

# OTTAWA COUNTY ENGINEER'S OFFICE

## ROAD CROSSING PERMIT

PROPERTY OWNER: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

AGENT: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ CR # \_\_\_\_\_ TR # \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_ T \_\_\_\_\_ N, R \_\_\_\_\_ E LOT \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ SIDE OF ROAD  N S E W   
(CIRCLE ONE)

Permission is hereby granted to \_\_\_\_\_ to place a  
conduit under \_\_\_\_\_ for the purpose of  
\_\_\_\_\_ using the  BORING / CUTTING  method.  
(CIRCLE ONE)

In accordance with the Ottawa County Commissioners Resolution No. 97-03 dated January 2, 1997 and subsequent official action taken by said Board on June 26, 2014, any person desiring to install a conduit under any County or Township Highway that necessitates boring under, cutting and/or digging the pavement and subgrades of a county or township road, shall be required to obtain a permit from the Ottawa County Engineer. A permit fee of \$250.00 and a refundable guarantee of \$1,000.00 must be paid at the time the application is submitted. The \$1,000.00 guarantee can/will be held up to 12 months from the date of construction to assure that installation of the conduit, and associated restorative work, result in no adverse conditions through an annual weather cycle. Evaluation of the restored conditions after 12 months will be conducted by the Ottawa County Engineer.

The property owner shall be responsible for providing for the maintenance and safety of all traffic including traffic control, flaggers and traffic control devices in accordance with the applicable Ohio MUTCD standards. The acceptance of this permit will constitute an agreement between the property owner and Ottawa County, and that Ottawa County and the Township shall be held harmless and free from any claims for damages as a result of the placing of said conduit or other activities associated with this permit. The property owner shall install said conduit according to the attached special requirements and shall maintain the road in a safe condition at all times until permanent repairs have been completed to the satisfaction of the Ottawa County Engineer.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ottawa County Engineer or Township Representative

\_\_\_\_\_  
Date

*Only Property  
Owners allowed  
to sign & pay for  
permits.*

Void Date: \_\_\_\_\_ Guarantee Check No.: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**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, #301, #448, #411, #611, #614, #703

- 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. The final saw cut shall be a minimum of one foot (1') beyond the limits of the trench on each side after installation of the subject pipe. Air chiseling or ripping of 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 to a **minimum of 100% of the maximum** dry density for the selected backfill material. Water may be used to enhance compaction if drainage for free water is available. All backfilling shall conform to Item 611 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 #448, Type 1, Surface Hot Mix Asphalt, or the thickness of the existing pavement, whichever is thicker. Hot Mix Asphalt shall conform to Item #301 and #448 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 Ottawa County Engineer, temporary cold patch asphalt is used, the 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 or better, 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 and affected signage shall be restored or replaced. Drainage ditches or roadside ditches shall be restored to their former, or better, 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 in accordance with current applicable storm water BMP's and regulations.
- 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 THE PAVEMENT.**
- 7.) The guarantee posted will be refunded only if all special requirements established by the Ottawa County Engineer are met and the permitted work and restoration are 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.
2. **Only the property owner may sign for and pay the fee and guarantee for the permit.** A permit fee of \$250.00 and a refundable guarantee of \$1,000.00 must be paid at the time the application is submitted.
3. The guarantee will be refunded after all construction and repairs are completed, the work area evaluated for up to 12 months after construction is complete 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 Ottawa County Engineer, the property owner shall make any and all necessary remedial /repair work as directed by the Ottawa County Engineer. The guarantee of \$1,000.00 may be reduced to cover the extra inspection and administrative costs incurred by the County Engineer to assure the directed remedial/repair work is completed to the Ottawa County Engineer's satisfaction. Failure to make specified repairs may result in the forfeiture of the guarantee. Costs associated with corrective actions which exceed the amount of the guarantee may be assessed to the tax duplicate for the property.
4. All crossings shall be evaluated by the Ottawa 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 sixty (60) days. This means all work and repairs shall be completed within 60 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 property owner shall be responsible for providing for the maintenance and safety of all traffic, including traffic control devices as necessary, in accordance with the applicable Ohio MUTCD standards. Ingress and egress to adjoining/adjacent properties during excavation and restoration must be provided at all times. The property owner shall provide a specific written detour route, approved by the Ottawa County Engineer, with proper and timely acknowledged notification to all affected school, law enforcement and emergency entities.
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 property owner.
8. The acceptance of this permit shall constitute the complete agreement between the property owner and Ottawa County. Ottawa County and the affected Township 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 property owner shall arrange for the coordination and inspection of the work by contacting the Ottawa County Engineer's Office at least 2 working days before initiation of work and upon completion of any repairs as outlined in the attached specification page.**
10. If you choose to mail in the completed application and guarantee, please send them to: Ottawa County Engineer's Office, 8247 W State Route #163, Oak Harbor, Ohio 43449. If you have additional questions please contact us at (419) 734-6777 during normal business hours.