

**NOBLE COUNTY ENGINEER  
TODD A. COSS P.E., P.S.  
46003 MARIETTA ROAD  
CALDWELL, OH 43724-9277**

**DRIVEWAY PERMIT APPLICATION**

NAME OF APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CHECK TYPE OF DRIVE TO BE INSTALLED:

RESIDENTIAL DRIVE: \_\_\_\_\_ FIELD DRIVE: \_\_\_\_\_ COMMERCIAL DRIVE: \_\_\_\_\_

EXACT LOCATION OF WORK: NEAREST HOUSE NUMBER OR SPECIFIC SITE DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_

ROAD NAME: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

**SPECIFICATIONS FOR CONSTRUCTION OF DRIVEWAYS,  
MAILBOXES ON PUBLIC RIGHT OF WAYS,  
AND ADDRESS REQUEST FORM**

1. Prior to applying for a residential, field, or commercial access drive, applicant is required to stake the exact location of the proposed drive - by placing a stake on each side of proposed drive.
2. 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 feet or more in both directions. The minimum driveway apron width at the roadway edge will be 30 feet.
3. Driveway surfaces must be graded to a slope which will prevent mud and water from being carried onto the road surface. Driveway shall be constructed of a minimum of 8" crushed stone for residential driveways.
4. The culvert is to be purchased by the applicant. Culverts may be reinforced concrete, corrugated steel as per O.D.O.T. Specification 707.01, or corrugated polyethylene drainage pipe as per O.D.O.T. Supplemental Specification 944, Type S.
5. The landowner is responsible for installing the culvert. 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 ratio. Retaining walls are not permitted under any circumstances. See attached pages 2 through 4 for culvert installation diagrams.

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. Mailboxes shall be of the break-a-way type construction and meet the following criteria. See attached page 1 for mailbox installation and approach diagrams.

- 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.

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 attached **ADDRESS REQUEST** form and return it with this permit.

I have read the above 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

**Permission to do this work under the conditions stated herein is hereby granted.**

\_\_\_\_\_  
Noble County Authorized Representative  
Phone: (740) 732-4400

\_\_\_\_\_  
Date

CULVERT REQUIRED      YES      NO

\_\_\_\_\_  
REQUIRED CULVERT SIZE

Permit applications can be emailed ([jfleeman@engineers.noblecountyohio.gov](mailto:jfleeman@engineers.noblecountyohio.gov)), faxed (740-732-1059) or mailed to Noble County Engineer's Office, ATTN: James Fleeman, 46003 Marietta Road, Caldwell, Ohio 43724-9277

## **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.

# ADDRESS REQUEST

Will you need an address for this driveway location? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Place an "X" on the appropriate line)

If so, please provide the following information.

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 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 coming from the closest address or road)

If you have the coordinates, please provide them

\_\_\_\_\_

Your new address is -

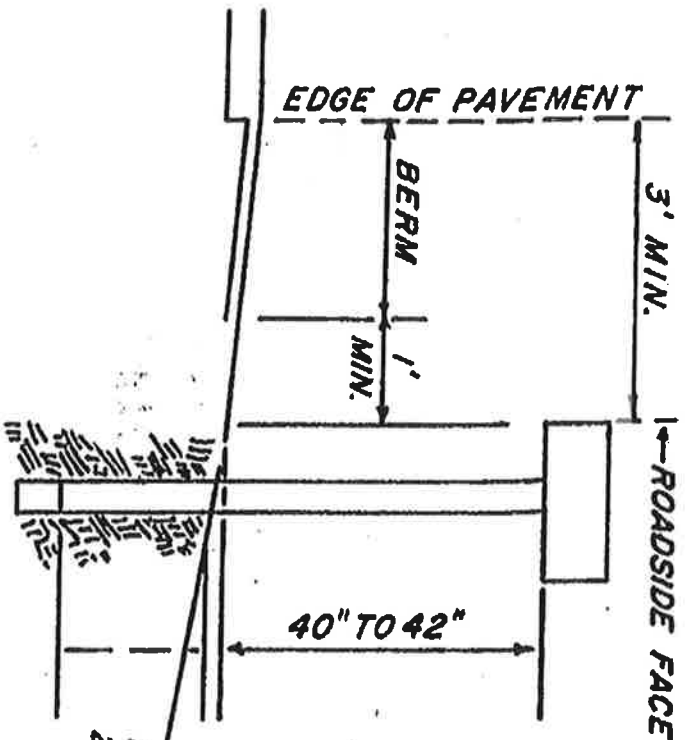
\_\_\_\_\_  
\_\_\_\_\_

Address provided by

\_\_\_\_\_  
Noble County Map Room

\_\_\_\_\_  
Date

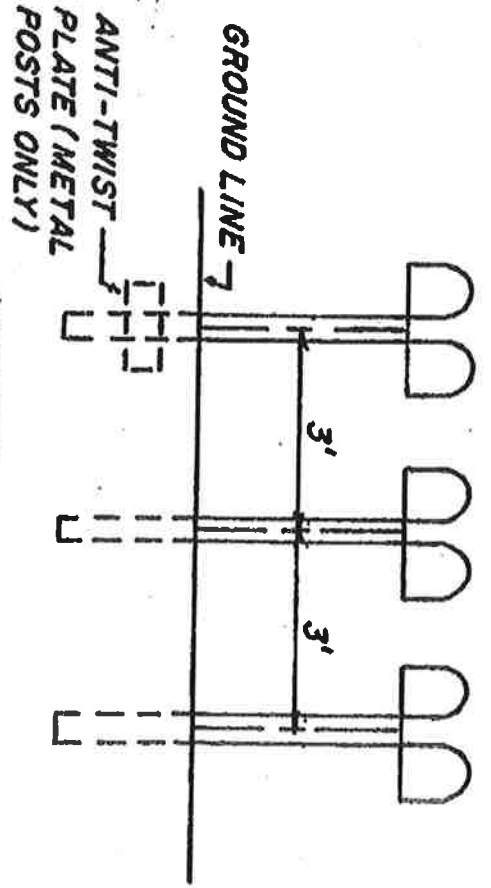
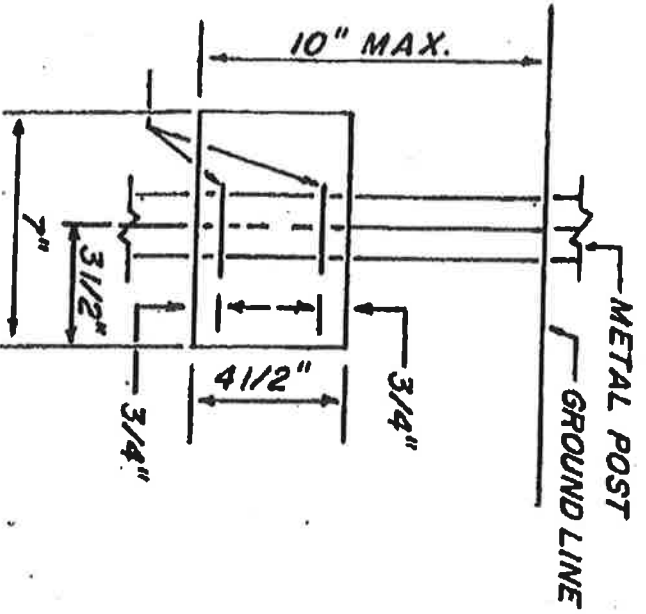
# MAILBOX INSTALLATION AND APPROACH



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.

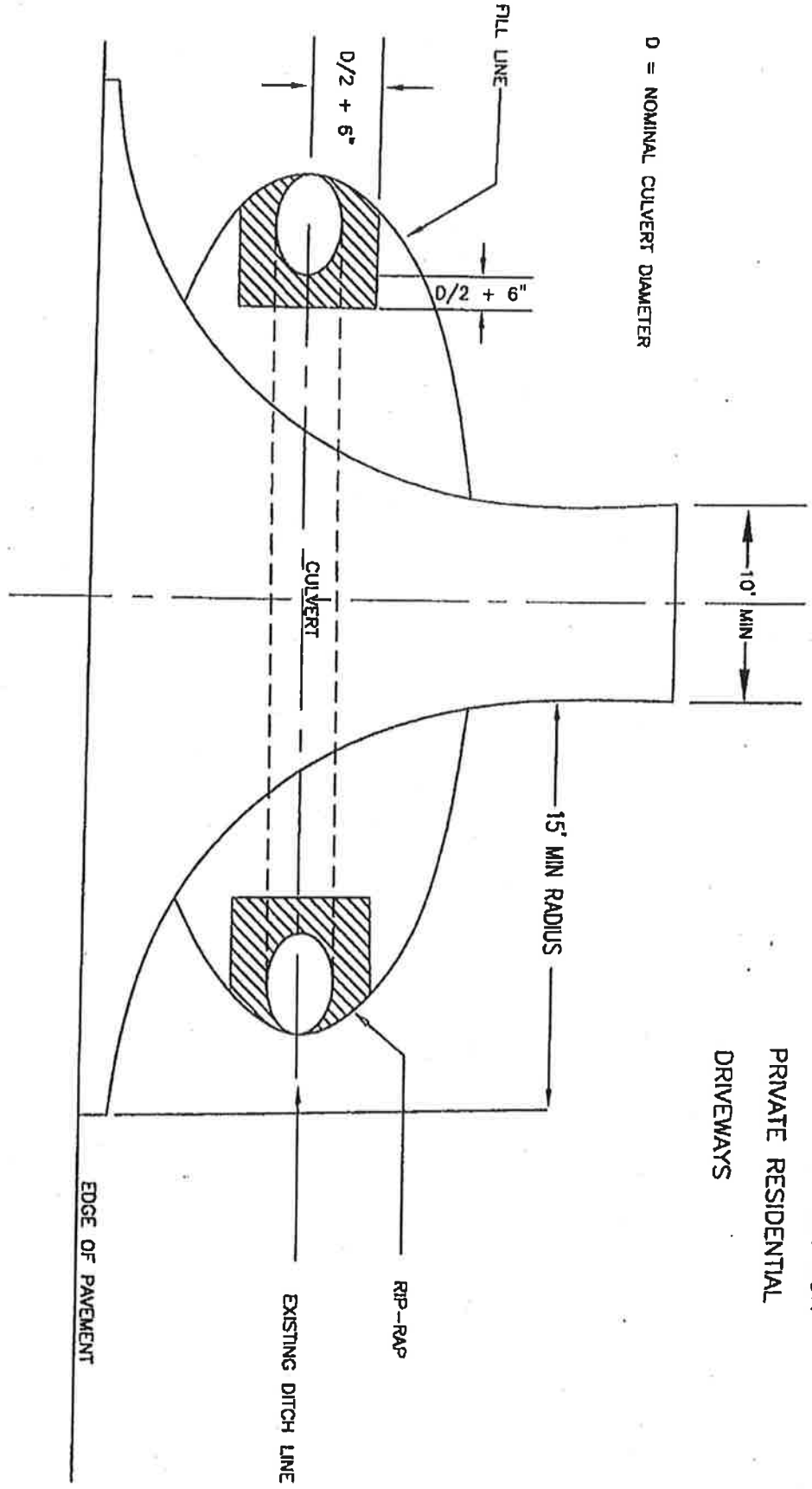
\*\*\*Mailboxes shall not be set in concrete  
 18" MIN. (METAL OR TIMBER)  
 24" MAX. FOR METAL POST



GROUPED MAILBOX INSTALLATION



### TYPICAL DETAILS FOR PRIVATE RESIDENTIAL DRIVEWAYS



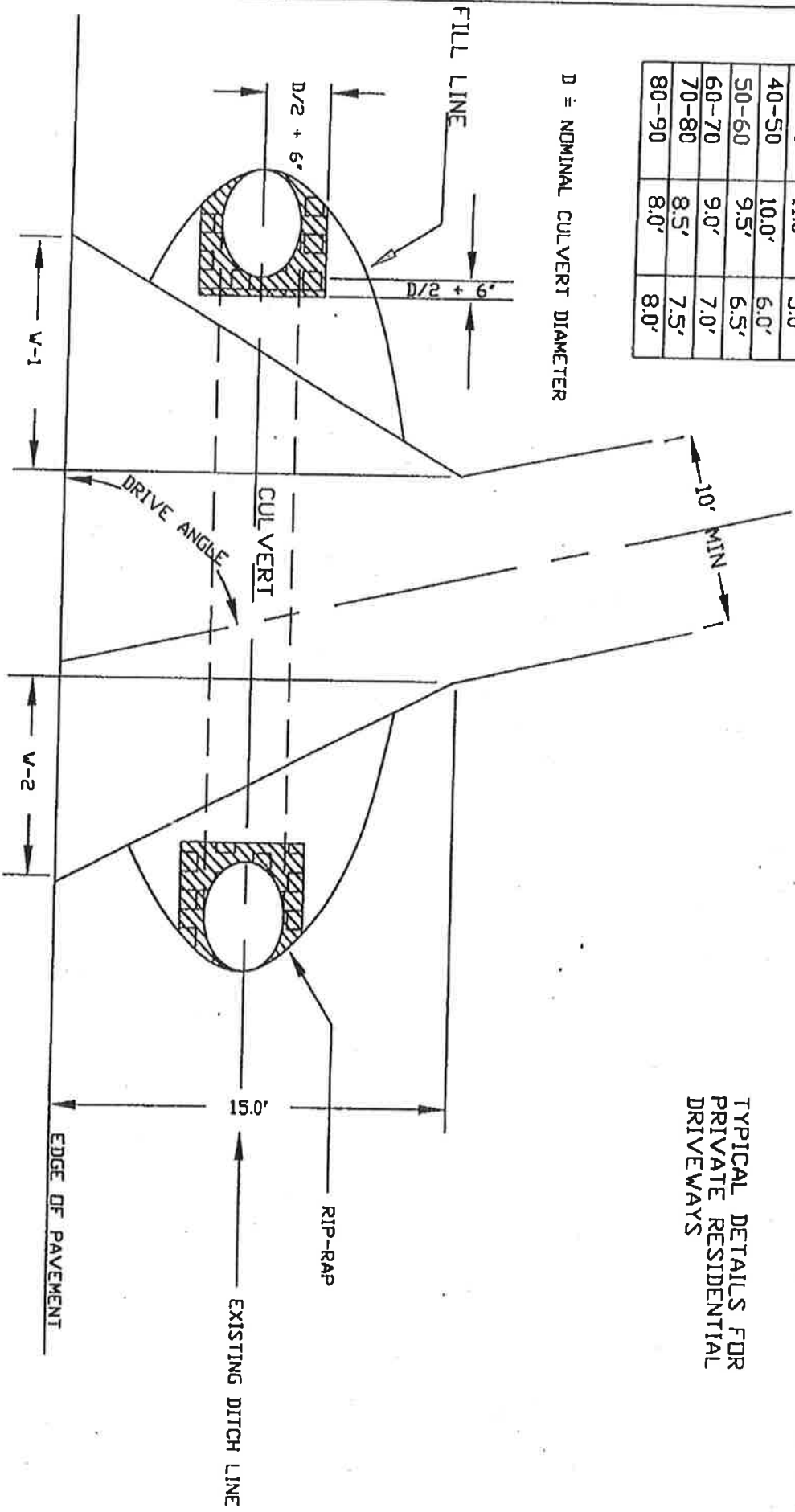
D = NOMINAL CULVERT DIAMETER

PLAN 1

NOBLE COUNTY ENGINEER

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'

D = NOMINAL CULVERT DIAMETER



TYPICAL DETAILS FOR PRIVATE RESIDENTIAL DRIVEWAYS

PLAN 2  
NOBLE COUNTY ENGINEER