

OFFICE OF THE
NOBLE COUNTY ENGINEER
46003 MARIETTA ROAD, CALDWELL, OHIO 43724
PHONE (740) 732-4400 FAX (740) 732-1059

PERMIT NO. _____

DRIVEWAY ACCESS / RIGHT-OF-WAY APPLICATION

Permit to work within and/or install facilities within the right-of-way limits of County and Township Roads.

Name of Applicant: _____

Company Name (if applicable): _____

Applicant Address: _____

Applicant Phone Number: _____ Email Address: _____

Type of Work (check ALL that apply)

Residential Driveway	Commercial Driveway (plans REQUIRED)	Utility Installation (plans REQUIRED)
Address Required	Temporary Permanent	Overhead Underground
Road Boring (Plans REQUIRED)	Road Open Cut (Plans REQUIRED)	Tree Removal/Trimming
Other: _____		

Description of work to be done: _____

Work Location: Lat, Long, or distance and lane orientation from nearest intersection TOWNSHIP: _____

Road Name & Number: _____

Nearest House Address: _____

Culvert Required: Yes No Diameter: _____ Length: _____

Road Closure Required: Yes No

Requested Start Date: _____ Proposed Completion Date: _____

Applicant **MUST** notify the County Engineer at 740-732-4400 (and Township Trustee, if a Township Road), at least two (2) working days prior to starting work. **Township listing attached.**

I have read the attached specifications and I agree to comply. I understand that failure to do so may result in this permit being revoked and any construction removed from the public right-of-way at my expense.

Signature of Applicant

Date

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-----OFFICE USE BELOW THIS LINE-----

Issuance of this permit does not relieve the applicant from the responsibility of obtaining a permit from the township or other agency having jurisdiction.

Plans must be submitted and approved before permit issuance.	YES	NO
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Pre-Construction Meeting Required.	YES	NO
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Permit Fee: (Check One)

Residential Driveway/Tree Removal/Trimming	\$25
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Utility Installation/Standard RUMA	\$50
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Commercial Driveway	\$150
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Other: _____

Nonrefundable permit fee shall accompany this permit application

FOR OFFICE USE ONLY

RECEIPT OF FEES \$ _____ PAID ON _____

INVOICED CASH CHECK # _____

Permission to do this work under the conditions stated herein is hereby recommended by:

Halie Secrest

Date

Noble County Engineer Technician, Permit Authority

Permit applications can be emailed (hsecrest@noblecountyohio.gov), faxed (740-732-1059) or mailed to Noble County Engineer's Office, ATTN: Halie Secrest, 46003 Marietta Road, Caldwell, Ohio 43724-9277

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(office use)

ADDRESS REQUEST

Applicant Name _____

Will you need an address for this driveway location? Yes No

If so, please provide the following information:

Phone Number: _____ Email Address: _____

The address closest to your driveway. _____
(i.e., 12345 Your Road Name)

What is the measurement from the above address and your driveway. _____
(i.e., how many feet or miles)

In which direction is the closest driveway from your driveway location. _____
(i.e., the closest address is north of my driveway)

On which side of the road is your driveway. _____
(i.e., the driveway is on the west side of the road)

If you have the coordinates, please provide them. _____

Your new address is: _____

Address Provided by: _____

Noble County Map Room

Date

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Specifications for Work within Public Road Right-of-Way

General Specifications for all work types:

1. Applicant is responsible for all Traffic Control per Ohio Department of Transportation and the Ohio Manual or Uniform Traffic Control Devices (latest edition), and all safety precautions necessary to protect workers and the traveling public shall be taken in accordance with Ohio Laws.
2. Applicant is required to stake the exact location of the proposed drive-by placing stake on each side of the proposed drive.
3. Applicant is responsible to call Ohio Utilities Protection Services before digging at least two (2) days.
4. Bridge load limits shall be observed when encountered along route going to work location. Any overloads are required to obtain the proper (ODOT) and Noble County Overload permit.
5. One lane traffic shall be maintained at all times, unless prior permission to close the road is obtained from the County Engineer. All work shall be done to the satisfaction of the Noble County Engineer.
6. For any road closures, applicant is responsible for the following:
 - a. Coordination with affected School Districts to ensure no delay in bus route/travel
 - b. Notification to the Noble County Sheriff's Office at 740-732-5631
 - c. Notification to the Noble County Emergency Management Office at 740-732-7387
7. Noble County shall not be responsible for any damages to said service line due to relocation, construction, maintenance, or repair of said road. All such damages shall be at the cost of the owner.
8. This permit in no way affects any right, title, or interest which may be owned by any person, firm, or corporation, other than County and members of the general public using the county road.
9. Grantee agrees to hold Grantor harmless from any and all damages or injuries to persons or property arising from Grantee's construction and maintenance of such project.
10. All disturbed areas within the right of way shall at a minimum be re-seeded and covered with straw.
11. SUBJECT TO SECTION 5547.03 OF THE REVISED CODE OF OHIO
12. **If plans are required**, submit project plans including plan, profile, and section views with dimensions for roadway offset from centerline, existing right-of-way if pertinent, and depths.

Construction of Residential Driveways and Mailboxes:

1. The County Engineer's Office will perform site visit and size the driveway culvert pipe. Minimum driveway culvert size is 15" in diameter. The culvert pipe is to be purchased and installed by the landowner.
2. Driveway surfaces must be graded to slope which will prevent mud and water from being carried onto the public road surface. Gravel or Pavement must be suitable for intended use.
3. Culverts will be corrugated polyethylene drainage pipe as per O.D.O.T. Supplemental Specification 944 Type S.
4. All Culverts are to be installed with compacted backfill and with adequate cover, (usually 12") to protect the pipe from damage. Pipes shall be of sufficient length to provide end slopes to the ditch line no steeper than 3 to 1 slope ration. Retaining walls are not permitted under any circumstances
5. No Construction shall be permitted within the right-of-way limits which will create any objects considered to be massive or otherwise hazardous fixed objects. Mailboxes shall be of the break-a-way type construction and meet the following criteria:
 - a. Maximum 4"x4" or 4" rounded timber post.
 - b. Maximum LD. Nominal pipe size steel post.
 - c. Boxes shall be no larger or heavier than U.S. Postal Standards

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6. The driveway opening shall be located on the property at a location maximize site distance when entering the public right-of-way. The County Engineer's Office will size the driveway culvert and review driveway location to determine appropriate site distance. When selecting the location of the driveway, the guideline for site distance is 350 feet minimum in both directions, and the preferred distance is 500' or more in both directions. The minimum driveway apron width at the roadway edge will be 30'
7. The applicant is responsible for maintenance of the driveway, which includes maintenance of the driveway culvert.
8. If you will be needing an address, complete the **ADDRESS REQUEST form** and return it with this permit.

Construction of Commercial Driveways (PLANS REQUIRED):

1. Applicant/Owner shall provide an appropriately sized culvert pipe and be responsible for the installation, maintenance, materials, and traffic control required during construction.
2. For Driveways adjacent to hard surface (i.e. paved or chip seal) public roads, driveways surfaces must be paved and graded to slope which will prevent mud and water from being carried onto the public surface. Pavement must be suitable for intended use.
3. For Driveways adjacent to gravel surface public roads, a gravel driveway surface is acceptable. Driveway must be graded to slope which will prevent mud and water from being carried onto the public road surface. For temporary access driveways, No. 2 or larger may be used so long as it does not cause unsafe or hazardous conditions on the public road/ road edge. For permanent access driveways, the top layer of stone must be no larger than No. 57 aggregate.
4. Culverts will be corrugated polyethylene drainage pipe as per O.D.O.T. Supplemental Specification 944 Type S.
5. All Culverts are to be installed with compacted backfill and with adequate cover, (typically 12") to protect the pipe from damage. Pipes shall be of sufficient length to provide end slopes to the ditch line no steeper than 3 to 1 slope ratio.
6. No Construction shall be permitted within the right-of-way limits which will create any objects considered to be massive or otherwise hazardous fixed objects.
7. The driveway opening shall be located on the property at a location to maximize site distance when entering the public right-of-way. The County Engineer's Office will size the driveway culvert and review driveway location to determine appropriate site distance. When selecting the location of the driveway, the guideline for site distances is 350 feet minimum in both directions, and the preferred distance is 500 feet or more in both directions. The minimum driveway apron width at the roadway edge will be 50 feet.
8. The applicant is responsible for maintenance of the driveway, which includes maintenance of the driveway culvert.
9. If you will be needing an address, complete the **ADDRESS REQUEST form** and return it with this permit.

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Utility Installation/Road Open Cut/Road Bore Construction (PLANS REQUIRED):

1. Permit holder agrees to locate facility in accordance with Ohio Revised Code, Utility Protection Laws, and shall remove, relocate, expose, or otherwise protect their facilities located within the public rights of way of Noble County for highway maintenance or improvements at no cost to the county. The permit holder will contact the Ohio Utilities Protection Services at 1-800-362-2764 two (2) days prior to construction.
2. Utility owner must be a member of OUPS.
3. A final record set of as-built plans shall be provided to NCEO, at the cost of the permittee, contractor, or owner unless otherwise directed by Engineer.
4. All utility lines/pipelines installed parallel to the public roadway shall be laid a minimum of 4 feet from the edge of exiting traveled portion of roadway and at a depth of not less than 30" below the berm level or bottom of ditch of the road. The utility line shall not be placed closer than ten (10) feet from any part of a culvert, bridge, or wingwall, unless specific written permission is granted by NCEO.
5. All transmission pipelines carrying petroleum, natural gas or other volatile produce, crossing the highway shall be incased in a suitable conduit.
6. All aerial crossings must have a permit and a minimum clearance of 21' above the roadway. All utility attachments must have a minimum clearance of 18' above roadway.
7. Crossing an asphalt, chip seal, or concrete roadway shall be by boring at a minimum depth of 36 inches, beneath all existing drainage structures unless the NCEO approves an open cut request.
8. All open cut projects shall provide steel plates, when possible, to allow for Emergency Vehicle access.
9. All trenches shall be backfilled the same day they have been opened. No open trenches or pits within 5 feet of the edge of the road surface, shall be left open overnight or more than 12 hours. All backfill on hard surface roads (i.e. paved or chip seal) roads, shall be flowable fill concrete up to 6" of final grade, on gravel roads flowable fill preferred but optional to utilize compacted aggregates (ODOT 304 or #57 stone), final grade shall be achieved by topping fill with asphalt or aggregate matching existing surface. The contractor shall compact the material after it settles and gravel as needed. Where trenches cross driveways, walks, or mailbox approaches, same shall be replaced with material equivalent to that which has been removed.
10. After the backfilling is completed, the applicant or its agent shall immediately remove all surplus material and dirt from the road right-of-way.
11. Roadways ditches and berms shall be left clean and with proper drainage.
12. Should the road, structures, or any public property become damaged from this operation, the named permit holder is responsible for the cost of repair or replacement to the condition before the work began.
13. The permit holder agrees to relieve the County of Noble, Noble County Engineer, and all their agents and employees of all liability or damages and accidents claims arising as a result of the construction or future county maintenance.

Additional Specifications:

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ATTACHMENT ONE

WARNING!

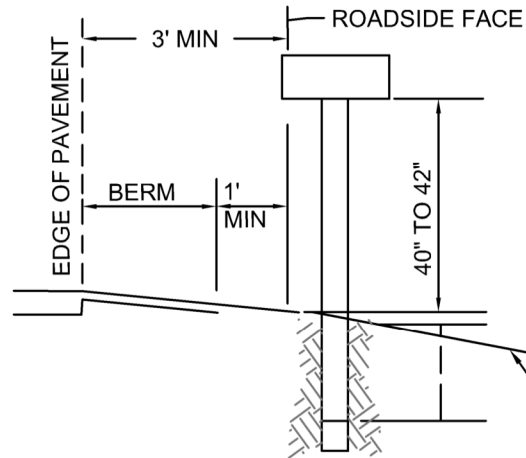
Following are excerpts from a 1992 Ohio Supreme Court decision:

“Where an abutting landowner or occupier uses the highway right-of-way in a manner inconsistent with a highway purpose, and where such usage constitutes an unreasonable hazard to users of the highway, the landowner or occupier may be liable for damages proximately caused by the improper use of the right-of-way.”

“A landowner or occupier is under obligation to know the boundaries of the property. The border of the right-of-way is a boundary line like any other.”

To reduce the liability exposure of landowners or occupiers and Noble County, we have an obligation to inform you that anything which you cause to be placed, or cause to remain, on the right-of-way could be the cause of legal action being brought against you. If you currently have such items as fences, trees, shrubs, stones, or any other obstructions on the right-of-way you should make arrangements to have them removed.

MAILBOX INSTALLATION AND APPROACH

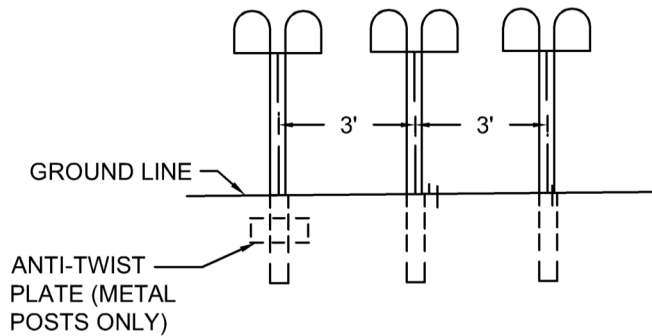
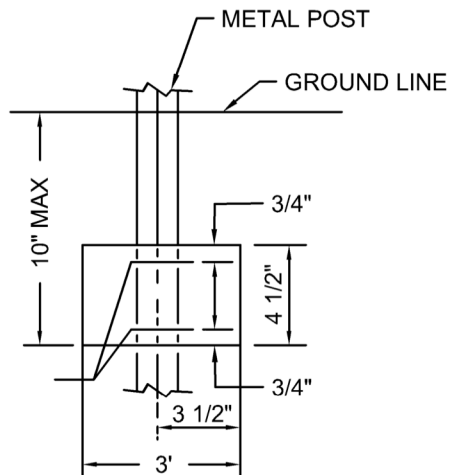


MAILBOXES SHALL BE OF THE BREAK-A-WAY TYPE CONSTRUCTION AND SHALL MEET THE FOLLOWING CRITERIA:

- A. MAXIMUM 4" X 4" OR 4 1/2" ROUND TIMBER POST.
- B. MAXIMUM 2" I.D. NOMINAL PIPE SIZE STEEL POST
- C. BOXES SHALL BE NO LARGER OR HEAVIER THAN U.S. POSTAL STANDARDS

*** MAILBOXES SHALL NOT BE SET IN CONCRETE

18" MIN. (METAL OR TIMBER)
24" MAX. FOR METAL POST



GROUPED MAILBOX INSTALLATION



APPR: TAC

DATE: 12/11/2023

SCALE: N.T.S.



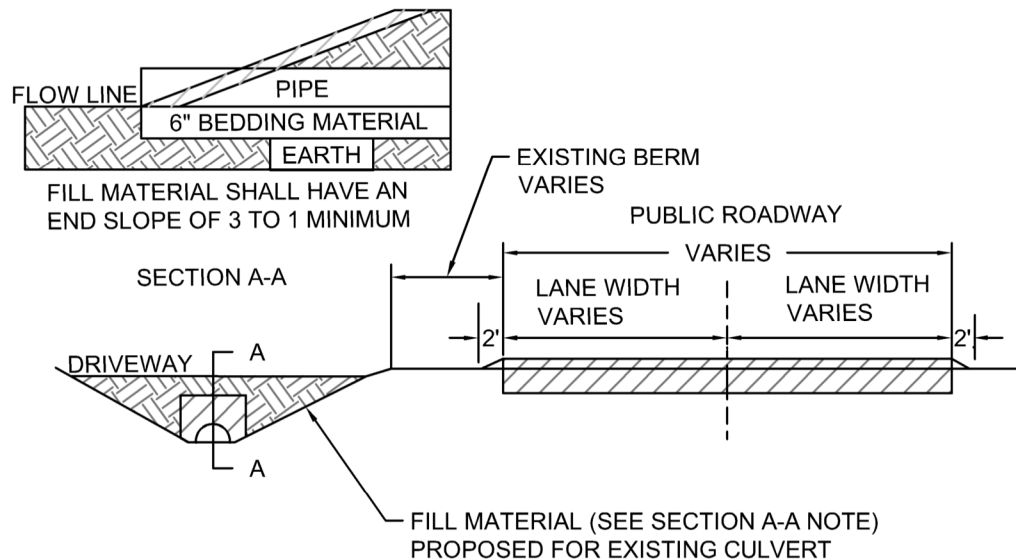
STANDARD DETAIL MAILBOX INSTALLATION & APPROACH

NOBLE COUNTY ENGINEER

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DRAWING NO. NCEO-FIG-01

DRIVEWAY INSTALLATION DETAILS



NOTE: NOBLE COUNTY ENGINEER UNDER NO CIRCUMSTANCES PERMIT RETAINING WALLS TO BE INSTALLED ON NEW DRIVEWAY INSTALLATIONS

NOTE: MINIMUM 3/8" PER FOOT FALL BETWEEN THE CENTER LINE OF THE ROADWAY AND THE CENTER LINE OF THE DRIVE PIPE



APPR: TAC

DATE: 12/11/2023

SCALE: N.T.S.



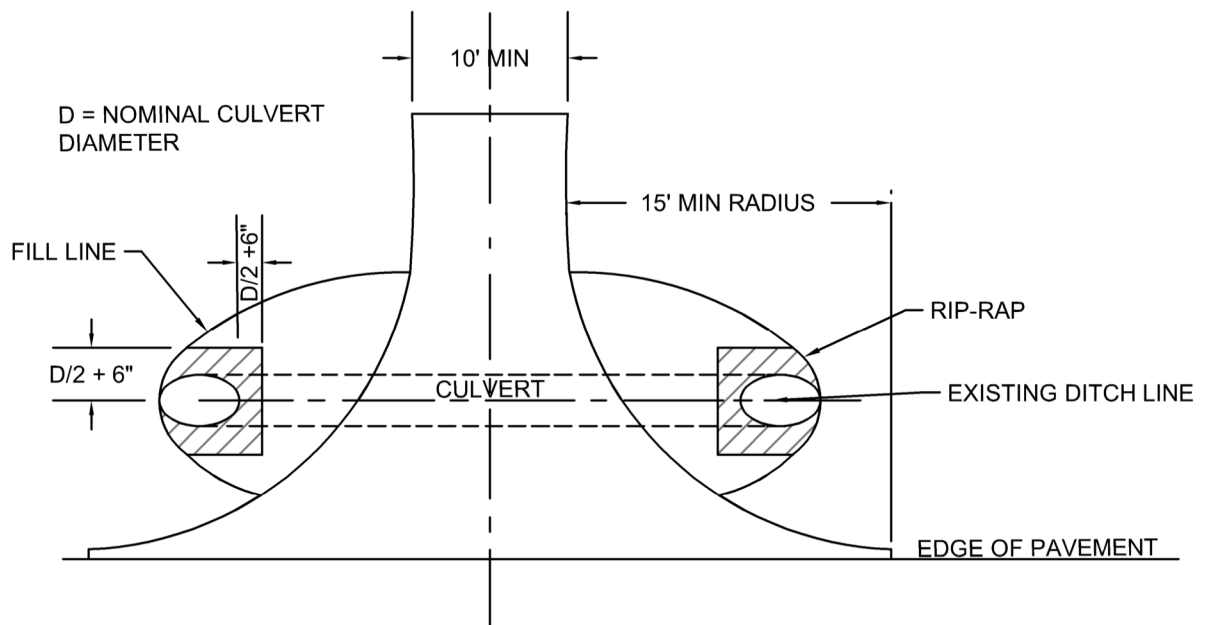
STANDARD DETAIL DRIVEWAY INSTALLATION

NOBLE COUNTY ENGINEER

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DRAWING NO. NCEO-FIG-02

TYPICAL DETAILS FOR PRIVATE RESIDENTIAL DRIVEWAYS



PLAN 1

NOBLE COUNTY
ENGINEER



APPR: TAC

DATE: 12/11/2023

SCALE: N.T.S.

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REV.

STANDARD DETAIL

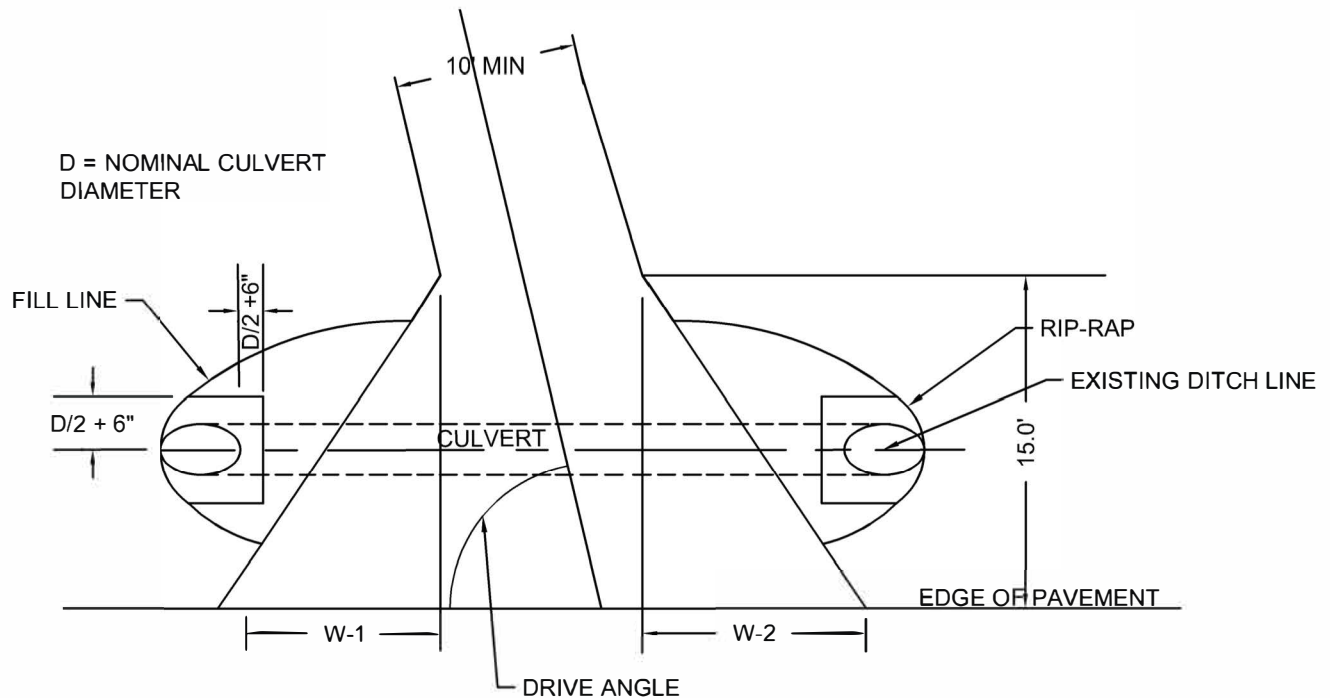
TYPICAL PRIVATE RESIDENTIAL DRIVEWAYS - 1

NOBLE COUNTY ENGINEER

46003 MARIETTA ROAD, CALDWELL, OHIO 43724

DRAWING NO. NCEO-FIG-03

TYPICAL DETAILS FOR PRIVATE RESIDENTIAL DRIVEWAYS



ANGLE	W-1	W-2
30-40	11.0'	5.0'
40-50	10.0'	6.0'
50-60	9.5'	6.5'
60-70	9.0'	7.0'
70-80	8.5'	7.5'
80-90	8.0'	8.0'

PLAN 2
NOBLE COUNTY
ENGINEER



APPR: TAC

DATE: 12/11/2023

SCALE: N.T.S.



STANDARD DETAIL

TYPICAL PRIVATE RESIDENTIAL DRIVEWAYS - 2

NOBLE COUNTY ENGINEER

46003 MARIETTA ROAD, CALDWELL, OHIO 43724

DRAWING NO. NCEO-FIG-04