

Article VIII

WORK IN ROAD RIGHT-OF-WAY OR EASEMENTS

800 PURPOSE

The efficiency and safety of a County or Township roadway is largely dependent on roadside construction interfering with the movement of traffic. To minimize the impact to the motoring public, this article establishes minimum standards for permitting of work within County and Township Road right-of-way. Permits are required for a number of reasons including the construction of ditch setbacks and installation of drives, driveways and drive pipes in the public right-of-way. Permits are also required for utility work within the right-of-way as well as for road closures.

801 GENERAL

A. Permits for Work Within Right-of-Way: In an effort to provide safe roads and to protect the property of its citizens, Delaware County requires that any person, contractor, agency, company, utility, etc. wishing to perform work of any kind within the public right-of-way (R/W) of Delaware County and Township roads or easements obtain a permit before performing the work. This shall include the installation of driveways, drive pipes, the construction or reconstruction of road ditches, the installation or repair of utilities, road closures, etc, and/or occupying said right-of-way or easements for any purpose whatsoever.

B. Permit Procedures: Permits for this work shall be required, and the County Engineer shall collect fees to cover the cost of issuing the permit and inspecting the work as needed. Permit applicants shall be required to submit all information necessary for the County Engineer to review the permit. A copy of these permit applications are included in the Supplemental Specifications to these Standards.

The provisions of this section apply to all County and Township roads. If a Township has permit provisions, then the more restrictive standards shall apply. The permittee is required to verify with the appropriate authority if an additional permit is required.

802 COMMON ACCESS DRIVE (CAD) & DRIVEWAY APPROACHES ALONG STREETS WITH CURBS AND OPEN DITCHES

A. Profile Grades:

1. Driveway and CADs on Open Ditch Roads: Driveway approaches and CADs on open ditch roads shall slope away from the edge of pavement to the centerline of the proposed drive pipe location. From the centerline of the pipe the drive

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profile shall slope upward creating a “V” type of channel in the drive approach. The center of this V-channel shall be a minimum of 10 feet from the edge of pavement unless otherwise approved by the County Engineer. When a driveway continuously slopes upward from the edge of pavement or due to the other special terrain conditions, a driveway approach design shall be required. This design shall be submitted to the County Engineer for review and approval. CAD drive approaches shall be constructed with final engineering and construction plans.

Vertical Curves: To help prevent center or overhang drag, with some allowance for load and bounce, crest vertical curves should not exceed a three and one-quarter (3-¼) inch hump in a 10-foot length. Sag vertical curves should not exceed a 2-inch depression in a 10-foot length.

2. Driveways and CADs on Curb and Gutter Roads: Driveway approaches on curb and gutter streets shall be constructed so the portion within the sidewalk slopes upward at a rate of 0.02 ft/ft to a point at least one foot behind the back of the sidewalk. The approach apron (portion between the gutter and the front edge of the sidewalk) shall slope upwards from the back curb towards the front edge of sidewalk. The profile of the driveway beyond one-foot from the back of the sidewalk (within the R/W) shall conform to the maximum profile grade as set by the final engineering and construction plan for the street right-of-way section.

A standard drawing outlining the requirements for curb and gutter approaches is included in the Supplemental Specifications of the Standards.

B. Composition:

1. Non-Curbed Streets: Approach shall have an asphalt concrete surface within the public right-of-way on all improved County or Township Roads. The minimum pavement compositions within the right-of-way are shown in Table 801 in the Supplemental Specifications. If a concrete driveway is desired beyond the public right-of-way on a non-curbed street, it shall conform to the above composition within the right-of-way before beginning the concrete portion. This is to allow for proper transition to the concrete driveway for future road

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overlays. Concrete approaches will be permitted in public right-of-way with speed limits of 35 M.P.H. or less.

2. Curb and Gutter Street: The minimum pavements compositions within the right-of-way are shown in Table 801 in the Supplemental Specifications.
 3. Brick, Masonry, pavers: See Supplemental Specifications for detailing of pavement composition within the right-of-way. Brick and masonry pavers are not permitted in public right-of-way with speed limits greater than 35 m.p.h. Pavers will not be replaced by the County or Township during maintenance or roadway improvements.
 4. Aggregate Drives: When approved by the County Engineer, aggregate drive for single residence approaches may be permitted on existing County and Township roads that are not within an approved subdivision. Approval of these are generally limited to unimproved County or Township roads. See the Supplemental Specifications for details.
- C. Width of Driveway Approach: The actual width of a driveway approach may vary depending on the type of usage and type of street it provides access to. See Table 802 in the Supplemental Specifications for dimensions.
- D. Driveway Intersection Angle: The driveway intersection angle is the interior angle between the driveway approach centerline and the centerline of the street. The allowable intersection angle for all driveways shall be within the range of seventy (70) degrees to ninety (90) degrees.
- E. Flares or Radii: Each drive approach shall have flare or radius return. The approach flare is required on roads with a speed limit of 25 MPH or less, while the radius return is required for roads with a speed limit greater than 25 MPH.

For single residential drives on curb and gutter streets the flare shall be a minimum of 2 feet wide at the edge of pavement to a maximum of 5 feet.

Radius returns shall be a minimum of 15 feet to a maximum of 20 feet for single residential driveways. For commercial, shared, and CAD drives, the flare or radius size shall be based on the type of vehicles that will be using the drive.

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In no case shall the flare be more than five feet (5') or the radius return less than twenty feet (20').

F. Drainage, Erosion and Sediment Control:

1. **DESC Permits:** An approved DESC Permit is required in conjunction with the drive permit for all CAD drives. See Article XII for additional information regarding DESC Permit.
2. **For Outlets from Household Sewage Treatment Systems (HSTS) or Small Flow Onsite Sewage Treatment Systems (SFOSTS),** see Article VIII of the Supplemental Specifications.
3. **Pond Overflows:** Private Recreational pond overflow pipes are not permitted to extend into the public right-of-way.
4. **Existing Road Ditch Enclosures:** Existing road ditch enclosures are permitted on County Roads by variance only. Delaware County Engineer's Office will administer enclosures on Township Roads if the Township concurs in writing with the plan. Plans submitted to enclose public ditches must meet all County Drainage Design Standards.

G. Drive Approach Locations

1. **Sight Distance:** When in the opinion of the County Engineer the proposed driveway location will cause a safety problem, the application request may be denied.
2. **ADA Ramps:** No driveway will be permitted that will effect any existing or proposed ADA curb ramp.

H. Driveway Pipes

1. In a subdivision where new open ditch roads are being built, all driveway pipe sizes shall be predetermined and submitted to the County Engineer for approval at the same time the Preliminary Engineering Plan is submitted. After the minimum driveway pipe sizes have been approved, they shall be shown on the Final Engineering and Construction Plan. The pipe must be sized for the 10-year storm event for all local streets, and a 25-year storm event for collector and arterial streets. A minimum pipe size of 12" is required. These pipe sizes shall be shown in a tabular form on the sheet with the estimated quantities. The following information shall be shown: lot number, pipe size, pipe inlet and outlet elevations if location is identified, and type of pipe based on manufacture specifications for cover.

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2. When new lots are being created or new access points are requested on existing streets, the permit request including the proposed driveway pipe shall be submitted to the County Engineer for approval. The pipe must be sized for the 10-year storm event for all local streets, and a 25-year storm event for collector and arterial streets. A minimum pipe size of 12" is required. At the County Engineer's discretion, drainage calculations shall be provided by a Professional Engineer.

When new home construction is permitted in a subdivision before the County accepts the road improvements, the Owner shall be responsible for seeing that the appropriate permit is obtained before installation of any driveway pipe. All driveway pipes shall be installed to meet current County Standards, including location, size, length, type, elevation and grade.

The Owner shall be responsible for replacement of all driveway pipes installed within the right-of-way, which do not meet current County Standards until the end of the maintenance guarantee.

3. The length of driveway pipes shall extend beyond the limits of the edges of the driveway (including flare and radii returns) a minimum distance of 4 feet. Slope from the edge of a driveway shall not be steeper than 4:1 to flow line of the pipe.
4. The property owner shall be responsible for any damage that may occur to any driveway pipe after it has been installed.
5. The County Engineer may collect a fee for these permits that shall cover the cost of issuing the permit and any inspections deemed necessary.

803 ROAD CLOSURE

A road closing permit is required from the County Engineer prior to closing any Township or County Road. The following are minimum requirements to apply for a temporary road closure due to construction in or adjacent to County and Township Roads:

- A. If a Township Road is to be closed or used as part of a detour route, the Township's approval must accompany the fully completed "Road Closing Permit Application". A copy of the application is in the Supplemental Specifications.

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- B. A detour plan with route and proposed signage meeting the latest ODOT MUTCD, current edition.
- C. All signage must be posted at a minimum of 3 days prior to the planned closure.
- D. Request for closure must be applied for minimally 2 weeks prior to the closure.
- E. Posted Roads are not acceptable for detour routes between the dates of Feb. 1 to June 1.

804 UTILITY WORK OR ANY EXCAVATION IN ROAD RIGHT-OF-WAY OR EASEMENTS

There are two types of public utility construction permits:

- 1) Application for an individual plan.
- 2) Application for a blanket permit issued annually.

The following process and standards are minimally required on utility permit request plans:

- A. Application for public utility construction permit.
 - 1. Submit **two** completed copies of permit application (see Supplemental Specifications for sample) **and** two sets of plans.
 - 2. A self addressed stamped envelope must be included, if the permit applicant would like a copy of the approved permit mailed. Otherwise, the permit must be picked up at 50 Channing Street, Delaware, OH 43015 after the County Commissioners' approval.
 - 3. Submissions must be received at least 4 weeks prior to work date.
 - 4. Plans must include minimally the following information:
 - Road improvement projects shall dimension from center line stationing or new right-of-way limits,
 - Existing edge of 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,

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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),
 - All property owners must be contacted prior to construction,
 - All trenches, whether in public right-of-way, joint utility and drainage easements or private easements are to be compacted, seeded and straw mulched within 14 days. Specific seeding/compaction requirements based on ground slopes is addressed in Article XII and the Supplemental Specifications,
 - Compaction requirements are detailed on Standard Drawing DCED-R100 based on zone of influence,
 - Traffic maintenance during construction shall conform to the ODOT MUTCD, current edition for traffic control in work zones,
 - Any above ground facility must be outside of the 100-year flood plain. A plan in these areas may be required on a case-by-case basis. Utility occupation of drainage easements will require a permit.
5. Permits are valid for **180 days** from the date of approval by the County Commissioners.
 6. An extension may be granted, if a request is received in writing, at least 15 days in advance of the end of the 180-day period.
 7. The applicant must contact the County Engineer at least two working days before actual commencement of work at (740) 833-2439.
 8. 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.
 9. No work is to proceed until the permit has been reviewed by the County Engineer and approved by the County Commissioners.
 - a. The County Engineer may collect a fee for these permits that shall cover the cost of issuing the permit and any inspections deemed necessary.

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- b. In an emergency, utility companies may proceed with needed repairs to their facilities. However, a permit shall be requested for this work within two working days. The permit is still required to assure the County's right-of-way and/or easement is restored to a condition acceptable to the County Engineer.
- c. The permit fees may be waived for all public utility (i.e. companies governed by the Public Utilities Commission of Ohio) companies and agencies that provide a service necessary to maintain public health and safety and to protect our environment. The County reserves the right to collect inspection fees when needed to assure conformance to these Standards.

B. Application for Utility Blanket Permit

This permit is applied for annually, in effect from January 1 to December 31, to cover individual service installations from existing main lines currently in public right-of-way.

Types of construction covered by the blanket permit are:

- 1) Bores for gas taps, water taps, telephone drops, electric services, and cat drops.
- 2) Set up to three (3) poles in public right-of-way and construct required aerial cables/lines and anchors as required. Replace up to 3 poles due to deterioration or standard maintenance requirements.

After the blanket permit has been approved by the County Commissioners, the utility company does not need to submit an individual permit and plan for the above type situations prior to construction. Fax a sketch with adequate information reflecting location and type of work to the Delaware County Engineer's Office Permit Department.

Note that the relocation of utilities on properties not controlled by the Owner may be waived by the County Engineer (e.g., with an approved variance). It is recognized by the County Engineer's Office that the need for this variance may not be known at the time of Preliminary Engineering. In no case will an existing underground utility be permitted to remain beneath the pavement or shoulder.