



Douglas E. Cade, PE, PS  
County Engineer  
1900 Lima Avenue  
Findlay, Ohio 45840  
419-422-7433

### 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: ☐

See Section 1

Utility: ☐

See Section 2

Over Weight And/Or Over Size: ☐

See Section 3

Roadside Ditch Work: ☐

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 ☐ 3) 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 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. *If you are acting as an agent for the property owner, you will need to have a signed letter or an official document stating that you have their permission to act on their behalf or you can cosign the permit.*

Owner Signature

Date

**STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION**

PERMIT NUMBER  
(if applicable)

OH

Rev.

	Axle Spacings (Feet & Inches)	Axle Number	Axle Weights	No. of Tires per Axle	Tire Size
A		1			
B		2			
C		3			
D		4			
E		5			
F		6			
G		7			
H		8			
I		9			
J		10			
K		11			
L		12			
M		13			
N		14			
O		15			
P		16			
Q		17			
R		18			
S		19			
T		20			
U		21			
		22			
TOTAL GROSS WEIGHT					

**\*THIS FORM MUST BE FILLED OUT FOR OVERSIEZED AND / OR OVERWEIGHT VEHICLES**

# Permit Instructions and Conditions

## Hancock County Contact Information:

Permit Inspector: Ben Lindhorst

Mailing Address: 1900 Lima Ave, Findlay, Ohio 45840

Phone: (419)-424-7243

Email: [permits@co.hancock.oh.us](mailto:permits@co.hancock.oh.us)

## Length of Permit

- 1) Driveway, Utility, and Roadside Ditch Work Permit – If the work detailed in this permit does not commence within **6 months** of the proposed start date, this permit will be null and void. The applicant may request additional time by submitting in writing the reason for not starting within 6 months. The County Engineer will decide if additional time shall be given. From the proposed start date, this permit will end after one year from the proposed start date. Please notify the Hancock County Engineer's Office by email or phone before beginning work.
- 2) Overweight / Oversized Permit – The permit is only valid for the dates that are listed on the permit application.

## Application Drawings

Driveway and Roadside Ditch Work Applications need to have a simple sketch or plans 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 is on the permits is also on that set of plans. All plan submissions may be in a PDF format.

## Contact Information

This section is for the applicant. This person should be either the property owner, applying for preapproval of a subdivided property split or a utility and/or transportation company representative or utility owner. ***An agent acting on behalf of the property owner will either need to have a signed letter, or an official document, stating that the agent has permission to act on the property owner's behalf or cosign the permit.*** Please select the method in which the County Engineer's Office will send the approved or denied permit.

## Type of Permit

Mark the permit application type.

## Section 1 (Driveway Permit)

- 1) Mark the type of drive application. **Residential** – a single or multi-family residence serving five or fewer residential units or provides access to farm buildings. **Commercial** – high traffic volume access or greater than five (5) residential units. **Field** – provides access to agricultural lands and principally used by farm equipment. **Utility** – provides access to public utility facilities including communication towers, relay stations, etc. Write in which township the property is located.
- 2) Mark the reason for applying for a drive permit.
- 3) Count of the number of existing drives on the property.
- 4) If an address does not exist yet because the parcels are in the process of being split, then write in the current address and/or the current parcel number.
- 5) This is the road that the drive is accessing and then gives an approximant daily total of the number of vehicles that enter and exit the property.
- 6) Write in the road number that is before and after the property.
- 7) Measure from the road that is before the property and after the property to the existing or proposed driveway. This will help the inspector locate the drive if no address exists.
- 8) Measure the distance from the proposed driveway to the closest neighbor's drive. This drive can be on either side of the road.

## Additional Information:

A Traffic Impact Study (TIS) may be required by the County Engineer 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 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.
- 2) Proposed access design
- 3) Traffic Control plan
- 4) Traffic Impact Study
- 5) Sight Distance Study
- 6) Other Information as required by the Engineer

Minimum Volume and Very Low Volume access permits may be issued within ten (10) 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.

# Permit Instructions and Conditions

## Section 1 (Driveway Permit continued...)

If this access permit is granted, the applicant agrees to the following conditions:

- 1) Traffic will be maintained at all times with flaggers/cones, 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 at the cost of the permittee.
- 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.
- 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, 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) Identify the closest distance between proposed pole and edge of pavement.
- 2) Identify the closest distance from the underground utility to the edge of pavement, no less than four (4) feet from the edge of pavement.
- 3) Boring is the preferred method for crossing pavement. However, if cutting the pavement is a more favorable method for completing the job, the County Engineer and/or Township Trustees will evaluate the request. No open-cutting will be allowed, unless approved by the County Engineer.
- 4) Provide the location of work. If works involves multiple roads, separate permits will need to be filled out for each road. However, one set of plans can encompass multiple permits.
- 5) If right of way work is for a residence, write the house number in the blank. Also check the box for whatever side the utility is located. If work is going to be performed on both sides of the road, then check both directions.
- 6) Describe the project and the location.

### Additional Terms and Conditions:

#### Pedestals:

- a. 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.

#### Road Crossings:

- a. All road crossings will be made using the directional bore method. No open-cutting will be permitted unless approved by the County Engineer.
- b. 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.
- c. 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.

#### Utilities near bridges:

- a. Conduit being trenched or bored that crosses a ditch, creek, stream, river, railroad, etc., where a bridge is present along the mainline, must have a minimum of eight (8) feet of radial clearance from the outer-most point of the structure (i.e. wingwall, abutment wall, footer).
- b. Where the right of way limit does not allow for an eight (8) foot clearance, conduit must be aerial with a minimum of 15.5 feet from the surface of the roadway. Minimum height may be increased if required by State/ Federal Law.
- c. Along the roadway, poles must be a minimum of fifty (50) feet from each abutment wall. Placement should be as close to the apparent right of way line as possible.
- d. No cables, wires, pipelines, etc. shall be hung from existing bridge or culverts and these structures shall not be used as part of the support mechanism for the utility company.

# Permit Instructions and Conditions

## Section 3 (Overweight and/or Oversized)

- 1) Write in the start and end dates, then give a brief description of the load. If there are multiple trips, specify the estimated number of trips the Hauler plans to make over the permit duration on the Load Description line.
- 2) Write in the weight of the load, then write in the total weight of the vehicle and load.
- 3) Write in the overall length, width and height of the vehicle and load.
- 4) Attach a map of the route the vehicle will be traveling.

### Additional Terms and Conditions:

Overweight and/or Oversized Vehicles are defined as any vehicle and/or load which exceeds the limitations specified in Chapter 5577 of the Ohio Revised Code. This permit is granted for a particular overweight and/or oversized vehicle to make one move during a five (5) day period, between two specific points, over a prescribed route.

When more than one load needs to be moved, including an approved load for repeated one-way movement between two points, a continuous permit may be issued to a specific vehicle. Maximum duration of validity for a continuous permit is one (1) calendar year. The permit is issued to the specific truck or commercial tractor. **For a single permit to be used for multiple identical overweight configurations, the trailers must be identical as far as number of axles, axle spacing, axle weights, and number of tires on each axle and the sizes of those tires.** Otherwise, multiple permits will be required.

The permit and any attachments as issued must be carried in the cab of the permitted vehicle during movement. Once operating, the permittee is entirely responsible to remain aware of the permit expiration date and assuring that a new permit acquired in a timely manner. The permittee is also responsible for ensuring that the permit accurately describes the vehicle and load: when it doesn't, the permit is null and void and a new permit must be obtained.

**Allow five (5) working days following submission of all information required.**

## Section 4 (Roadside Ditch Work)

- 1) Mark the type of work that would be performed in the roadside ditch.
- 2) Describe the purpose of performing the roadside ditch work.
- 3) Explain how the work would be performed.

### Additional Terms and Conditions:

- 7) When enclosing a roadside ditch, a 2'x2' concrete catch basin will need to be installed (at the applicant's cost) every 300 feet to allow County or Township maintenance crews to clean out the pipe in case of obstruction.
- 8) When connecting a storm sewer to an existing storm sewer in the road right-of-way, a 2'x2' concrete catch basin will need to be installed (at applicant's cost) where the connection takes place.
- 9) When crossing the road with a tile where the applicant does not own the property on both sides of the road, a signed letter from the non-applicant property owner is required, granting permission to cross under the road and connect to the existing ditch or sewer on the property.
- 10) If the details of "Step 3)" have been satisfied, a pipe may be installed under the road only if it is directionally bored. **No open-cutting will be allowed, unless approved by the County Engineer.**

**Allow ten (10) working days following submission of all information required.**