



**SPECIAL REQUIREMENTS FOR CUTTING AND EXCAVATION OF A PUBLIC ROAD**

Ref: State of Ohio Department of Transportation  
Construction and Material Specifications Latest Edition  
Item #304, #404, #411, #603, #705

- 1.) The excavated trench edges in asphalt or concrete roadway surfaces shall be saw cut, parallel to each other and perpendicular to the edge of the road pavement wherever possible. Said saw cut shall be a minimum of one foot (1') beyond the limits of the trench on each side. Air chiseling or ripping the pavement is not allowed.
- 2.) The trench shall be backfilled and compacted with acceptable granular material (ODOT Item #411 or #304 stone), not to exceed 4 inches per lift using mechanical tampers to achieve proper compaction. Water may be used to enhance compaction if drainage for free water is available. All backfilling shall conform to Item 603.10 of the ODOT Construction and Material Specifications Handbook, Latest Edition.
- 3.) The final pavement repair shall be a minimum of five (5) inches of Item #301 and two inches (2") of Item #404 Hot Mix Asphalt, or the thickness of the existing pavement, whichever is thicker. Hot Mix Asphalt shall conform to Item #301 and #404 of the ODOT Construction Material Specifications. The surface of the new asphalt shall be smooth and provide for a uniform transition between the new surface and the existing road surface. The final joint between new and existing asphalt shall be sealed with an appropriate asphalt joint sealer conforming to Item #705.04 of the ODOT Construction and Material Specification.

All pavement repairs must be done within 48 hours of final backfilling. If with the approval of the County Engineer, temporary cold patch asphalt is used, final hot mix asphalt must be in place within two weeks after placing the cold patch, weather permitting.

- 4.) All areas within the right-of-way limits, including pavement, berms, shoulders, and ditches, must be restored to the condition prevailing at the time the permit is issued. Pavement markings that are covered or obliterated for a distance of fifty feet or greater shall be replaced. All roadway structures shall be restored or replaced. Drainage ditches or roadside ditches shall be restored to their former condition and grade. Debris from the work area shall be removed from the right-of-way limits. No soil erosion or stream pollution shall be caused by this work and preventative measures shall be taken as required.
- 5.) If the purpose of the trench is for a storm sewer, then the type and size of conduit shall conform to the standards and approval of the Ottawa County Engineer.
- 6.) **NOTIFY OTTAWA COUNTY ENGINEER'S OFFICE AT LEAST TWO WORKING DAYS PRIOR TO ANY OPEN CUT ACROSS PAVEMENT.**
- 7.) Deposit will be refunded only if all special requirements established by the Ottawa County Engineer are met and the permitted work is completed to the satisfaction of the Ottawa County Engineer.

## Road Crossing Work Permit Guidelines

1. A Road Crossing Work Permit listing the name and mailing address of property owner(s) and the address of the property where the crossing is to be made must be completed and submitted to the Ottawa County Engineer's Office. Included with the permit must be plans, diagrams, or a descriptive narrative indicating the location, size, and type of proposed excavation. **Only the property owner may sign for and pay the deposit for the permit.**
2. Applicant must place a \$500.00 deposit with the Ottawa County Engineer's Office. The deposit is to be in the form of check or money order only, no cash will be accepted.
3. The deposit will be refunded after all construction and repairs are completed and found to be satisfactory after inspection by Ottawa County Engineer. (Please refer to the attached **Special Requirements Page** of this permit for detailed information on repairs.) If the work is not performed to the satisfaction of the County Engineer, said work will be liable for repair at the applicant's expense.
4. All crossings shall be evaluated by the County Engineer to determine if the road can be open cut or if the boring method shall be used. New pavement, as determined by the County Engineer, shall not be "open cut" except in special cases such as solid rock.
5. Once issued, the permit will be valid for thirty (30) days. This means all work and repairs shall be completed within 30 days of issue. If you require additional time to complete the project, please contact the Ottawa County Engineer's Office. Extensions may be granted at the discretion of the Ottawa County Engineer.
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.
7. All section corners, survey monuments and land markers must be referenced, protected and preserved. If any such monumentation is or may be disturbed, the Ottawa County Engineer's Office must be notified immediately. Any replacement work shall be done under the supervision of a Professional Surveyor and the Ottawa County Engineer's Office. The cost of any such replacement shall be borne by the applicant.
8. The acceptance of this permit shall constitute an agreement between the permittee and Ottawa County, and Ottawa County shall be held harmless and free from any claims for damages as a result of said work and/or any additional work associated with the permit.
9. The applicant shall arrange for inspection of the work by contacting the Engineer's Office upon completion of repairs as outlined in the attached specification page.
10. If you select to mail in the completed application and deposit send them to: Ottawa County Engineer's Office, 315 Madison Street, Suite 106, Port Clinton, Ohio 43452. If you have additional questions please contact us at (419) 734-6777.