OFFICE of the FAIRFIELD COUNTY ENGINEER

3026 West Fair Avenue, Lancaster, Ohio 43130
Phone: (740) 652-2300 Fax: (740) 687-7055

APPLICATION TO UTILIZE COUNTY ROAD RIGHT-OF-WAY

TYPE: General #: _____

1. Name: _____

2. Mailing Address: _____

   City: _____ State _____ Zip: _____

3. Contact Person: _____

   Phone: _____ FAX: _____ Cell _____

   Email: _____

4. Location where work is to be performed or requested route: _____

5. Description of work to be performed within right-of-way (circle appropriate number). If additional space is needed, add attachments and supply plans if applicable.

   1. Oversized or overweight movement*
   2. Other: _____

   *See Supplemental Permit Requirements

   Detailed Description (as needed, add attachments if necessary):

   _____

   _____

6. Work will commence on or about _____ and will require _____ days to complete.

SEE REVERSE SIDE FOR REQUIREMENTS.

I agree to comply with all conditions, restrictions, and regulations of the Fairfield County Engineer. If compliance is not met in the opinion of the Fairfield County Engineer, it is understood that the County Engineer reserves the right to stop work being performed and restore the right-of-way to an acceptable condition at the expense of the applicant.

_____ (printed name) _____ (signature) _____ (date)

County Inspector use only: Inspector: _____

Date Received: _____ Township: _____ Section: _____

Road Name: _____ CR No. _____ Road ROW _____ Date Reviewed: _____

COMMENTS:

Service Provider Permit Requirements

1. Nothing shall be permanently installed within 3 feet of the centerline of any ditch or waterway or between the edge of pavement and the centerline of the road ditch except County Engineer approved culvert pipes or ditch enclosures.

2. **No open cuts shall be allowed across a County Road. Boring requirements:**
   2.1. No bore pits are permitted within 10 feet of the edge of pavement, unless authorized by the Fairfield County Engineer's Office (FCEO). No bore pits shall be left open overnight unless approved by the FCEO.
   2.2. All boring casing materials and material certifications, for casings used in road borings, shall be approved by the FCEO prior to installation.
   2.3. No open cuts shall be allowed across driveways unless they are gravel; concrete/asphalt drives must be bored. Any open cuts across gravel driveways shall be restored to original condition within 4 hours of being disturbed. All open cuts across driveways shall be coordinated with the landowners.

3. Depths of all buried telecommunication utilities shall be a minimum of 3 feet, except for fiber optic lines which shall be buried a minimum of 5 feet with 8 feet preferred. Electric lines shall not be buried in the right-of-way, except as permitted by the County Engineer. When permitted, electrical distribution or transmission lines shall maintain a minimum depth of 8 feet and include location markers provided, installed, and maintained by the power company. Buried Electric Service Lines will be permitted providing the line exits a pole that is 2 feet or less from the right-of-way line, buried a minimum of 5 feet deep, and exits the right-of-way perpendicular to the road. All other underground utilities must be a minimum of 4 feet deep unless construction plans approved by the County Engineer's Office shows otherwise. No underground utilities shall be installed by any vibratory/knifing methods. All buried utilities crossing an open watercourse shall be buried a minimum of 6 feet deep under the watercourse.

4. Overhead utilities shall maintain a minimum clearance of 16.5 feet. Overhead electric lines shall maintain the National Electrical Safety Code clearance.

5. Anything considered a road hazard, in accordance with the Fairfield County Engineer's Office Road Hazard Policy, is not permitted within the preferred clear zones established by this policy. Preferred clear zone widths vary from 9 feet to 14 feet from edge of pavement, depending on the County Road Classification. Any road hazard, including poles, lines, vent pipes, etc., installed within the right-of-way must be delineated on a set of plans accompanying the permit application, with the offset from centerline to each object clearly marked.

6. There shall be no overnight parking of any equipment, materials, items, etc. within 10 feet of edge of pavement.

7. All work requiring personnel or vehicles within county road right-of-way shall comply with all applicable requirements of the Ohio Manual of Uniform Traffic Control Devices and Item 614 (Maintaining Traffic) of the Construction and Materials Specifications, latest editions.

8. **Driveway Requirements (one permanent residential drive per parcel permitted)**
   8.1 A separate permit is required from the Fairfield County Engineer's Office for the installation of each temporary or permanent drive. Commercial drives may require a traffic study as determined by the Fairfield County Engineer.
   8.2 Safe sight distance shall be checked, during County sight visit, for conformance with minimum standards. If adequate sight distance is not available, a drive may not be permitted.
   8.3 The elevation of the drive where it abuts the road shall be constructed ½ inch below the edge of the existing road and then sloped away from the road per the enclosed Driveway Detail. This is to ensure that no water from the drive is forced onto the road.
   8.4 Driveway culvert type, size, and length will be established during County site visit and specified in the permit. Driveway culvert pipes will be a minimum of 12 inches in diameter. Residential drive pipes shall generally be a minimum of 30 feet long and a maximum of 32 feet long. Commercial drive pipes generally will be 40 feet long.

9. Any disturbed areas shall be restored to an equal or better condition. Any disturbed road side ditches or waterways shall be restored to original grade within 14 days from completion of project.

10. Any required valves, clean-out lids, inspection boxes, manholes, etc. will be flush with final surface grades and have traffic worthy frames and lids. All service valve taps shall be located outside of the road right-of-way.

11. All installations, lines, manholes, improvements, etc. shall be the permanent responsibility of the utility. Utility installations that must be relocated due to a County Road or Bridge Project shall be relocated at the expense of the responsible utility.

12. Road closures will NOT be permitted unless a separate permit is issued and public advanced notice is arranged.

Fairfield County Engineer
3026 West Fair Avenue
Lancaster, Ohio 43130-8993
Telephone (740) 652-2300
FAX (740) 687-7055

JEREMIAH D. UPP, P.E., P.S.
FAIRFIELD COUNTY ENGINEER

SUPPLEMENTAL PERMIT REQUIREMENTS
FOR
OVERSIZED/OVERWEIGHT MOVE

1. Copy of Liability Insurance Certificate

2. Time/date of move

3. Proposed route of travel

4. Copy of State permit OR description of vehicle including:
   a. number of axles and axle weights
   b. weight of vehicle and load
   c. length, width, and height of vehicle and/or load
   d. license plate number of vehicle

5. Name of escort service (if applicable)

6. Bond to be determined by the Fairfield County Engineer

7. The load may need to be followed by the Fairfield County Traffic and Permit Inspector if deemed necessary.