

# RIGHT-OF-WAY PERMIT APPLICATION

Permit Fee: *Free* Late Fee: *\$200.00*  
Road Cut Fee (as applicable): *\$500.00 each*

# SCIOTO COUNTY ENGINEER

602 Seventh St., Room 401 Courthouse  
Portsmouth, Ohio 45662

Application is hereby made to work within the county or township roadway right-of-way limits by:

## APPLICANT INFORMATION

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ZIP \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
FAX (\_\_\_\_) \_\_\_\_\_

## CONTRACTOR

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ZIP \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
EMERGENCY PHONE (\_\_\_\_) \_\_\_\_\_

Road \_\_\_\_\_ Address Number \_\_\_\_\_ Township \_\_\_\_\_

North  South  East  West Side of Road Between \_\_\_\_\_ Road and \_\_\_\_\_ Road

## WORK TO BE COMPLETED

(check all that apply)

- Dirt Work
- Tile Installation, parallel to pavement (see Section I)
- Catch Basin Installation (see Section II)
- Tile tap, perpendicular to pavement (see Section II)
- Road Bore (see Section III)
- Road Cut (see Sections I & IV)

Describe work in detail. Attach plan or drawings showing exact location, dimensions, type of installations and details.

\_\_\_\_\_

Which of the following applies to the work to be done?

- Work will be completed on the shoulder and there will be no obstruction on the pavement.
- All or part of one lane of traffic will be impeded during the operation.
- All or part of both lanes of traffic will be impeded during the operation.
- Other (describe) \_\_\_\_\_

Work will begin on or about what date? \_\_\_\_\_ Completed? \_\_\_\_\_

## WORK PROVISIONS

I, the undersigned, understand that the Scioto County Engineer, Scioto County Commissioners and Township Trustees assume no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the County or Township. All work shall be done as applicable, in accordance with the specifications of the Scioto County Engineer, the State of Ohio Department of Transportation Construction and Materials Specification, the Ohio Manual of Uniform Traffic Control Devices, OSHA standards, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. This permit is for this work only and any future installations, repairs, or reconstruction will require a new permit. The County Engineer reserves the right at his discretion to order the removal, reconstruction, relocation, or repair of any work performed under a permit at the owner's expense and if not promptly performed the County Engineer may correct with the owner reimbursing the County Engineer for any and all expenses. This permit may at any time be revoked or annulled by the County Engineer for non-performance of or non-compliance with any of the said conditions, restrictions and regulations hereof. All future maintenance of the line, appurtenances or catch basin installed are the responsibility of the applicant/owner. At no time will the County or Township be held responsible for damage to the facilities in the road right-of-way. No exceptions to these rules or regulations shall be granted except by written permission of the County Engineer and his decisions shall be final.

The applicant and all contractors shall be responsible for calling the Ohio Utilities Protection Service and all non-members prior to commencing work per the Ohio Revised Code. Permit holder hereby accepts responsibility for any pavement distresses, berm failure, trench settlement, and/or restoration work repairs necessary which occur within twelve (12) months from completion of the work, if determined by County Engineer to have resulted from operations in right-of-way. Applicant shall assume all responsibility for protection of County owned water, sanitary sewer, drainage structures and other facilities/appurtenances within road right-of-ways and easements, and shall fully compensate the County agency for the repair or replacement of any such facility/appurtenance damaged as a result of any work.

The approval of this permit is not a confirmation, verification or admission by the County Engineer or staff as to the location of the existing Right-of-Way or possible existing easements. The County strongly recommends that the Applicant consult with an Ohio Registered Professional Surveyor as to the location of the existing Right-of-Way and any easements. Furthermore, the applicant is fully responsible for trespassing on privately held property and shall indemnify and hold the County and Township harmless from any claims of trespass. This permit is valid only within the right-of-way of the public road.

I hereby accept and agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued. I further agree to assume the responsibility for and will hold Scioto County, the political subdivisions thereof, and their duly elected officials and the successors in office harmless for any and all claims for personal injuries and property damages, will assume all liability of said County and shall defend any action that might be brought due to this work. The acceptance of this permit or the performance of any work hereunder 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, or attached hereto. The terms, conditions, and restrictions relating to this permit shall be assumed by applicant's grantees, successors, and assignees. Responsibility under this permit will remain in force until a release has been obtained from the Scioto County Engineer.

\_\_\_\_\_  
**Applicant's signature & title** (on line above)

\_\_\_\_\_  
**Date**

**GENERAL SPECIFICATIONS:**

1. All construction must comply with the Scioto County Engineer Standards and the specifications set forth by the Scioto County Engineer.
2. Trenches and bore pits shall be backfilled per trench restoration standards of the Scioto County Engineer. Trenches and bore pits closer than five (5) feet from the edge of any road surface will not be permitted without special permission and conditions from the County Engineer. All trenches and bore pits shall be backfilled and restored as closely as possible to completion of excavation and safe protection of trench and pit shall be maintained.
3. The distance from the edge of the pavement to the near edge of the trench shall be equal to or greater than the depth of the trench. If the distance from the edge of the pavement to the edge of the trench is less than the depth of the trench or as required by the County Engineer, the trench shall be sheeted, shored and/or braced in such a manner as to prevent caving, loss, or settlement of the foundation material supporting the pavement.
4. If the roadway pavement, roadside shoulders, tiles or ditches are damaged either by construction, construction equipment or by excessive weight the property owner/contractor will make complete restoration as advised by the County Engineer. Ample protection shall be provided for paved surfaces.
5. The applicant and/or the contractor(s) are responsible for all maintenance of traffic and traffic control devices necessary for the safe passage and protection of the traveling public while safely performing the work under the terms of this permit. All work zones shall be set up per current edition of the Ohio Manual of Uniform Traffic Control Devices and per any instructions provided by the Scioto County Engineer.
6. The right-of-way and all appurtenances must be promptly restored to a condition as good or better than existed prior to the work.
7. Whenever road surface is removed or disturbed to provide for the work, the area shall be maintained by the contractor at all times until such road surface is replaced to the satisfaction of the County Engineer. Steel plates or suitable surface shall be used to maintain traffic until work is complete.
8. All lines shall be installed at a sufficient depth of **at least eighteen (18) inches below the county ditch line or at least thirty-six (36) inches below road grade whichever is greater.** All lines shall be located around or under existing structures (culverts, bridges, etc.) as permitted and directed by the County Engineer.

**SECTION I: Tile Installation Specifications**

1. A minimum 2'x2' catch basin with traffic and pedestrian safe grate shall be installed at connections with roadway culverts, at low points in road or ditch, spaced every 200 feet maximum, or as directed by the County Engineer.
2. A swale centerline shall be constructed a minimum of 5 feet from edge of pavement with a minimum depth below edge of pavement of 6 inches and maximum depth of 18 inches unless flow dictates greater. The swale shall have a smooth grade with a minimum fall of 6 inches per 100 feet.
3. The tile installed within the road right-of-way must be backfilled per county standard and have a top excavated trench width no wider than eighteen (18) inches greater than outside pipe diameter.
4. If a subsurface tile is encountered, it is the applicant's responsibility to repair the tile to the condition before the work was started.
5. Once a pipe/tile is installed and the ditch is enclosed, the property owner will be responsible for routine maintenance of ditch. The county will have NO responsibility for the pipe/tile. If the ditch enclosure or pipe/tile is determined detrimental to the roadway system then this permitted use will be revoked and the owner will have to remove or the Engineer's Office will remove the pipe at the property owner's expense.

**Also include the following information:**

- A. Distance tile construction will occur off edge of pavement \_\_\_\_\_ feet.  
 B. Average width of open trench \_\_\_\_\_ feet. Average depth of open trench \_\_\_\_\_ feet.

**SECTION II: Tile Tap and Catch Basin Specifications**

1. No permit will be issued which is intended to discharge effluent from downspouts or water softeners. Sump pumps and other drainage outlets will be evaluated at the time of application.
2. The Scioto County Engineer assumes no liability for any damages that may occur to the applicant, property owner, neighboring property owners or their property as the result of any drainage obstruction directly or indirectly caused by the discharge of effluent in said tile or resulting from connection.
3. Minimum 4" diameter smooth bore solid Schedule 35 or HDPE Conduit and Connections will be utilized within the road right-of-way.
4. Tile Connection shall be made by means of a manufactured "Y" Connection oriented in direction with flow or a pipe run directly into the basin.
5. The tile installed within the road right-of-way must be backfilled per county standard.
6. A storm sewer clean-out and cap must be installed at the existing road right-of-way line using "T" or "Y" connection and riser pipe.
7. The applicant will notify the Scioto County Inspector 24 hours prior to backfilling the trench. If this advanced notice is not made and the trench is backfilled, **the applicant will forfeit \$100.00 of any posted bond or fee,** and the property owner/contractor will be required to expose the connection and tile within the road right-of-way and contact the Scioto County Engineer's Office for approval.
8. If a road culvert is involved, the culvert shall be extended to a catch basin or right-of-way with the same material as what is currently existing.
9. The granting of this permit shall not release the applicant from his/her legal responsibility to meet all effluent quality standards required by the Scioto County Board of Health and the Ohio E.P.A.

**SECTION III: Road Bore Specifications**

1. Bore pit shall be located a minimum of 5 feet from the edge of pavement/gravel.
2. All bore diameters 2 inches or larger must be auger bored or directional bored. The maximum diameter for any bore is 1 inch greater than the pipe size. If directional bore is used then a cutting head attachment and drilling solution required. Lines exceeding 2" in diameter or 5 psi require casing.
3. Road bore casing shall extend a minimum 5 feet from edge of pavement and both ends shall be sealed with non-shrink grout and provide weep hole.

**Also include the following information:**

- A. Distance bore pits will be constructed off edge of pavement \_\_\_\_\_ feet. Size of bore pits (width, length and depth) \_\_\_\_\_ feet.

**SECTION IV: Road Cut Specifications**

- A. Conditions necessitating opening of pavement \_\_\_\_\_
- B. The opening in the pavement will be approximately \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide by \_\_\_\_\_ feet deep.
- C. Pavement is to be replaced by: \_\_\_\_\_ as directed by and to the complete satisfaction of the Scioto County Engineer.

**PERMIT PROVISIONS:**

- **Permits are valid for 1 year from the date of approval by the Engineer.** A 6 month extension may be granted.
- Roadside drainage shall be protected and maintained at all times then completely restored when line work is completed in area.
- Cutting of pavement is NOT permitted except for emergency repairs or when specifically authorized.
- On all projects, an inspector employed by the applicant shall be on the project all the time to assure that quality construction practices are followed and that the intent of this permit is satisfied. A copy of the approved permit must be present at the job site and be shown to the County Engineer or his representative upon request.
- The Scioto County Engineer's Office shall be notified at least forty-eight (48) hours in advance of the start of work at (740) 355-8265. All affected property owners shall be notified 48 hours in advance of commencement of work.
- The cutting of pavement is not permitted except when specifically authorized.
- Operation of construction equipment from or on the roadway shall be prohibited unless approved by the County Engineer.
- A bond or check deposit in an amount deemed necessary by the County Engineer may be required to insure full and faithful compliance with terms of permit.
- The provisions of this permit apply to all County and Township roads. If a Township has permit provisions, then the more restrictive standards shall apply. The applicant is required to verify with the appropriate authority if an additional permit is required.