

Richland County Engineer
77 North Mulberry St.
Mansfield, OH 44902
(419)774-5591

PERMIT APPLICATION FOR DRIVEWAYS AND ROADSIDE DITCHES ON COUNTY ROADS

APPLICANT INFORMATION

Owner Name:	
Mailing Address:	
City:	Zip Code:
Phone:	
Email:	

CONTRACTOR INFORMATION

Contractor Name:	
Mailing Address:	
City:	Zip Code:
Phone:	
Email:	

TYPE OF PERMIT DESIRED

- Residential Drive Commercial Drive Farm/Agricultural Drive
 New Ditch Enclosure Ditch Pipe Replacement Excavation in Right of Way

Is this a new driveway? Yes No

SITE INFORMATION

Road Name/Site Address:	Township:
Auditor's Parcel #	Is this a new property split <input type="checkbox"/> Yes <input type="checkbox"/> No
Frontage Length	Limits of Drive or Excavation marked with (REQUIRED) : <input type="checkbox"/> Flags OR <input type="checkbox"/> Paint
General location of driveway or work (i.e. ¼ mile west of Cook Rd, North Side, near res #2841) (use space below)	

PROPOSED DRIVEWAY

Width of driveway: _____ feet (min. 10') Width of driveway at edge of roadway: _____ feet (min. 30')
Surface of proposed driveway: Concrete* Asphalt Stone/Aggregate Asphalt Grindings
*Note: Driveways shall be at an elevation below existing edge of pavement and slope away at ½" per foot down away from existing edge pavement to existing ditch line. County assumes no responsibility for damage to drives from snow plows or roadway work within public right of way. *Concrete drive recommended to be stopped a min of six feet before existing edge pavement, and use asphalt for remainder.*

PROPOSED PIPE (DRIVEWAY OR ROADSIDE DITCH)

Diameter of Pipe: _____ inches (min. 12") Length of pipe: _____ feet (min. 20' for drives, recommended min. 30')
Final approved diameter and length shall be determined by the Richland County Engineer.
Material Type of Pipe: Concrete Smooth Wall Plastic Corrugated Metal

INSPECTION/NOTIFICATION

Allow five (5) working days for permit approval once received by County. After permit is approved, applicant/contractor must notify OUPS (call 811) 48 hours prior to any excavation to determine any utility line conflicts. Owner responsible for resolving any conflicts that may exist. Owner must also notify County two (2) working days prior to installing concrete or asphalt for a field inspection. County is not responsible for expense incurred due to adjustments required to meet conditions of this permit.
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I understand the conditions of this permit and intend to comply with the attached Design Specifications and Guidelines. I also understand all future maintenance of the driveway, drive pipe, or enclosed ditch are the responsibility of the owner.

Typed Name of Applicant: _____ Date: _____ (if submitting by email, signature not required)
email to: cluna@rcengineer.com

Signature (if printed and mailed in): _____

PERMIT #

Design Specifications and Guidelines

Driveways and Roadside Ditches on County Roads

A. Driveway Pipes and Roadside Ditch Enclosures

- 1) Minimum diameter twelve (12) inch, Engineer to recommend size upon inspection.
- 2) Minimum length twenty (20) feet, recommended minimum thirty (30) feet.
- 3) Material: Reinforced concrete, Smooth Wall Polyethylene (N12 or equivalent), Corrugated Metal
- 4) Minimum 12 inches cover, or as approved by Engineer
- 5) Inlets required at upstream side of drives and every 100 feet along enclosed ditch. Top of grate shall be a minimum of six (6) inches below the edge of pavement.

B. Drive Design

- 1) New drives should intersect the highway at an angle from 70° to 90°, if at all possible.
- 2) Driveway entrance must be constructed in a way to not direct surface water of driveway onto roadway surface. Approach should slope ½" per foot downward away from the pavement to the existing ditch line.
- 3) Beyond the roadside area, the driveway slope should not exceed ten percent (10%), although an eight percent (8%) maximum slope is preferred.
- 4) The minimum drive width should be ten (10) feet. Special drives, such as combination drives between two properties, may be wider, but should not exceed twenty-four (24) feet. Field drives may be wider than 24 feet to prevent equipment operators from encroaching into traffic lanes while entering or exiting the drive.
- 5) The minimum drive width at the existing roadway edge should be thirty (30) feet. Recommended minimum drive access transition radius is fifteen (15) feet. If use flared ends of approach, require minimum thirty (30) feet width at existing pavement tapering back a minimum of fifteen (10) feet off the roadway to the main drive width. Entire drive must be on owner's property.
- 6) Mailboxes shall be installed with proper approaches in accordance with the Engineer Mailbox Policy.
- 7) Sight distance should be addressed in evaluating a driveway location. The following table lists sight distance required based on ODOT Stopping Sight Distances:

Speed (mph)	Required Sight Distance (feet)
35	250
40	305
45	360
50	425
55	495

- 8) All commercial drives will be designed to meet project needs and will be evaluated at the time of design

C. Driveway Materials (recommendations)

- 1) Field Drives - Min. 6" Crushed Aggregate Base
- 2) Residential Drives
 - a) 2" Asphalt over 6" Crushed Aggregate Base
 - b) 5" Asphalt (3 ¾" Bituminous Aggregate Base (301) then 1 ¼" Asphalt Concrete (404 or equiv.))
 - c) 8" Crushed Aggregate Base
 - d) 6" Concrete
- 3) Commercial Drives – To be evaluated based on site use and design

D. Excavation in Right of Way

- 1) Ditching by owner within county right of way must be approved and inspected by the Engineer. Limits and slopes of proposed ditching must be approved prior to commencing work.
- 2) No open cutting of roadway is permitted.
- 3) Drainage outlets into ditches shall not contain untreated effluent. Written verification from Richland Public Health may be requested prior to permitting.
- 4) Discharge pipes installed into a county ditch or storm sewer may require a riser or catch basin at the owner's expense and determined by the Engineer.
- 5) Any private water, sewer, gas, or other utility lines may be required to obtain a Utility Permit issued by the Engineer.
- 6) Disturbed areas shall be seeded and restored.

E. Standard General Provisions

- 1) Owners are responsible for their own driveway installation and maintenance (O.R.C. 5543.16).
- 2) Locations shall be marked in field by owner. Driveway location shall be marked with two stakes exactly where the drive will be, and if necessary, two stakes to mark each end of the proposed pipe. Owner may use two paint marks on roadway to mark driveway location. Ditch enclosures shall be clearly marked at each end of the pipe and each proposed riser.
- 3) **No construction shall begin until the Permit is issued. No asphalt or concrete shall be placed until an inspection of the backfilled pipe is performed the Engineer. Failure to call for inspection may cause owner to remove concrete or asphalt at their own expense if Engineer requires adjustments.**
- 4) Cutting of the existing roadway pavement is prohibited. The existing roadway shall be left in an acceptable condition to the Engineer. Any necessary repairs to the highway system shall be done at the expense of the owner.
- 5) If the driveway or ditch enclosure ceases to function properly, the owner shall repair or replace as necessary to restore proper flow. The County Engineer may remove the pipe to insure proper roadway drainage (O.R.C. 6131.47).
- 6) All work with personnel or equipment in the right of way shall be done in accordance with proper signage and safety as required by the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) and ODOT Item 614 Maintaining Traffic of the Construction and Material Specifications. Failure to comply with these requirements will be cause for revocation or suspension of the permit until the proper traffic control devices have been provided.
- 7) Prior to excavation, the Ohio Utilities Protection Service (OUPS) shall be called at 800-362-2764 or call 811. 48 hours notice is required by OUPS prior to any work.