



STEPHANIE ANN GOFF, P.E., P.S.

GREENE COUNTY ENGINEER

615 Dayton-Xenia Road

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Right-of-Way Permit Requirements

- A right-of-way permit is required to be submitted for review and approval for any work in the right-of-way.
- The permit fee of \$25 is currently being waived on all right-of-way permits due to COVID.
- A performance bond from a surety company licensed to do business in the State of Ohio, in favor of the Greene County Engineer shall be provided. The amount of the bond shall be \$5,000.00 to cover excavation and replacement of up to 650 square feet of pavement. If additional pavement is removed, an additional bond shall be provided at a rate of \$15.00 per square foot. The cut in the pavement plus six (6) feet in length shall be used in determining the square footage for figuring the amount of the bond upward to the nearest \$ 100.00. The bond for work in unpaved areas of the road right-of-way shall be figured at the rate of \$4.00 per square foot, culverts and bridges excluded. A copy of the bond shall be filed with application. Bonds shall remain in force for one (1) year from completion of project or upon release by the Greene County Engineer or their designee.
- A *certificate of insurance* insured with limits of no less than one million dollars (\$1,000,000) naming Greene County Engineer shall be provided. The undersigned agrees to indemnify and hold harmless Greene County, its elected officials and employees from any and all claims of any type and nature arising out of the performance of any work along, on or across the county's road right-of-way and to defend any action which may be instituted. The undersigned further agree that during the performance of any such work, a policy of liability insurance will be maintained with a company acceptable to Greene County Engineer which designates Greene County Engineer, its elected officials and employees as insured with limits of no less than one million dollars (\$1,000,000) issued by the company licensed to do business in the state of Ohio. Proof of such coverage is to be provided prior to the performance of any work.

Additional Requirements:

- A profile for the utility proposed shall be provided.
- A sketch or drawing showing the location of the proposed utility, the proposed trench cut location, any bore pits or excavation locations, etc. shall be provided.
- Trenchless technology (ie; pneumatic moles/boring/piercing tools, mini-directional boring/drilling, directional boring, etc.) shall be used, when possible, for utility installations to eliminate the open cutting of a trench across the roadway.
- Trenchless technology shall be used, unless approved by the county engineer due to utility conflicts and/or depths.
- A Maintenance of Traffic (MOT) Plan, per Ohio Manual of Uniform Traffic Control Devices (recommend using an ODOT pre-qualified contractor) shall be provided and used for the work including:
 - Keeping two lanes of traffic open, if boring or other work outside the pavement
 - Two lanes with traffic shifted, or
 - One lane at a time using flaggers and/or temporary signals.
- The Greene County Engineer will review and approve all MOT plans before the permit is issued.
- All signage and barricades shall conform to the latest edition of the Ohio Uniform Traffic Control Manual.
- Lights, signs, barricades, and if necessary, flagmen, watchmen and workers shall be placed on the job for the protection of traffic at all times of the day and night during the time any work is being performed.
- Upon completion, as-built sketches or plans showing location and depth for all utilities shall be provided.
- All OSHA standards shall be followed to complete work. (i.e. if a trench box is required, it shall be used)
- OUPS shall be contacted a minimum of 48 hours prior to commencing work to ensure that all underground utilities are marked, and shall fully compensate any affected utility for any damage to their facility.
- Traffic shall be maintained at all times, unless approved by the County Engineer.
- When not working, the flagger ahead and one lane ahead sign shall be covered or taken down.



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- When the ditch or trench is plated, the traffic plates shall be securely anchored/staked in both directions and all open holes shall be protected along the road right of way and on private property.
- A contact name(s) and cell number(s) shall be provided for the contractor during business hours and after hours in case the contractor needs to be contacted to correct an issue.
- If installing water or sewer, a copy of the approved permit from the utility shall be provided.
- Water and sewer mains and laterals belong to Greene County Sanitary and Inspection of any mains, laterals and taps shall be done by Greene County Sanitary. A copy of the completed inspection report shall be provided to the Greene County Engineer for file upon completion.
- The contractor shall contact the Greene County Engineer's Office 48 business hours ahead of planned construction of the utility, so proper notification to the traveling public and emergency services can occur.
- A proposed work schedule shall be provided before construction begins. The Greene County Engineer prohibits work during the peak morning and evening times, unless granted approval to do so.
- Backfill Requirements: Disturbance of the road surface, shoulders and ditches shall be kept to a minimum. Trenches may be backfilled with Controlled Density Fill (flowable fill) from 12 inches above the utility within the bottom of the blacktop, or 9 inches, whichever is greater, or clean 304 limestone material and compacted in lifts of 12 inches so that settlement of the area does not take place.
 - If you are doing backfill in lifts, a county engineer inspector must be on site the entire time during backfill to confirm the backfill is compacted correctly.
 - If you are doing CFD, then you shall backfill around the utility compliant with the Greene County Sanitary standards and that shall be inspected by Greene County Sanitary. The backfill above that shall be inspected by Greene County Engineer inspector.
 - If you do CDF, CDF shall not be placed when the trench bottom or walls are frozen or contain frozen materials. Flowable fill should be protected from freezing until it has hardened.
- The road surface removed or damaged shall be replaced with 301 base asphalt plus 448 finish course to the depth of the material that was removed or a minimum of 6 ½" of 301 and 3" of 448 whichever is greater; Joints shall be sealed with liquid asphalt.
- The new surface shall be feathered onto and conform to the grade of the undisturbed surface and shall be repaired within four (4) working days.
- Boring under the road must be a minimum depth of 42 inches within right-of-way (according to location).
- The responsibility for any work done under this permit and the responsibility to maintain that area of the road where any work was performed shall remain in force for a period of one year from the date of the completion of said work.
- This permit fee of \$25 (which is waived) will include inspections during normal business hours (7:00am- 3:30pm). Any overtime fees for inspections outside of normal working hours or on holidays recognized by Greene County Engineer will be paid by the permit holder prior to releasing bonds.
- If at any time, the site is unsafe for the traveling public, construction shall be halted and shall be corrected before any further work is commenced.
- The permit may, at any time, be removed or annulled by the county engineer for non-performance of or non-compliance with any of the conditions, restrictions and regulations, hereof, at which time the bond will be forfeited.