial field review.
5. Upon completion of the field review the Engineer's office will respond, in writing, as to the requirements, if any, for your installation and elevations. The specifications will be on your permit. All work shall be completed by the void date issued at the time permit is applied for. **This date is 90 days from date of signing.** If you are unable to meet this deadline then a new permit shall be required along with an additional \$100.00 permit fee.
6. The permittee shall be responsible for providing for the maintenance and safety of all traffic, including traffic control devices as necessary. Ingress and egress to adjoining/adjacent properties during excavation and restoration must be provided at all times. Operation of school buses and emergency vehicles shall not be impeded nor hindered at any time or in any manner. The applicant's attention is directed to the Ohio Manual of Uniform Traffic Control Devices and applicable sections of the Ohio Revised Code. The acceptance of the permit will constitute an agreement between the permittee and Ottawa County, and that Ottawa County shall be held harmless and free from any claims for damages as a result of installation of said conduit, or other work associated with the permit.
7. The low point of final lawn grading shall be above the top of any conduit and then slope upward to the edge of the existing road berm. Driveways shall be crowned to direct water away from the roadway. Concrete driveways shall be kept back six feet (6') from the edge of the road pavement. (Asphalt or stone may be used in this transition area.)
8. The applicant shall arrange for inspection of the work by notifying the Engineer's Office at least **2 working days before** installing and backfilling said conduit, or finalizing any work.
9. The applicant will construct the permitted work to the satisfaction of the Ottawa County Engineer or said work will be liable for removal at the applicant's expense. The County may direct removal of said work and assess applicable costs to the property taxes for that property.
10. If you select to mail in the completed application and fee, send us the following documents: the Driveway Permit Information Sheet and two copies of the Driveway Permit. Retain this informational page. Mail all forms and a check to: Ottawa County Engineer, 315 Madison Street, Room 106, Port Clinton, Ohio, 43452. Checks should be made payable to "The Ottawa County Engineer." If you have any questions, call us at (419) 734-6777.

Your permit will be void on: _____

This is 90 days from the date of application