

**APPENDIX G**  
**Work in Right-of-Way Permit Forms**  
**And Utilities Policy**

Drive Permit Process  
Application for New Driveway

Ditch Permit Process  
Application for Ditch Improvement Permit

Application for Work in Right-of-Way

Tree and Landscaping Policy within the Right-of-Way

Application for Storm Sewer Permit

Public Utility Permit Process  
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Application for Utility Construction Permit

Utilities Policy

Road Closing Permit Application



# Drive Permit Process

1) Fill out the application & return with the fee to:

**50 Channing Street, Delaware, OH 43015**

**Phone 740-833-2439 / Fax 740-833-2438**

- ? Flares can only be used in a platted subdivision with curb and gutter streets. Radii must be used for all open-ditch roads.
- ? Minimum pipe length will be 30' (plastic, metal) or 32' (concrete). If necessary, more pipe may be required. The inspector will determine this.
- ? Slopes may not be greater than 4:1.
- ? The MINIMUM drive pipe diameter will be 12".
- ? The approved material types are Reinforced Concrete Pipe, Corrugated Metal Pipe (no spiral) or Plastic (double walled, corrugated exterior, smooth interior).

2) Immediately upon submitting the application, have your site marked for utilities, by OUPS 1-800-362-2764. Also, mark the desired location for your driveway. The Engineer's Office will determine the size and location of the pipe. Please allow 7 working days for this.

3) Once the pipe size & location has been determined, a permit number will be assigned and you can begin to construct the drive.

4) For curb & gutter: Call the number above, at least one day in advance, to schedule an inspection.

**DO NOT POUR UNTIL THE APPROACH/SIDEWALK HAS BEEN INSPECTED!!!**

For open-ditch: After pipe is installed and backfilled, call for an inspection.

When scheduling the inspection, please refer to the assigned permit number, located in the bottom right corner.

If a current copy of the portion of the Delaware County Standards dealing with right-of-way permits is needed, please call or view and print from our website: [www.co.delaware.oh.us](http://www.co.delaware.oh.us)

\* The use of brick pavers or concrete approaches will not be permitted within the right-of-way of roads with open ditches. Brick pavers or concrete approaches may be used within subdivisions that have concrete curb and gutters.

# Delaware County Engineer's Office

## Application for New Driveway Permit

### Applicant Information

Applicant Name (Company Name):			
Address:			
			Phone # (     )
City:	Zip:	Fax # (     )	
Name of Contact Person doing the work:			Phone # (     )

### Type of Permit Desired

<input type="checkbox"/> Residential Drive (\$60.00 permit fee)	CAD DESC permit # _____
<input type="checkbox"/> Commercial/Industrial/Common Access (\$200.00 permit fee)	

Fees, as shown above made payable to the Delaware County Engineer's Office, must accompany this application. Reinspection fees, if necessary, will be charged at the current rate per hour. The County must be notified at least 1 working day in advance of the subgrade/form inspection.

### Site Information Required for Inspection

<u>Location of Work</u>			
Subdivision Name (if applicable): _____			
Street Address AND Lot #:		County / Township	Road # _____
		<small>Circle One</small>	
Township: _____	Length of Property Frontage: _____ feet		
Type of existing street: _____ Curb and Gutter	_____ Non-Curb and Gutter		
Width of driveway surface (beyond flare or radius):	<b>A</b> _____ feet	10' -20'. residential 20-35' min com, 12' min CAD 40' min. residential (w/ radius) 14' min. residential (w/ flare)	
Width of driveway at edge of pavement of existing road:	<b>B</b> _____ feet	90' min com, 52' CAD (w/ radius) 22' CAD (w/ flare)	
Radius of radial flare to existing non-curb/gutter road:	<b>C</b> _____ feet	15'-20' residential 35' min com / 20' min CAD	
<b>OR</b> Width of non-radial flare to existing curb/gutter road:	<b>C</b> _____ feet	2'-5' residential	
If the driveway joins a street <b>without</b> an existing curb and gutter system, a drive pipe is required. The size of the pipe and location will be determined by the County or by the design engineer.			
Distance from existing edge of pavement to center of pipe :	<b>D</b> _____ feet	10' min. unless otherwise approved.	
Distance from the face of curb to the right-of-way	<b>E</b> _____ feet		
Length of driveway pipe :	_____ feet	30' min. Any pipe beyond the drive pipe length is considered an enclosure and requires a separate permit.	
Material Type: _____		For office use only	
		Size of pipe	inches

### Inspection Notice

Contact the Delaware County Engineer's Office 24 hours in advance to schedule the inspection at <b>740-833-2439</b> . Please allow 7 working days to process this application. <b>CALL OUPS BEFORE YOU DIG 1-800-362-2764</b>
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X

Signature of Applicant For Office Use Only	Date
County Permit Approval	Date
Form work approval--County Inspector	Date
Sidewalk approval--County Inspector	Date
Inspection Notes:	Permit #
Revised: 01-01-08	Chk #

**PERMIT EXPIRES 12 MONTHS FROM APPROVAL DATE**

# Ditch Permit Process

- 1) Determine if you live on a township or county roadway.
- 2) Complete the application if you live on a county road, or if Delaware County issues ditch permits for your township.
- 3) Any Ditch Modification, Enclosure, or Offset must have this permit, **ALONG WITH** a stamped plan/profile sheet (stamped by a Professional Engineer), showing existing conditions, proposed conditions, and any topographic information in the area to be affected by the improvement.
  - a) On a ditch enclosure, after the ditch is enclosed it is the property owner's responsibility from then on. The county will have **NO** responsibility on the pipe.
  - b) If a subsurface tile is encountered, it is the **resident's** responsibility to repair the tile to the condition before the ditch work was started.
  - c) If a culvert is involved, the extension must be the same material as what is currently there. The culvert must also perform equal to or better than what is currently there.
- 3) After filling out **all** information, return this form along with the permit fees (Typical fees are \$300.00 for 300 feet. Each additional foot after 300 will be \$.50 a foot.) to:

*Delaware County Engineer's Office  
50 Channing St.  
Delaware, Ohio 43015  
Phone 740-833-2400 / Fax 740-833-2438*

- 4) You will then be given a permit number. At this time, a field meeting can be requested with the applicant, contractor and inspector.
- 5) There will be four inspections necessary:
  - a. pipe
  - b. grading
  - c. seeding
  - d. final (grass established and erosion and sediment control removed)

If a current copy of the portion of the Delaware County Standards dealing with right-of-way permits is needed, please call our office at the above numbers.

# Delaware County Engineer's Office

## Application for Ditch Improvement Permit

### Applicant Information

Applicant Name (Company Name): _____		
Street Address: _____	Phone # (    )	
City: _____	Zip: _____	Fax # (    )
Name of Contact Person: _____		Phone # (    )

### Type of Permit Desired

<input type="checkbox"/> Ditch Enclosure (Complete Information Below) If Bonded, Amount (est. and agreement attached) _____	<p style="text-align: center; margin: 0;"><b>For office use only</b></p> Pipe size required: _____ inches
Name of Person Responsible for Site Work: _____	
Street Address: _____	Phone # (    )
City: _____ Zip: _____	Fax # (    )

### Site Information

<u>Location of Work</u>		
Road/Street Name: _____	County / Township <i>Circle One</i>	Road # _____
Township: _____		
Length of Property Frontage: _____ <b>feet</b>		
Is a culvert extension necessary as part of this work?      Yes / No <i>Circle One</i>		

### Fees / Inspection / OUPS Notification

Inspection fees will be assessed. The County must be notified at least 2 working days in advance of the final grading inspection and erosion control inspection.  
**The Applicant** must contact the Ohio Utilities Protection Service regarding this improvement prior to submitting this application for approval.  
 The County Engineer requires 7 working days to process this application.

Signature of Applicant _____	Date _____
<b>For Office Use Only</b>	
County Approval _____	Date _____
Pipe--County Inspector Approval _____	Date _____
Grading --County Inspector Approval _____	Date _____
Seeding --County Inspector Approval _____	Date _____
Final --County Inspector Approval _____	Date _____
Notes: _____	
Permit # _____	

# Delaware County Engineer's Office

## Application for Work in Right-of-Way

### Applicant Information

Applicant Name (Company Name):		
Street Address:		Phone # ( )
City:	Zip:	Fax # ( )
Name of Contact Person:		Phone # ( )

### Type of Permit Desired

<input type="checkbox"/> Under Roadway	<b>Inspection Fee:</b> _____
<input type="checkbox"/> Between Roadway and ROW Line	
<input type="checkbox"/> Other	
Explain Work: _____	
_____	
_____	

### Site Information

<u>Location of Work</u>	County / Township
Road/Street Name: _____	Circle One Road # _____
Township: _____	Length of Property Frontage: _____ feet
REPLY/DIRECTIONS TO CONTRACTOR:	
_____	
_____	
_____	

### Fees / Inspection / OUPS Notification

Inspection fees, if necessary, will be assessed.  
The County must be notified at least 2 working days in advance of the final grading inspection and erosion control inspection.  
**The Applicant** must contact the Ohio Utilities Protection Service regarding this improvement prior to starting work.  
The County Engineer requires 7 working days to process this application.

_____	_____
<i>Signature of Applicant</i>	<i>Date</i>
_____	_____
<i>Permit Approval per Attached Plan</i>	<i>Date</i>
_____	_____
<i>County Inspector Approval</i>	<i>Date</i>
_____	_____
<i>Final - County Inspector Approval (if required)</i>	<i>Date</i>
Notes: _____	Permit # _____

Delaware County Engineer's Office  
Tree and Landscaping Policy within the Right-of-Way

**New Tree Planting and other Landscaping Features**

<b>Roadway Type</b>	<b>Design Speed 40mph or less</b>	<b>Design Speed Greater than 40 mph</b>
Open Ditch	Trees and other landscaping features may be located within the R/W with written approval by the County Engineer.	No trees and other landscaping features shall be placed within the R/W.
Curb and Gutter	Trees and other landscaping features may be located within the R/W with written approval by the County Engineer.	No trees and other landscaping features shall be placed within the R/W.



# Delaware County Engineer's Office

## Application for Storm Sewer Permit

### Applicant Information

Applicant Name (Company Name):		
Street Address:		Phone # (    )
City:	Zip:	Fax # (    )
Name of Contact Person:		Phone # (    )

### Type of Permit Desired

<input type="checkbox"/> Storm Sewer Tie In	<input type="checkbox"/> Other _____	<div style="text-align: right; font-size: small;">For office use only</div> <b>Inspection Fee:</b> _____
<b>Explain Work:</b>		

### Site Information

Project Name: _____		
Road/Street Name: _____	County / Township <i>Circle One</i>	Road # _____
Township: _____		
<b>Fees / Inspection / OUPS Notification</b> All fees should be made payable to the Delaware County Engineer's Office and must accompany this application. Reinspection fees, if necessary, will be charged at the current rate. <b>The Applicant</b> must contact the Ohio Utilities Protection Service regarding this improvement prior to submitting this application for approval. The County Engineer requires 7 working days to process this application.                      OUPS confirmation # (required to be processed) _____		

**X**

<i>Signature of Applicant</i>	<i>Date</i>
<b>For Office Use Only</b>	
<i>County Approval per Attached Plan</i>	<i>Date</i>
<i>County Inspector Approval</i>	<i>Date</i>
<i>Final --County Inspector Approval (if required)</i>	<i>Date</i>
<b>Notes:</b>	<b>Permit #</b>

# Public Utility Permit Process

- Submit **two** completed copies of enclosed permit application **and** two sets of plans.
- A self addressed stamped envelope should be included, if you would like a copy of the approved permit mailed to you. Otherwise, the permit must be picked up at our office, after commissioners' approval.
- Submissions must be received at least 4 weeks, **but no more than 8 weeks**, prior to work date.
- Plans must include the following information:
  - Existing pavement lines with a width dimension line
  - Existing right-of-way lines with a width dimension line
  - Proposed work with dimensions from edge of pavement
  - Length and size of wire, pipe, structures, etc. to be installed or repaired
  - Work location dimensioned from readily identifiable objects (e.g. driveways with address, numbered utility poles, intersections, etc.) If installation is more than 200 feet in length, show dimensions to both ends from readily identifiable objects.
  - Buried lines. Indicate method to be used for burial (e.g. trenching or bore)
- Permits are valid for **90 days** from the date of approval by Commissioners.
- A 30-day extension may be granted, if a request is received in writing, at least 15 days in advance of the end of the 90-day period.
- The applicant must contact the County Engineer at least two working days before actual commencement of work.
- A copy of the approved permit must be present at the job site. This is to be shown to the County Engineer or his representative upon request.
- The applicant and/or his contractor are responsible for all maintenance of traffic and traffic control devices necessary to safely progress the work under the terms of the permit. All work zones shall be set up in accordance with the current edition of the Ohio Uniform Manual of Traffic Control Devices.
- On all projects, an inspector, employed by the applicant, shall be on the project 100% of the time to assure that quality construction practices are followed and that the intent of this permit is satisfied.
- The right-of-way must be restored to a condition as good as or better than existed prior to the work. This includes, but is not limited to, restoration of drainage facilities, seeding, trench compaction and damage to roadway appurtenances and pavement.
- No work will be permitted within 5 feet of edge of pavement.
- The minimum depth at top of the installation of all road crossings (main or service) must be 48 inches.
- All bore diameters 2 inches or larger must be auger bored or directional bored. If directional bore is used, a cutting head attachment and drilling solution must be used.
- The maximum diameter for any bore is 1 inch greater than the pipe size.

- A separation of 1 foot between the utility and storm sewer is required, with the storm sewer being above the utility.
- The minimum cover in the right-of-way must be 32 inches.
- Additional conditions or requirements may be applied, as necessary.

# APPLICATION FOR UTILITY CONSTRUCTION PERMIT

Date: \_\_\_\_\_

To: The Board of Commissioners of Delaware County, Ohio, and the Delaware County Engineer

Application is hereby made by (1) Company Name \_\_\_\_\_  
(2) Address \_\_\_\_\_  
\_\_\_\_\_

to (action) (3) \_\_\_\_\_ at the following described location (4), (T.R., C.R.) number \_\_\_\_\_, and in accordance with attached plan(s) (5). (6) Work will commence on or about (date) \_\_\_\_\_ will require \_\_\_\_\_ days. (7) The proposed (type of utility) \_\_\_\_\_ will be placed within the public road right of way at a minimum depth of \_\_\_\_\_ inches, and at approximately \_\_\_\_\_ feet from the edge of pavement. (8) All road crossings where said road is hard surfaced (hot mix, chip & seal, etc.) will be made using boring method, unless further application is made to your office regarding cutting the pavement. (9) All mailboxes, signs, yards, driveways, roads, drainage structures, including tile, fences, ditches and sidewalks damaged or removed during initial construction or future maintenance will be replaced or repaired as good as or better than existing. All conditions, restrictions, and regulations issued from your office including location of proposed facility and handling of traffic will be complied with to your satisfaction. At no time, will the governing authority as signed below, be held responsible for damage to the facilities placed under this work order. (10) Traffic will be maintained at all times, unless permission is granted by the county to close the road. (11) Construction signs, barricades and lights placed on the job shall be in accordance with the "Uniform Traffic Control Devices" or "Traffic Control for Construction & Maintenance." (12) \_\_\_\_\_ hereby agrees to hold Delaware County harmless from any and all claims for personal injuries and property damage that might be brought due to this work and/or the installation of the facilities covered by this Agreement and agree to indemnify the County for any and all claims paid for personal injuries and/or property damage which might arise due to this work and/or the installation of the facilities covered by this Agreement, the reimbursement to include but not limited to court costs and attorney fees. When work is performed by contract, the applicant and/or Company shall contract with a reliable contracting firm for the construction of the aforementioned facility under the terms of which, contractor shall be required to maintain and keep in force and effect with respect to all work to be performed, a policy or policies of public liability insurance with a minimum limit of \$300,000, for one person injured or killed and \$1,000,000, for any one accident and property damage insurance with minimum limits of \$300,000. Certificate of Insurance must be on file with the County naming Delaware County as loss beneficiary.

On all projects, an inspector employed by the applicant shall be on the project 100% of the time to assure that quality construction practices are followed and that the intent of this permit is satisfied.

*This application must be received no later than 4 weeks, and no earlier than 8 weeks, prior to project start date.*

**Delaware County must be notified at (740) 833-2439, 48 hours before starting work.**

Signed \_\_\_\_\_  
(Applicant)  
By \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Fax # \_\_\_\_\_

**THIS PERMIT IS NOT A SUBSTITUTE FOR SATISFYING THE RIGHTS OF ANY OTHER PARTY THAT MAY HAVE AN INTEREST IN THE UNDERLYING FEE.**

# Delaware County Engineer's Office Utilities Policy

## Non-Breakaway Utility Pole Locations

<b>Roadway Type</b>	<b>Design Speed 40mph or less</b>	<b>Design Speed Greater than 40 mph</b>
Open Ditch	Preferably in Ditch Backslope, but no closer than 8 ft. from the traveled edge of pavement and not in ditch bottom (Exist. Or Proposed)	Beyond required Clear Zone <sup>12</sup>
Curb and Gutter	Minimum of 8 ft. behind the back of curb	Beyond required Clear Zone <sup>12</sup>

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<sup>1</sup> Clear Zone as defined in the Ohio Department of Transportation (ODOT) Location and Design Manual (L&D), Current Edition.

<sup>2</sup> A variance may be considered when the clear zone requirements exceed the available public right of way. In no case will a variance be granted to locate a non-breakaway utility pole closer than 3 feet from the edge of right of way.

## Breakaway Utility Pole Locations

<b>Roadway Type</b>	<b>Design Speed 40mph or less</b>	<b>Design Speed Greater than 40 mph</b>
Open Ditch	Preferably in Ditch Backslope, but no closer than 8 ft. from the traveled edge of pavement and not in ditch bottom (Exist. Or Proposed)	No closer than one-half required clear zone <sup>1</sup> away from the traveled edge of pavement
Curb and Gutter	Minimum of 3 ft. behind the back of curb	No closer than one-half required clear zone <sup>1</sup> away from the back of curb

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<sup>1</sup> Clear Zone as defined in the Ohio Department of Transportation Location and Design Manual, Current Edition.



# Delaware County Engineer's Office

Chris Bauserman, P.E., P.S.  
County Engineer

Patrick E. Blayney, P.E., FACEC  
Chief Deputy Engineer

## ROAD CLOSING PERMIT APPLICATION

Allow 5 days for approval of permit.

Company Name \_\_\_\_\_

Contact Person (24 hr availability) \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Company Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

Location of Closure Note: IF A TOWNSHIP ROAD IS TO BE CLOSED OR USED AS A DETOUR, THE TOWNSHIP'S APPROVAL, IN WRITING, IS REQUIRED.

Road Name \_\_\_\_\_ Road # \_\_\_\_\_

Township \_\_\_\_\_

Reason for Closure \_\_\_\_\_

Nearest Intersections \_\_\_\_\_

Nearest Resident Addresses (Both sides of Closure) \_\_\_\_\_

Dates Requested: Close on \_\_\_\_\_ MM/DD/YY Open on \_\_\_\_\_ MM/DD/YY

**\*\*\*Applicant must call (740) 833-2400 when road has been re-opened.**

**Detour plan must be submitted with this application for approval.**

(Indicate signage as per ODOT Traffic Control Manual-Latest Edition)

Signage must be posted a minimum of **three (3)** days prior to closure.

**Applicant agrees to save Delaware County harmless from all damage claims caused by the permitted work.**

50 Channing Street, Delaware, Ohio 43015  
(740) 833-2400 – Fax 833-2399  
E-Mail: [delcoeng@co.delaware.oh.us](mailto:delcoeng@co.delaware.oh.us)

