

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.