**Erie County Engineer's Office Office use only.**

**2700 Columbus Avenue** Application #

**Sandusky, Ohio 44870** Road

 **(419) 627-7710** $10 Fee Date Paid

 Engineer’s Receipt #

# Form 125

## APPLICATION FOR DRIVEWAY PERMIT

**For a (circle one) NEW / EXISTING driveway**

**Owner Information**  **Driveway Contractor Information** (if known)

Name Name

Current Mailing Address Mailing Address

City, State, ZIP Code City, State, ZIP Code

Phone # ( ) Phone # ( )

Fax # ( ) Fax # ( )

New Mailing Address (if known)

City, State, ZIP Code

### Location of Planned/Existing Driveway Driveway Use

House # Check one. **Note: A change in driveway use will require a**

Road **new driveway permit**.

Side of Road N S E W (Circle one) Farm/Field Single Residential

 Miles N S E W (Circle one) Commercial Industrial

of the intersection with Road Multiple Residential Other

 Attach **Form 125-HVA** for drives other than farm/field and single residential.

### Material for Driveway Approach Within 10 feet of the edge of pavement. Check one.

### The driveway may be constructed of the owner’s choice of materials further than 10 feet from the edge of pavement.

Stone Concrete **Note:** **concrete is allowed**

Asphalt **only for curbed roads.**

Other

### Mailbox installation Driveway construction dates (30 days is the normal limit)

### Will a mailbox be installed? Start Finish \_

Yes No The inspector **must** be notified **at least** **2 working days prior**

If YES, then mailbox requirements on the reverse to the start of construction.

side of this sheet must be met. **Yes**, I would like the County to install the drive pipe.

### Indemnification

I, the undersigned, agree to comply with all conditions, restrictions, and regulations of the Access Management Manual of Erie County, Ohio, in force on the date below. Except for negligent acts of Erie County, I also agree to assume all liability for and save Erie County harmless from any and all claims for damage arising out of the work to be done herein, in addition to any damage done by the continued use of the driveway and culvert.

**Signed** **Date**

 Signature of owner or person accepting all responsibility for driveway

### OFFICE USE ONLY

### Approval

This application is approved subject to the conditions listed below when signed by an authorized representative of the Erie County Engineer.

**Special Conditions**

**NO culvert pipe is required as of the date signed below.** However the approach must be sloped away from the road to insure that no ponding is created along the county highway. In the future, if a drainage problem arises that necessitates a drive culvert, the Owner will be required to install a culvert pipe at the Owner’s expense. It is not the responsibility of the Erie County Engineer to install this culvert; however, it must be installed according to the Erie County Engineer’s specifications. See the reverse side of this permit for additional information.

**Signed** **Date**

 Signature of Erie County Engineer or authorized representative

Planned length and size of culvert pipe, if necessary. Length ft; Inside Diameter in; Type

Number of driveways on the property Is a manhole or catch basin in the way of the driveway

Sight distance Curve Level Hilly

**Driveway Construction and Design Notes**

**Erie County Engineer’s Office**

**Access Management Regulations.** All applications, permits, and access connections are subject to the requirements of the Access Management Manual of Erie County, Ohio, (the Manual) in force on the date of application.

**When is a permit needed?** A permit is needed for any new access connection or driveway, or when the use of a property changes and results in a change in traffic using the driveway. Section 210 of the Manual describes changes in use and the thresholds that require new permits. A permit is not needed for regrading a stone drive or for sealing a blacktop drive, or for other routine drive maintenance, but the safety requirements detailed here and in the Manual must be followed. The application fee is $10, plus the costs of any additional attachments, plan reviews, inspection fees, and other charges as specified in the Manual.

**General information.** Two or more flags shall be set to show the location of the proposed driveway.

The inspector must be notified a minimum of 2 working days prior to the installation of the driveway and pipe. The inspector will determine whether or not he needs to be present at the time of installation. A project without a permit will be stopped immediately by the inspector or the Erie County Sheriff, and subject to legal action under Section 212 of the Manual. A project with a permit will be stopped by the inspector if the work is not conducted as authorized by the permit, or jeopardizes road user safety.

The maintenance of the driveway and culvert pipe is the driveway owner’s responsibility. If the said installation creates a drainage or road maintenance problem, the Erie County Commissioners may declare it an obstruction and order its removal. The cost of such a removal will be charged to the driveway owner.

**Safety.** Driveway locations with sight distances of less than that required by the Location and Design Manual, Volume 1, of the Ohio Department of Transportation are not recommended and may need special treatment--for example, a turnaround.

During construction, traffic shall be protected according to the regulations prescribed by the *Ohio Manual of Uniform Traffic Control Devices for Streets and Highways.* These include, as needed, advance-warning signs, cones, barricades, and flagmen.

Large, decorative, non-breakaway driveway markers are prohibited within County rights-of-way. If they must be used, they must be beyond the right-of-way line of the road.

**Culvert pipe.** A 12-inch minimum inside diameter and a 32-foot minimum length (a larger diameter and/or longer length may be needed, depending on the site conditions). Reinforced concrete pipe is required.

**Apron surfaces.** Asphalt and stone are acceptable. **Concrete is allowed only for curbed roads.** Driveways must not drain onto the road pavement (curbed road excepted) and must be graded (sloped 3/16 inch/foot down from the road) so as to not create a drainage or maintenance problem, and must meet the design requirements of the Manual.

**Construction.** No. 304 aggregate base is the recommended backfill for all uses. The groove (bell) end of the culvert shall be placed upstream. The invert shall be set with a sufficient grade (to be set by the Erie County Engineer’s Office) to the next culvert or any planned improvements upstream. Manholes and catch basins shall be set ¼-inch below the apron pavement surface. The road shall also be kept clear of all debris during construction.

**Mailboxes.** All mailbox supports shall be of a “breakaway” design with the one of the following characteristics:

* a maximum of a 4 x 4-inch wood post,
* a maximum of a 4½-inch diameter wood post, or
* a maximum of a 2-inch diameter standard steel pipe (23/8 inch outer diameter).

The post and mailbox shall be placed as far from the pavement as is practical.

All mailbox installations must meet the requirements of the U.S. Postal Service.