GREENE COUNTY ENGINEER

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

615 Dayton - Xenia Road
Xenia, Ohio 45385-2697
Office (937) 562-7500
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GREENE COUNTY ENGINEER

INFORMATION FOR APPLICANTS FOR

PERMIT TO WORK ALONG OR ACROSS COUNTY ROADS

The construction and major alteration of any and all driveways to allow access to residences, property, or businesses fronting on Greene County maintained highways shall be done only with the written permission of the Greene County Engineer.

Applications for permission to work within the County road right-of-way are available at the County Engineer's Office located at 615 Dayton-Xenia Road, Xenia, Ohio, 45385-2697 or it can be pulled off the internet at www.co.greene.oh.us. This is the application that covers driveways. The application form must be filled out in its entirety and presented to the Engineer's Office for review. **A fee of $25.00 is required.** Requirements for inspection are:

1. Prior to the issuance of the permit and the inspection, the applicant shall clearly mark the location of the proposed drive at the site of the property.

2. The applicant shall obtain all necessary utility permits prior to applying for the Application For Permit To Work Along Or Across County Roads.

3. The minimum sight distance required at the access point will be determined by the County Engineer or his representative prior to the issuance of the permit.

4. The applicant shall submit a small sketch showing the proposed location when applying for the permit.

5. Trenches under the pavement shall be backfilled according to the direction given by the inspector to avoid settlement.

6. A deposit of $200 (or more depending on the number of cuts) will be required to open cut on any County roads. This deposit will be returned after a year **if** not used for repairs.

The following is the Ohio Law regarding driveways:

SECTION 5543.16 - OHIO REVISED CODE. The owners of the land shall construct and keep in repair all approaches or driveways from the public road, under the direction of the County Engineer.

The State Office Bureau of Inspection and Supervision of Public Offices has made the following rulings in the past:

1. "The culvert pipe must be deemed a part of the private driveway being construction along the county highway. As the statute places on the owner of the land the duty to construct and repair a private driveway from a public road, it must be concluded the county has no authority to furnish the culvert pipe for such a driveway."

2. "In view of the fact that land owners are required by Section 5543.16, Revised Code, to construct such private driveways under direction of the County Engineer, it is evident the county Engineer should determine the kind and size of the pipe needed."

3. "The County Engineer likewise, by reason of his supervisory authority, has power to determine the profile grade within the area of the road right-of-way."

4. "The property owner has the duty of furnishing a replacement pipe for an existing driveway, since this section specifically requires such an owner to keep the driveway in repair."

SPECIFICATIONS FOR RIGHT-OF-WAY WORK

RESPONSIBILITY:

No openings shall be made or work done on, across, along or adjacent to the right-of-way of any County road without a written permit from the Greene County Engineer. Said permit shall be subject to the following regulations, except in specific cases when the County Engineer may authorize a variance from these regulations.

REGULATIONS:

More than one application may be included on a single permit form if all are part of the same project. An applicant shall pay one (1) permit fee for the application and a deposit for multiple openings according to the schedule in the section on Financial Obligations.

The Greene County Engineer, or his representative, is charged with the administration and enforcement of these regulations and provisions and shall receive written permit applications, issue permits, examine premises for which such permits have been requested or issued, and enforce compliance with the provisions of these regulations.

Any person, firm, corporation or governmental agency who performs work for which a permit is required:

1. Shall maintain traffic at all times, unless permission is granted by the County Engineer to close the road. If a road must be closed, the following steps shall be taken:

   A. Applicant shall work with the Greene County Engineer or his representative to establish a detour route.

   B. Applicant shall place all "Detour" and "Road Closed" signs in approved locations. All signs, barricades, traffic cones and other traffic control devices necessary for safety shall be approved and comply with the Ohio Manual of Uniform Traffic Control Devices.

2. Shall keep the disturbance of the road surface and shoulders at a minimum and shall backfill the trenches as directed by the County Engineer or his representative.

3. Shall define the opening with saw cuts sufficiently deep and placed far enough apart so that the abutting road surface is not disturbed during work within the trench. The Engineer may approve a method of cutting other than sawing. Upon completion of backfilling and within forty-eight (48) hours thereof, the road surface at the trench shall be replaced as directed by the County Engineer or his representative (minimum thickness of 9", or in kind, of 404 asphalt in two (2) courses) and the new surface shall conform with the grade of the undisturbed surface. Joints shall be sealed with liquid asphalt.

4. Shall place lights, signs, barricades, and if necessary, flaggers and watchmen on the job for the protection of traffic at all times, day and night during the time this work is being done, and instructions given by the County Engineering Department as to handling of traffic shall be followed. If at any time the County is required to place barricades, lights, and/or signs at the location stated on this application or related thereto, the applicant shall reimburse the County for the costs involved.

5. Shall be responsible for and shall save the County harmless from any and all claims for personal injuries and property damages, and shall defend any action that might be brought due to the work proposed in the application or carried out with the permit.

6. Shall follow all OSHA standards to complete the work.

7. Shall inform the County that the person, firm, corporation, or governmental agency is covered by insurance which is currently in force and will remain in force during the performance of this work.

Any person, firm, corporation, or governmental agency who performs work for which a permit is required by these regulations without first having secured such a permit, or fails to comply with the conditions under which the permit was obtained, thereby shall be deemed in violation of these regulations and subject to the penalties provided by law.

The acceptance of a permit or the doing of any work thereunder shall constitute an agreement by the Party or Parties to whom the permit is granted to comply with all the conditions and restrictions printed or written herein.

The permit may, at any time, be revoked 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 deposit will be forfeited.

FINANCIAL OBLIGATIONS:

A fee for the permit shall be collected by the Greene County Engineer. The amount of fee shall be Twenty-Five Dollars ($25.00) and no refund of this fee will be made to the applicant.

DEPOSIT:

Where work to be done entails cutting or excavating any of the paved surface of the roadway, or ditching, trenching, clearing or trimming trees, or large brush adjacent to the pavement, or working within or from the right-of-way, the applicant shall deposit with the Greene County Engineer a deposit, in cash or other proper remittance, in accordance with the following fee schedule.

No deposit will be returned for at least one (1) year after work is completed.

SCHEDULE OF FEES

NUMBER OF PAVEMENTS CUTS	OTHER WORK BY LINEAL FOOT		REQUIRED DEPOSIT
1	28	L.F.	$ 200.00
2 – 3	84 – 112	L.F.	$ 300.00
4 – 6	168 – 192	L.F.	$ 500.00
7 – 9	252 – 280	L.F.	$ 750.00
10 or More	280 +	L.F.	$ 1,000.00

Revised 6/13/2019

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

GREENE COUNTY ENGINEER

615 Dayton - Xenia Road
Xenia, Ohio 45385-2697
Office (937) 562-7500
Fax (937) 562-7510

APPLICATION FOR PERMIT TO WORK ALONG OR ACROSS A COUNTY ROAD

Stephanie Ann Goff, P.E., P.S.
Greene County Engineer
615 Dayton-Xenia Road
Xenia, Ohio 45385-2697
Phone: 937/562-7500

Date: _____

Permit No.: _____

Fee Paid: _____

Application is hereby made by: _____

Address: _____

Make a **complete** statement of the type of work to be done and the location:

_____

_____

The Following Described Location(s): On/Across { } or Along/Adjacent to { }

ROAD NAME	START DAY	NUMBER OF DAYS TO COMPLETION

If this permit is granted, I/We agree to the following conditions:

1) That traffic will be maintained at all times, unless permission is granted by the County Engineer to close the road.

2) That disturbance to road surface and shoulders will be kept at a minimum and that trenches will be backfilled with gravel and tamped, so that settlement of the material will be minimized. If settlement does occur, additional suitable material will be put into place and compacted.

3) That the road surface at the trench will be replaced with material of the type that was removed and that the new surface will conform with the grade of the undisturbed surface.

4) That lights, signs, barricades and, if necessary, flagmen and watchmen, will be placed on the job for the protection of traffic at all times, day and night, during the time this work is being done and that instructions, given by the County Engineer's Department, as to handling of the traffic, will be fully complied with.

5) That I/We assume responsibility for protection of County owned water and sanitary sewage facilities within the road, and shall fully compensate the county for the repair or replacement of any such facilities damaged as a result of this work. Additionally, I/We shall contact OOPS at 1.800.362.2764 forty-eight (48) hours prior to starting work to ensure that all underground utilities are marked, and shall fully compensate any affected utility for any damage to their facilities.

6) Concrete drive construction shall not extend beyond the right-of-way or a minimum of five (5) feet from the edge of Item 448 pavement.

7) That responsibility under this permit will remain in force until a release has been granted by the County Engineer.

8) That I/We assume the responsibility for and will save the County harmless from any and all claims for personal injuries and property damages, and shall defend any action that might be brought due to this work. To cover this responsibility, I/We have the following insurance which is now in force and will remain in force during the prosecution of this work.

Insurance Company Name	**Policy Number**	**Liability Amount**
_____	_____	_____

Print Applicant Name: _____ Signature: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

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TO BE COMPLETED BY THE COUNTY ENGINEER

Conduit Size Required: _____ Type: _____

Adequate Sight Distance: Yes { } No { } If no, see comments.

Comments: _____

Inspected by: _____ Date: _____

Permission to do this work under the conditions stated in the above application is hereby granted subject to the applicant's acquisition of any and all other necessary authorizations including, but not limited to, other necessary county agencies, townships and other non-county entities. Such authorization must be obtained separate and apart from this application.

_____ _____

Greene County Engineer Date

Two copies of this application are to be sent or taken to the Greene County Engineer's Office accompanied by the set of plans for the project, if available.

Please contact our office at 937.562.7500 **BEFORE** starting the project. In an emergency after hours, please contact the Greene County Sheriff's office at 937.376.5034.