

STARK COUNTY ENGINEER

Keith A. Bennett, P.E., P.S.

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Canton, Ohio 44706-1998

Phone (330) 477-6781

<https://starkcountyohio.gov/government/offices/engineer/>

Driveway / Culvert / Ditch Enclosure Permit

Applicant Information

Applicant(s) Name:			
Address:			
City:		Zip:	
Email:		Phone:	

Site Information

Township:			
N S E W (Circle One)	side of County Road:		
_____ miles	_____ feet	N S E W (Circle One) of	_____
House Number:	_____	(Nearest Intersection or Public Road)	
Between House Numbers	_____ and	_____	House No. Across Road: _____
Length of Property Frontage:	_____ feet	Parcel Number:	_____

Type of Permit (Check All That Apply)

☐

New Driveway / Existing Driveway

☐

Culvert Replacement

☐

New Ditch Enclosure

Contractor

Call OHIO811 48 hours before you dig 1-800-362-2764

Company Name:			
Address:			
City:		Phone:	
State:		Zip:	
Email:		Contact:	
		Cell:	

Applicant's Certification

I, the undersigned, understand that the Stark County Engineer assumes no responsibility or liability for the work done under a permit and that all work shall be done at no cost to the County by a contractor licensed by the County Engineer to perform such work. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specifications, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer reserves the right to order the removal, reconstruction, relocation or repair of any work performed under a permit in the event of future work or for the benefit of requirements at the owner's expense, reference Chapter 5543.16 of the Ohio Revised Code which states in part, "The owner of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer". The County Engineer or his representative may revoke or annul any permit or halt work at any time for noncompliance or nonperformance of the conditions set forth in the application, specifications, standard details and permit. The County Engineer reserves the right to appoint an inspector to oversee the work.

I hereby agree to all terms, conditions and restrictions so far as they apply to work to be done under the permit as issued and general provisions listed above. I hereby certify that the above information is true and accurate.

Applicant's Signature

Date

Preferred Drive location must be staked and address displayed prior to a permit being issued.
Location of driveway is subject to the requirements and approval of the Stark County Engineer.
Please allow 2 weeks to process this application. Driveway/Culvert construction cannot begin until a permit is granted.
Permit expires 6 months from approval date.
Make check payable to Stark County Engineer.

Fee: \$100.00

This page to be filled out by Department Staff Only

Permit #:

Pre Construction Inspection Requirements to be met:

Township: _____ Section: _____

Drive Culvert: ☐ Required ☐ Not Required

Diameter of Pipe: _____ Inch Length of Pipe: _____ feet Type of Pipe: _____

Legal Speed Limit: _____ mph

Required Sight Distance: _____ feet for _____ bound traffic _____ feet for _____ bound traffic

Approx. Actual Sight Distance: _____ feet for _____ bound traffic _____ feet for _____ bound traffic

Direction of Flow in Existing Ditch: N S E W

Depth of Existing Ditch: _____ feet Ditch needs to be cleaned: ☐ Yes ☐ No

☐ Non Curb and Gutter ☐ Curb and Gutter Length of Curb Cut: _____

Road is: ☐ Straight ☐ Curved ☐ Level ☐ Hilly

Distance from Edge of Pavement to Centerline of Drive Culvert: _____

Distance from Edge of Pavement to Right of Way Line: _____

Additional Requirements: _____

Date of Pre Construction Inspection: _____

Inspector: _____

Post Construction Inspection

Date of Final Inspection: _____

☐ APPROVED

☐ NOT APPROVED

Comments: _____

Inspector

Date of Acceptance

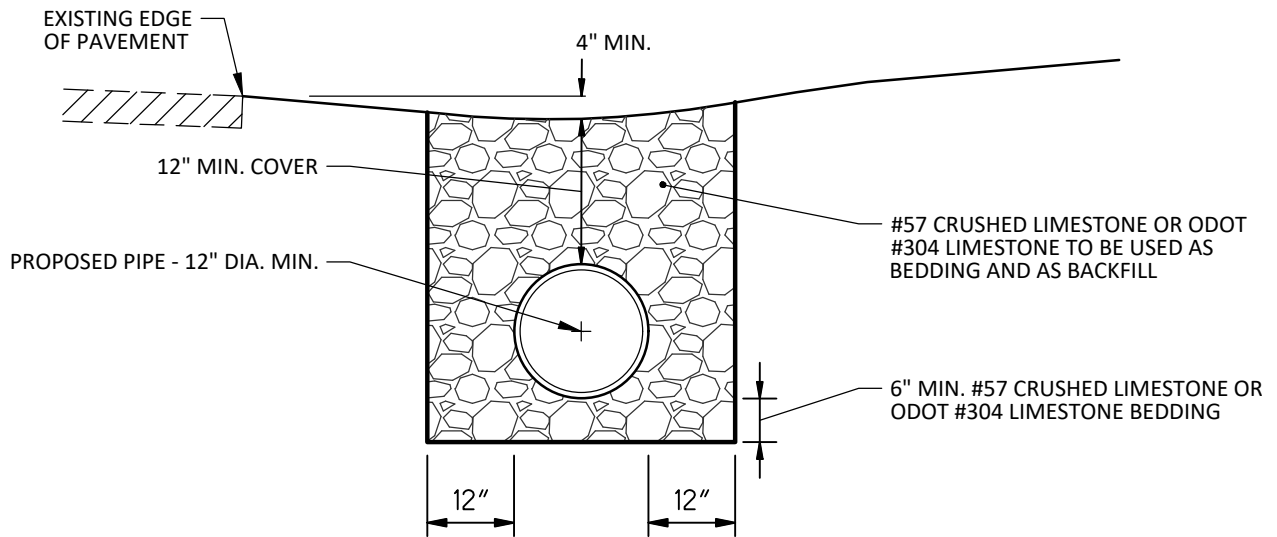
Contact Stark County Engineer's Office 48 hours prior to beginning construction to schedule inspection at (330) 477-6781

Standard Specifications

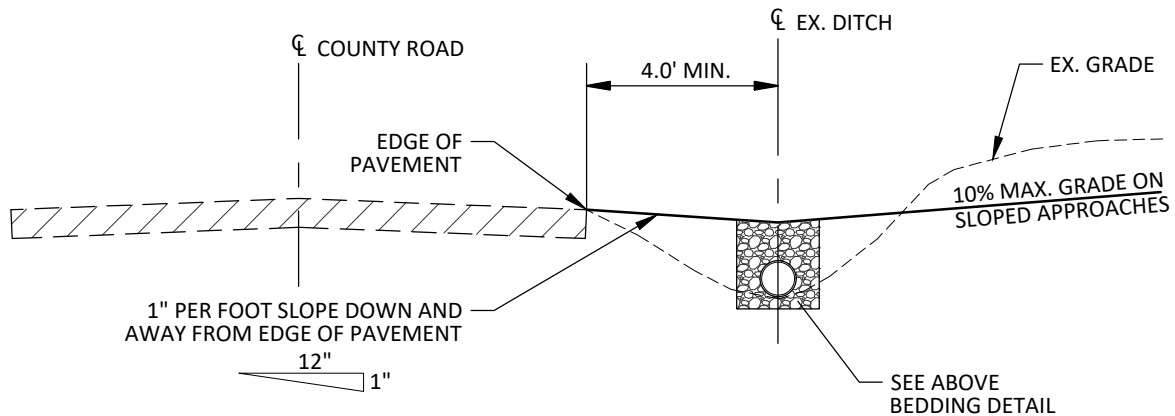
1. No driveway/culvert shall be constructed on any county road right-of-way until the owner or lessee of the land which the proposed driveway/culvert will serve has been granted a permit from the County Engineer's Office. Application for a permit to construct driveway/culvert on right-of-way shall be filed with the Stark County Engineer from whom all forms may be obtained. Before a permit may be granted, or any work begun, an applicant shall agree to all terms and conditions stated on the Application for Driveway / Culvert / Ditch Enclosure Permit, the Permit, the Standard Specifications and the Standard Details.
2. The location, construction and maintenance of driveways/culverts are under the supervision of the Board of County Commissioners at all times, and that granting such permit under these regulations the Board waives none of its powers or rights to direct the removal, relocation and/or proper maintenance in the future of any driveway/culvert within the right-of-way of the dedicated road. Any permit granted will be construed as regulatory and not contractual. Such permits are revocable by the Board of County Commissioners whenever the use and presence of a driveway/culvert interferes with the required use of that portion of the right-of-way occupied by the driveway/culvert, the driveway/culvert constitutes a hazard to traffic, or the driveways/culverts are not built in compliance with the permit issued under these regulations.
3. The applicant shall have all work performed by a qualified, insured contractor. All work shall be performed in accordance with the permit. The applicant shall save harmless the Stark County Board of Commissioners, the Stark County Engineer, County officers and employees from all liability, judgments, costs, expenses and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property, either public or private, arising out of performance or non-performance of said work or the existence of said driveways/culverts, or for any other act by parcel owner or lessee within right-of-way included within parcel frontage.
4. No part of the dedicated road right-of-way shall be used for servicing vehicles, displays or the conduct of private business. The buffer area (the border area along the parcel frontage between the traveled way and the right-of-way line) is to be kept clear of buildings, sales exhibits, business signs, parking areas, service equipment and appurtenances thereto. Any grading or landscaping within the buffer area shall be only as approved by the Stark County Engineer.
5. The County Engineer will determine if a drive culvert is required. Location, type, length and size of pipe must be approved by a representative of the County Engineer prior to a permit being issued. All pipes installed must be a minimum of thirty (30') feet in length and minimum twelve (12") inches in diameter. Pipe shall be either Dual-Wall Corrugated Smooth Lined Polyethylene Pipe (HDPE) (N-12, Hi-Q, or Equivalent), Dual-Wall Corrugated Smooth Lined High Performance Polypropylene Pipe (PP) (HP Storm, MaXpro, or Equivalent) Reinforced Concrete Pipe (RCP) or Corrugated Metal Pipe (CMP). All pipes shall have a minimum six (6") inches of bedding of aggregate type #57 Crushed Limestone or #304 Limestone and no less than twelve (12") inches of aggregate type #57 Crushed Limestone or #304 Limestone cover over the pipe. RCP or CMP may be used in lieu of HDPE or PP, in the opinion of the engineer, when available cover is less than 12", however these culvert pipes require a minimum of six (6") inches bedding of aggregate type #57 Crushed Limestone or #304 Limestone and no less than six (6") inches of aggregate type #57 Crushed Limestone or #304 Limestone cover over the pipe. The above minimum cover and bedding requirements shall be met unless the manufacture's specifications require more extensive work and materials. Material will need to be removed from the bottom of the ditch to assure the new pipe is not above or below the existing flowline. Headwalls may be permitted upon approval of the engineer on a case-by-case basis. Headwalls installed at the ends of the culvert shall not extend above the existing edge of pavement.

6. The permittee shall furnish all labor, material and equipment necessary to construct and maintain the driveway and culvert pipe. The permittee assumes all responsibility for the cleaning and maintenance of the drainage installation authorized. All work must be done by a qualified, insured contractor.
7. The permittee is held responsible for keeping the County Road free and clear of water, mud and debris in the area of operation. Excavated materials must stay behind the ditch line.
8. The Property Owner is responsible for driveway approach repair and authorized culvert repair.
9. The existing roadside drainage is to remain undisturbed.
10. Areas of vegetation within the county road right-of-way that have been disturbed by activities associated with the permit must be fertilized, seeded and mulched in accordance with ODOT standards. All restoration work is to be completed within 30 days after completing culvert/drive installation. The site is to be cleaned and restored to its original or better condition when work is completed. The permittee shall take appropriate measures to limit soil erosion during and after construction authorized herein. As such, permittee shall be fully accountable to the Ohio EPA, the Soil Conservation Service, the Stark County Soil and Water Conservation District and other appropriate agencies for any violation or disregard of the applicable governing standards and regulations related to the protection and conservation of soils that are affected by this permitted work.
11. No machinery or materials are to be stored on the roadway or within the right-of-way at any time.
12. Traffic shall be maintained on the county road at all times, in accordance with the Ohio Manual of Uniform Traffic Control for Construction and Maintenance Operations and Item 614 in the ODOT Construction and Material Specifications.
13. The permittee or the permittee's contractor must notify the County Engineer's Office at least 48 hours prior to starting the installation of the drive/culvert and again upon completion in order for a final inspection of the driveway/culvert. Failure to notify the Engineer's Office prior to and again upon completion will void this permit.
14. The County Engineer's Office will notify property owner of any installations which do not meet the specifications and allow the property owner two (2) weeks to correct the driveway/culvert. Should no corrective action be taken, the County reserves the right to perform corrective work and invoice the property owner for all labor and materials necessary. Any expense incurred by the County due to the permittee's use of the right-of-way or the permittee's representatives will be paid by the permittee.
15. The driveway location will be determined in cooperation with the County Engineer. The driveway location should permit a clear view of the road in accordance with the minimum required Intersection Sight Distance listed in the current ODOT Location & Design Manual, Volume 1.
16. Driveways shall be constructed so that they will not permit water or debris to run onto the road pavement. Drive profiles shall slope down and away from pavement edge at a rate of one (1") inch per one (1') foot to the centerline of ditch or four (4') feet from the edge of pavement, whichever is greater. Beyond the centerline of ditch, the driveway slope should not exceed ten percent (10%); (1' in 10'), eight percent (8%) being the preferred maximum. Drive approaches shall not be constructed higher than the existing edge of pavement. Crowning the driveway outside of the road berm is suggested. Drive profiles that cannot meet the requirements set forth herein shall install an open grate trench drain (six (6") inches wide, minimum) across the entire width of the driveway at the right-of-way line and shall have an asphalt drive apron within the road right-of-way.

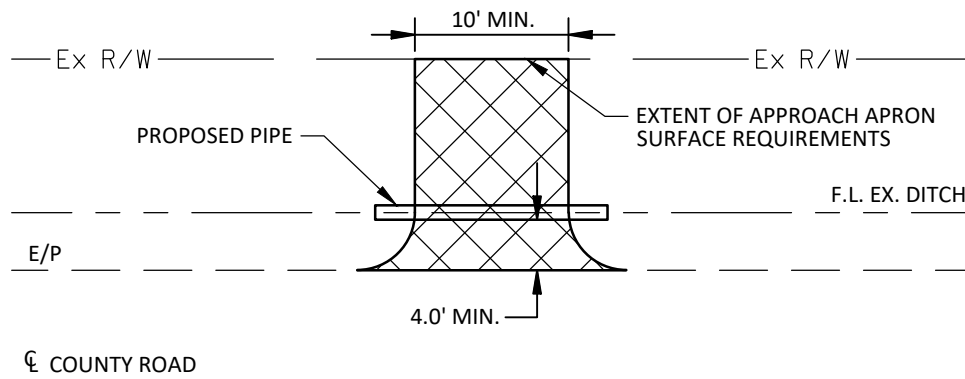
17. All excess and discarded material is to be removed from the County right-of-way.
18. A copy of the permit must be on the jobsite at all times.
19. The width of driveway at the right-of-way line shall be not less than ten (10') feet nor more than twenty (20') feet on residential parcels, special drives, such as common access drives or multi-family drives, may be wider, but should not exceed twenty-four (24') feet. Commercial drives should not be more than forty (40') feet. Field drives may be wider than twenty-four (24') feet to prevent equipment from driving into traffic lanes when entering or exiting the drive.
20. All residential driveway aprons must be constructed at a minimum of either two (2") inches Asphalt over six (6") inches of Crushed #304 Limestone Aggregate Base, or two (2") inches of ODOT 703.01-1 size No. 57 limestone compactable material topping over a base of ODOT 703.01-1 size No. 1 and 2 compactable material, and shall be paved or stoned from the edge of existing pavement to the right-of-way line at the grades shown in the standard details. The drive must be covered with limestone aggregate prior to use. No concrete drive aprons shall be permitted unless they are installed on a curb and gutter section of road, in such cases ODOT standards shall apply.
21. All portions of the driveway shall be within the parcel boundary with minimum edge clearance of five (5') feet.
22. New drives should intersect the county road at an angle from 70 to 90 degrees. 90 degrees is desirable.
23. Turnout radii should be a minimum of twenty-five (25') feet for residential and field drives. Permitted slopes on driveway fill sections around existing ditches shall not exceed a 2:1 ratio. Driveway radii must not encroach abutting property owner.
24. Mailbox installations shall meet all applicable ODOT requirements. All rural mailbox support structures shall be of the breakaway type.
25. Driveways installed on curb and gutter sections of road shall meet all applicable ODOT requirements.
26. There shall be no private drainage (including but not limited to septic, cellar drains, downspouts, footer drains, floor drains, water softener, etc.) outletting into the county road right-of-way.
27. All commercial, industrial and residential development drives must be approved by the Stark County Regional Planning Commission.
28. The County Engineer may grant variances to these requirements on a case-by-case basis when requested in writing.
29. The State of Ohio Department of Transportation Construction and Material Specifications (ODOT CMS), latest edition shall apply to all work performed under this permit. If a conflict exists between the ODOT CMS, the Stark County Standard Driveway Specifications, Stark County Standard Driveway Details or any other governing standards or regulations mentioned herein, the County Engineer will make the final determination as to what regulations apply to the specific circumstances in conflict.
30. The attached sketch sheet shall show a detailed/dimensioned drawing of all work to be done and structures to be installed. The permittee must submit the drawing with their permit and shall locate all drainage structures in the field with wooden stakes that are labeled accordingly prior to the permit being issued.



DRIVEWAY CULVERT BEDDING DETAIL

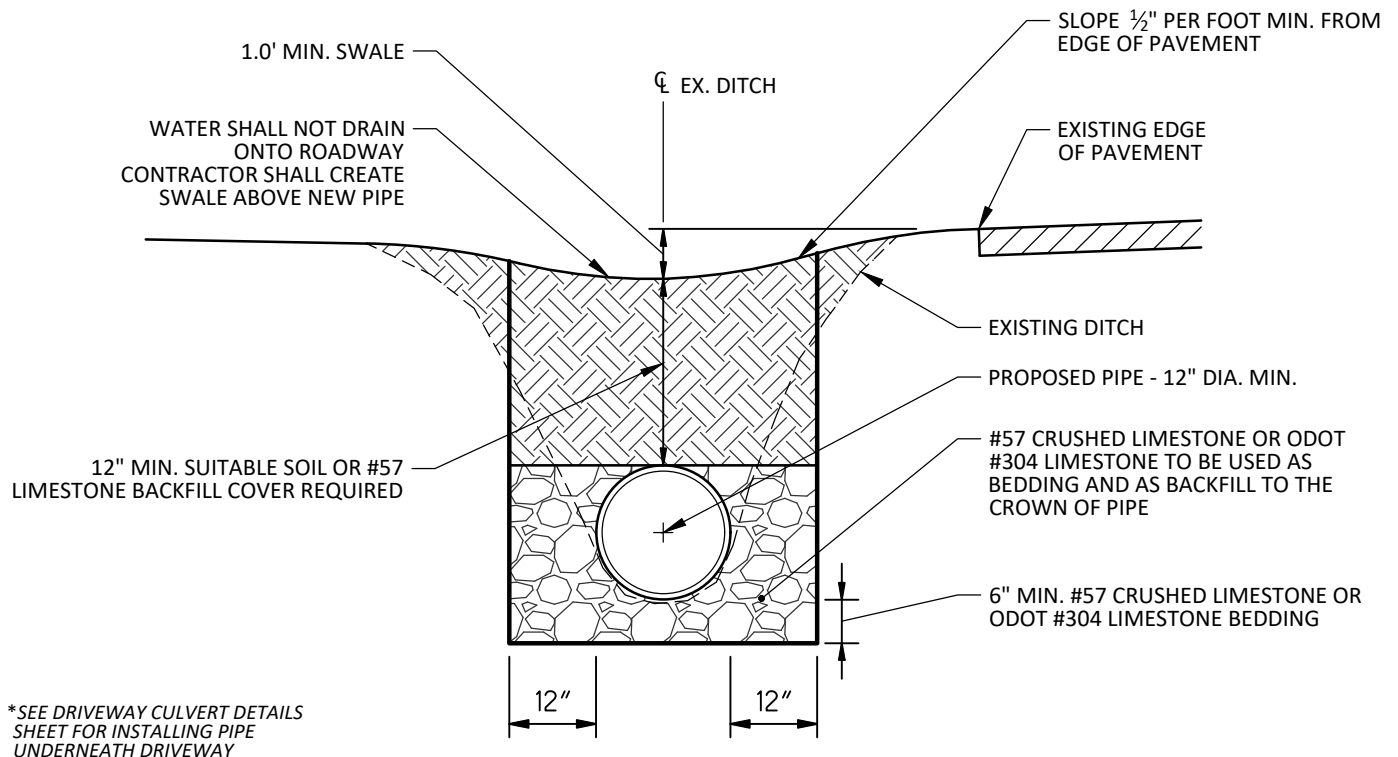


DRIVEWAY PROFILE SECTION

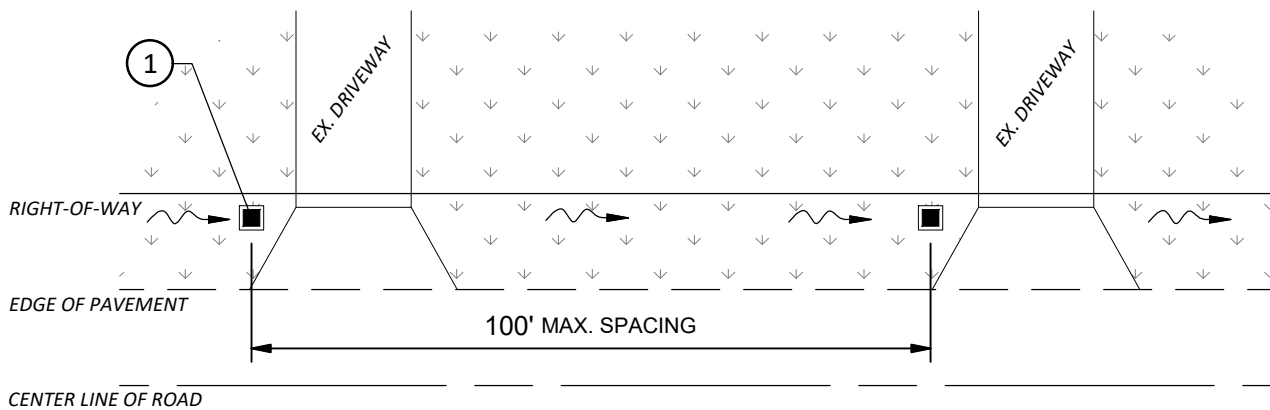


DRIVEWAY PLAN VIEW





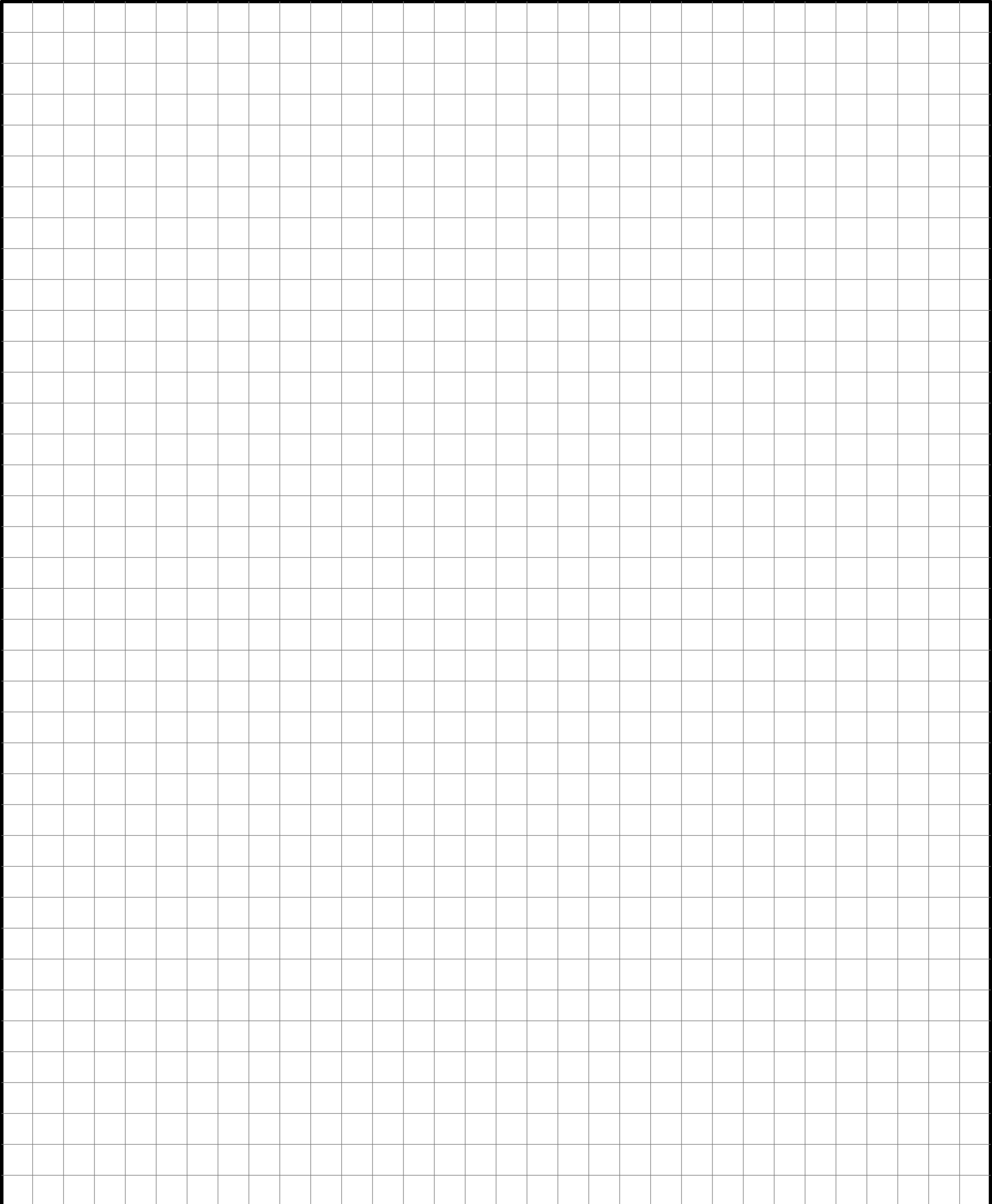
DITCH ENCLOSURE CROSS SECTION



DITCH ENCLOSURE PLAN VIEW

- ① A 2-2B OR 2-2A CATCH BASIN MUST BE INSTALLED ALONG THE PROPOSED STORM SEWER AT UPSTREAM SIDE OF DRIVEWAY. CATCH BASINS MUST BE INSTALLED EVERY 100 FEET OR LESS ALONG THE PROPOSED PIPE.





SKETCH OF PROPOSED DITCH
ENCLOSURE/DRIVEWAY CULVERT

DRAWN
BY:

DATE: