



1900 LIMA AVENUE, P. O. BOX 828
 FINDLAY, OH 45839-0828
 419-422-7433 • FAX: 419-424-5057

CHRISTOPHER O. LONG, P.E., P.S.
 County Engineer

DOUGLAS E. CADE, P.E., P.S.
 Deputy County Engineer

Contact Information

How Would You Like Your Permit Returned To You? US Mail Email Pickup At County Engineer's Office

Name: _____

Company: _____

Mailing Address: _____

Date Submitted: _____

Phone: _____

Email: _____

Type Of Permit	Driveway: <input type="checkbox"/>	See Section 1	Utility: <input type="checkbox"/>	See Section 2
Over Weight And/Or Over Size: <input type="checkbox"/>		See Section 3	Roadside Ditch Work: <input type="checkbox"/>	See Section 4

Section 1 (Driveway Permit) Amount Of Units: _____ Project Start Date: _____ Project End Date: _____

- 1) Type Of Permit: Residential Commercial Field Utility Township: _____
- 2) Reason For Permit: New Relocate Upgrade Preliminary Approval On Existing Or Subdivided Property
- 3) Current Owner (If Different Than Above): _____ No. Of Existing Drives: _____
- 4) Address Of Property: _____ Parcel Number of Property: _____
- 5) What roadway Are You Requesting A Drive Access From: _____ No. Of Proposed Vehicles Per Day: _____
- 6) First Cross Road South Or West: _____ Second Cross Road North Or East: _____
- 7) How Many Feet Is The Drive Access From The First Cross Road: _____ OR The Second Cross Road: _____
- 8) How Many Feet Is The Drive Access from The Nearest Existing Road Or Driveway On Either Side Of The Road: _____

Section 2 (Utility Permit) Project Start Date: _____ Project End Date: _____

- 1) Aerial: Yes No Pole Distance From Edge Of Pavement: _____ Feet Township: _____
- 2) Underground: Yes No Distance From Edge Of Pavement: _____ Feet Depth: _____ Inches
- 3) Boring Under The Pavement (Preferred): Yes No Open Cut The Pavement (NOT Preferred): Yes No
- 4) Road Number: _____ From: _____ To: _____
- 5) House Number: _____ (If Applicable) Side Of The Road: North South East West
- 6) Work to be Performed: Attach A Map And Detailed Written Description Of The Work And The Route Of Your Project.

Section 3 (Overweight and/or Oversize)

- 1) Start Date: _____ End Date: _____ Load Description: _____
- 2) Load Weight: _____ Total Weight Of Vehicles And Load: _____
- 3) Total Vehicle Length: _____ Total Vehicle Width: _____ Total Vehicle Height: _____
- 4) Route: Attach A Highlighted Map Or Detailed Written Description Of The Route That You Will Be Taking.

Section 4 (Roadside Ditch Work) Project Start Date: _____ Project End Date: _____

- 1) Type Of Work: Fill In Yes No Clean/Regrade Yes No Move Yes No
- 2) Reason For Work: Mowing Yes No Brush And Weeds Yes No Poor Drainage Yes No
Other _____
- 3) Work To Be Performed: Attach A Map And Detailed Written Description Of The Work That You Wish To Do.
- 4) Road Number: _____ From: _____ To: _____

Declaration:

The owner/agent declares that all information provided on this form and the submitted attachments, which are made part of the application, are accurate and complete to the best of their knowledge and agrees to abide by the terms and conditions of this permit.

 Owner/Agent Signature

 Date

Permit Instructions

Hancock County Contact Information **Permit Inspector:** Ben Lindhorst
Mailing Address: P.O. Box 828 Findlay, Ohio 45839-0828

Phone: (419) 424-7243
Email: brlindhorst@co.hancock.oh.us

Application Drawings

Driveway and Roadside Ditch Work Applications need to have a simple sketch attached. Utility Applications need to have one set of plans attached to them at the time of submittal. Multiple utility permits only need one set of plans as long as all of the information that are on the permits are also on that set of plans. All plan submissions may be in a PDF format.

Contact Information

This section is setup for the person who is applying for the permit. This person should be either the property owner, an agent that is doing the work for the property owner, applying for preapproval of a subdivided property split or an utility and/or transportation company representative. Also please select the method in which you would like the County Engineer's Office to send you your approved or denied permit.

Type Of Permit

Mark the type of permit that you are applying for.

Section 1 (Driveway Permit)

- 1) Mark which type of drive you are Applying for. A field drive provides access to agriculture lands and principally used by farm equipment. An utility drive provides access to public utility facilities, including communication towers, relay stations, etc. Then write in the Township in which the property is located.
- 2) Mark the reason that you are applying for a drive permit. Preliminary Drive Access Approval For New Subdivided Property refers to any property split that has not been officially recorded at the Recorders Office. If the pre-approval is for a subdivision or split, provide a detail sketch or drawing of the proposed location.
- 3) If you are acting as an agent for the property owner or you are in the process of purchasing the property, write in the current property owners name. Place a count of the existing drives on your property.
- 4) If you have not received an address or parcel number because you are in the process of splitting up the property then write in the current address and/or the current parcel number.
- 5) This is the road that your drive is accessing and then give an approximant daily total of the number of vehicles that enter and exit your property.
- 6) Write in the road number that is before and after the property.
- 7) Measure from either the road that is before your property or after your property to your existing or proposed driveway. This will help the inspector locate your drive if there is no address.
- 8) Measure the distance from your proposed driveway to your closest neighbor's drive. This drive can be on either side of the road.

Additional Information

A Traffic Impact Study (TIS) may be required of developments generating more than:

- 1) Twenty Percent (20%) of the ADT of the road being accessed;
- 2) The proposed access generates more than twenty percent (20%) of the peak hour volume of the road being accessed, or
- 3) There is an increase in use of adjacent streets by vehicles generating 20 kip loads or greater.

Within seven business days of the receipt of this application the County Engineer may determine that the applicant will be required to provide some or all of the following:

- | | |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1) Property map from a registered surveyor indicating other access,
bordering roads and drives. | 4) Traffic Impact Study |
| 2) Proposed access design | 5) Sight Distance Study |
| 3) Traffic Control plan | 6) Other Information as required by the
Engineer |

For Minimum Volume and Very Low Volume access permits on shall be issued within seven (7) working days following submission of all information required. For all other access classifications, access permits shall be issued within thirty (30) working days following submission of all information required.

Required Terms and Conditions for Approval

Section 1 (Driveway Permit)

If this access permit is granted, the applicant agrees to the following conditions (not applicable for preliminary access approval requests):

- 1) Traffic will be maintained at all times, unless permission is granted by the County Engineer to close the road.
- 2) Disturbance to all pavement and shoulders/berm will be kept to a minimum. Tracked equipment will not be permitted on the roadway. When any pavement or shoulder/berms is damaged either by construction, construction equipment or by excessive weight, the applicant shall make complete restoration as directed by the County Engineer.
- 3) Lights, signs, barricades and if necessary steel plates, flaggers will be placed on the project site for protection of traffic at all times, day and night. The Permittee shall fully comply with the maintenance of traffic recommendations and as directed by the County Engineer's Office.
- 4) Permittee shall assume the responsibility for and will hold the county harmless from all claims for personal injuries and/or property damages and shall defend any action that might be brought due to the applicants' activities on this project and/or under this permit.

Additional Terms and Conditions

If an access permit is issued to you it will state any/all additional terms and conditions for its use. The permit status may be reevaluated for any changes in the use of the permitted access not consistent with the terms and conditions listed on the permit.

Section 2 (Utility Permit)

- 1) Pole Distance from the Edge of Pavement is the closest distance within this section
- 2) Underground Distance from the Edge of Pavement is the closet distance within this section
- 3) Boring is the preferred method for crossing pavement. However if you do believe that cutting the pavement is the best way to complete your job, the County Engineer and/or Township Trustees will evaluate your request.
- 4) Give the location in which you are working. If you will be working on multiple roads, you will need to fill out a separate permit for each road. However, one set of plans can contain many permits.
- 5) If you are working in the right of way for a house write the house number in the blank. Also check the box for what ever side your utility is located. If you are going to be on both sides of the road than circle both directions.
- 6) Describe what your project is and where it is going.

Additional Terms and Conditions

All pedestals will be located in the existing fence line or apparent right-of-way line and will be **installed with a highly visible orange top**. All loops to said pedestal shall maintain a depth of 36 inches under existing ditch lines. Where minimum depth is available, it is proposed to bury over drainage structures; otherwise, the cable/pipeline will be placed in a trench around or under the end of such structures at a depth of approximately 36 inches. All road crossings will be made by using the directional bore method. No open-cutting will be permitted.

All mailboxes, signs, yards, driveways, roads, drainage structures, fences, ditches and sidewalks damaged or removed during initial construction or future maintenance will be replaced or repaired to original condition or better. All conditions, restrictions and regulations issued, including location of proposed cable and handling of traffic will be complied with to the satisfaction of the Hancock County Engineer. At no time, will the governing authority be held responsible for damage to the facilities placed under this work in the course of normal maintenance and repair.

Section 3 (Overweight and/or Oversize)

- 1) Write in your start and end dates and then give a brief description of the load.
- 2) Write in the weight of the load and then write in the total weight of the vehicle and load.
- 3) Write in the overall length, width and height of your vehicle and load.
- 4) Write in the route that your vehicle will be traveling.

Section 4 (Roadside Ditch Work)

- 1) Mark the type of work that you would like to do in the roadside ditch.
- 2) Describe why you want to do the roadside ditch work.
- 3) Explain how you are going to do the work.