



HANCOCK COUNTY ENGINEER'S OFFICE

1900 Lima Avenue Findlay, OH 45840

Phone: 419-422-7433

Fax: 419-424-5057

ACCESS PERMIT APPLICATION

(PLEASE PRINT)

Fee \$0.00

REQUEST (Check all that applies):

- Permanent Access Temporary Access Improvement to Existing Access
- Change in Access Use Preliminary Access Approval for Lot Split
- Culvert Permit (Driveway Culvert Permit Application Attached)

OWNER:

Name: _____

Street Address, City _____

State, Zip _____ Phone _____ Fax _____

AGENT (representing the Owner or, someone demonstrating a valid interest):

Name: _____

Street Address, City _____

State, Zip _____ Phone _____ Fax _____

REQUIRED INFORMATION

1) Address or Parcel ID# of property _____

2) Are you aware of prior request for an access permit or preliminary access for this parcel? _____

If yes please explain: _____

3) What roadway are you requesting access from? _____

4) How many feet is the proposed access from the nearest roadway or driveway? _____

5) _____ Ft. (circle: N S E W) from _____

6) Does the property owner own or have any interests in any adjacent property? _____ Y _____ N

If yes, please describe: _____

7) Are there existing access easements bordering or within the property? _____ Y _____ N

REQUIRED INFORMATION (continued)

8) If you are requesting commercial or industrial access please indicate the types and number of businesses and provide the floor area square footage of each.

Business _____ Square Footage _____

Business _____ Square Footage _____

9) If you are requesting residential development access, what is the type (single family, apartment townhouse, condominium, etc.) and number of units?

Type _____ Number of Units _____

10) Provide the following vehicle count estimates for vehicles that will use the access. Leaving the property then returning is two counts. Indicate if your counts are: *(check one)*

peak hour volumes or average daily volumes.

(Notes: 1) A Traffic Impact Study (TIS) may be required for 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 to be accessed, or*
- 3. There is an increase in use of adjacent streets by vehicles generating 20 kip loads or greater.*

11) No. of passenger cars and light trucks _____ No. heavy Trucks _____ Total

ENGINEER REVIEW

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:

- a) Property map indicating other access, bordering roads and drives.
- b) Proposed access design
- c) Traffic control plan
- d) Traffic Impact Study;
- e) Sight Distance Study
- f) Other information as required by the Engineer

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

REQUIRED CONDITIONS FOR APPROVAL

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/berms will be kept to minimum. Tracked equipment will not be permitted on the roadway. When any pavement or shoulders/berm 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, flagmen or watchmen will be place 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 and 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 & 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.

DECLARATION

The applicant 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.

Applicant Signature

Date

ENGINEER'S OFFICE - REVIEW

DECISION

APPROVED

DENIED

APPLICATION NO. _____

DATE: _____

BY: _____