

OFFICE OF THE  
**MONROE COUNTY ENGINEER**

P.O. BOX 555, WOODSFIELD, OHIO 43793  
PHONE (740) 472-2537 FAX (740) 472-2530

PERMIT NO. \_\_\_\_\_

**ACCESS/RIGHT-OF-WAY WORK APPLICATION**

Permit to work within and/or install facilities within the right-of-way limits of County and Township Roads.

Name of Applicant: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Type of Work (check ALL that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Residential Driveway                 | <input type="checkbox"/> Temporary                    | <input type="checkbox"/> Utility Installation (plans REQUIRED) |
| <input type="checkbox"/> Commercial Driveway (plans REQUIRED) | <input type="checkbox"/> Permanent                    | <input type="checkbox"/> Tree Removal/Trimming/Logging         |
| <input type="checkbox"/> Road Open Cut (plans REQUIRED)       | <input type="checkbox"/> Road Boring (plans REQUIRED) |  |

Other: \_\_\_\_\_

Description of work to be done: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work Location:

Road Name & Number: \_\_\_\_\_

Nearest House Address: \_\_\_\_\_

Culvert Required:  Yes  No                      Size: \_\_\_\_\_

Road Closure Required:  Yes  No

Requested Start Date: \_\_\_\_\_                      Proposed Completion Date: \_\_\_\_\_

Applicant MUST notify the County Engineer at 740-472-2537 (and Township Trustees, if a Township Road), at least 24-hours prior to starting work.

I have read the attached specifications and I agree to comply. I understand that failure to do so may result in this permit being revoked and any construction removed from the public right-of-way at my expense.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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-----OFFICE USE BELOW THIS LINE-----

Permit Fee: (Check One)

- Residential Driveway/Tree Removal/Trimming/Logging \$10
- Commercial Driveway/ Utility Installation/Road Open Cut/ Road Bore \$50
- Other: \_\_\_\_\_

Permission to do this work under the conditions stated herein is hereby recommended by:

\_\_\_\_\_  
Amy Zwick, P.E., P.S.

\_\_\_\_\_  
Date

Monroe County Engineer

Approved By: MONROE COUNTY COMMISSIONERS

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Specifications for Work within Public Road Right-of-Way**

General Specifications for all work types:

1. Applicant is responsible for all Traffic Control per Ohio Department of Transportation and the Ohio Manual or Uniform Traffic Control Devices (latest edition).
2. One lane traffic shall be maintained at all times, unless prior permission to close the road is obtained from the County Engineer. All work shall be done to the satisfaction of the Monroe County Engineer. All safety precautions shall be followed in accordance with the Ohio State Laws governing this type of work.
3. For any required road closures, applicant is responsible for the following:
  - a. Coordination with affected School Districts to ensure no delay in bus route/travel.
  - b. Notification to the Monroe County Sheriff's Office at 740-472-1612
  - c. Notification to the Monroe County Emergency Management Office at 740-472-2144
4. Monroe County shall not be responsible for any damages to said service line due to relocation, construction, maintenance or repair of said road. All such damages shall be at the cost of the owner.
5. This permit in no way affects any right, title, or interest which may be owned by any person, firm, or corporation, other than County and members of the general public using the county road.
6. Grantee agrees to hold Grantor harmless from any and all damages or injuries to persons or property arising from Grantee's construction and maintenance of such project.
7. SUBJECT TO SECTION 5547.03 OF THE REVISED CODE OF OHIO

Construction of Residential Driveways and Mailboxes:

1. The County Engineer's Office will approve the size of the driveway culvert pipe. Minimum driveway culvert size is 12" in diameter. The culvert pipe is to be purchased by the landowner and installation cost are also the responsibility of the landowner.
2. Driveway surfaces must be graded to a slope which will prevent mud and water from being carried onto the public road surface. Gravel or Pavement must be suitable for intended use, 8" of crushed stone is considered minimum construction for residential driveways.
3. Culverts may be reinforced concrete, corrugated steel as per O.D.O.T. specification 707.01, or corrugated polyethylene drainage pipe as per O.D.O.T. Supplemental Specification 944 Type S.
4. All Culverts are to be installed with compacted backfill and with adequate cover, (usually 12") to protect the pipe from damage. Pipes shall be of sufficient length to provide end slopes to the ditch line no steeper that 3 to 1 slope ratio. Retaining walls are not permitted under any circumstances.
5. No construction shall be permitted within the right-of-way limits which will create any objects considered to be massive or otherwise hazardous fixed objects. Mailboxes shall be of the break-a-way type construction and meet the following criteria:
  - a. Maximum 4"x4" or 4" round timber post.
  - b. Maximum 2" LD. nominal pipe size steel post.
  - c. Boxes shall be no larger or heavier than U.S. Postal Standards.
6. The driveway opening shall be located on the property at a location to maximize site distance when entering the public right-of-way.

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Construction of Commercial Driveways:

1. Applicant/Owner shall provide an appropriately sized culvert pipe and be responsible for the installation, maintenance, materials and traffic control required during construction.
2. For Driveways adjacent to hard surface (i.e. paved or chip seal) public roads, driveway surfaces must be paved and graded to a slope which will prevent mud and water from being carried onto the public road surface. Pavement must be suitable for intended use.
3. For Driveways adjacent to gravel surface public roads, a gravel driveway surface is acceptable. Driveway must be graded to a slope which will prevent mud and water from being carried onto the public road surface. For temporary access driveways, No. 2 or large aggregate may be used so long as it does not cause unsafe or hazardous conditions on the public road/road edge. For permanent access driveways, the top layer of stone must be no larger than No. 57 aggregate.
4. Culverts may be reinforced concrete, corrugated steel as per O.D.O.T. specification 707.01, or corrugated polyethylene drainage pipe as per O.D.O.T. Supplemental Specification 944 Type S.
5. All Culverts are to be installed with compacted backfill and with adequate cover, (typically 12") to protect the pipe from damage. Pipes shall be of sufficient length to provide end slopes to the ditch line no steeper than 3 to 1 slope ratio.
6. No construction shall be permitted within the right-of-way limits which will create any objects considered to be massive or otherwise hazardous fixed objects.
7. The driveway opening shall be located on the property at a location to maximize site distance when entering the public right-of-way. For Temporary driveways with less than ODOT required sight distance, the following is REQUIRED:
  - a. Temporary Traffic Control Signage (per Ohio Manual of Uniform Traffic Control)
  - b. Flaggers present during ANY activity within the public Right-of-Way

For Permanent driveways with less than ODOT specified sight distance, the following is REQUIRED:

- a. Permanent Traffic Warning Signage (i.e. U-channel posts, "Truck Entrance" type signs)

Utility Installation/Road Open Cut/Road Bore Construction:

1. All utility lines/pipelines installed parallel to the public roadway shall be laid a minimum of 5 feet from the edge of the existing traveled portion of roadway and at a depth of not less than 4 feet below the berm level or bottom of ditch of the road.
2. All open cut construction projects shall provide steel plates when possible, to allow for Emergency Vehicle access.
3. All trenches shall be backfilled the same day they have been opened. No open trenches or pits within 5 feet of the edge of the road surface, shall be left open overnight or more than 12 hours. All backfill shall be flowable fill concrete up to 6" of final grade, final grade shall be achieved by topping fill with asphalt or aggregate matching existing surface. Where trenches cross driveways, walks, or mailbox approaches, same shall be replaced with material equivalent to that which has been removed.
4. After the backfilling is completed, the applicant or its agent shall immediately remove all surplus material and dirt from the road right-of-way.
5. Roadway ditches and berms shall be left clean and with proper drainage.

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Additional Specifications:

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