



APPLICATION FOR DRIVEWAY AND/OR DITCH ENCLOSURE PERMIT

OFFICE OF THE MONTGOMERY COUNTY ENGINEER
MONTGOMERY COUNTY ADMINISTRATION BUILDING
451 W THIRD ST
P.O. BOX 92
DAYTON, OH 45422-1260

PAUL W. GRUNER, P.E., P.S.
MONTGOMERY COUNTY ENGINEER

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Revised Code Section 5543.16: The owners of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer.

Ohio Revised Code Section 5547.02: Owner of land may lay pipe for water within line of road. The laying of such pipe shall in no way interfere with public travel or damage such road, and shall be done upon such conditions as the board of county commissioners prescribes.

OWNER(S)/ APPLICANT:

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email address: _____

CONTRACTOR for the APPLICANT:

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email address: _____

***24-hour contact phone number for person or entity doing the work:** _____

The applicant does hereby make application to install:

- Residential Drive**
- Field Entrance for farm equipment**
- Commercial Drive**

- All Purpose Farm Residence Drive**
- Ditch Enclosure**

LOCATION:

Address: _____

Township: _____

Has the applicant secured an Access Management Permit from the Montgomery County Engineer's Office?

Yes

No

N/A

*** If yes, please attach permit.

Describe the work to be completed and attach a scaled drawing, which will include plans for the maintenance of traffic, if applicable:

MONTGOMERY COUNTY ENGINEER'S OFFICE
Rules and Regulations for Driveways and Ditch Enclosures

IF THIS PERMIT IS GRANTED, APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

1. Traffic shall be maintained at all times unless permission is granted by the County Engineer to close the road. All work requiring men or vehicles in the 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 Ohio Department of Transportation Construction and Material Specifications, latest edition.
2. Lights, barricades, and if necessary, steel plates, flagmen, or watchmen will be placed on the site for the protection of traffic at all times, day and night, during the time this work is being done.
3. Applicant shall place a stake at the centerline of the proposed driveway, approximately 10' off the edge of the pavement, prior to site inspection.
4. The minimum accepted diameter for a driveway pipe is 12 inches, unless otherwise directed by the County Engineer. As measured along the centerline of the ditch, the pipe shall project no more than four (4) inches out of a 3H:1V slope, unless otherwise directed by the County Engineer.
5. If a concrete drive is to be installed on a county road, the concrete shall terminate three feet from the edge of the pavement. After the concrete is in place, the applicant shall use **asphaltic concrete**, which will be placed in the approach between the road and the drive.
6. No road cuts of pavement, within the traveled way, are authorized by this permit.
7. When the driveway is completed, you should call the County Engineer's Office for final inspection.
8. Disturbance to all pavement and shoulders/berms will be kept to a minimum. Tracked equipment will not be permitted on the roadway. When any pavement or shoulder/berm is damaged either by construction, construction equipment, or excessive weight, the applicant/permit holder shall make complete restoration as directed by the County Engineer.
9. Pipe or conduit shall be installed to the grade line of ditch. Inverts of proposed conduit shall be set in such a manner that a constant/consistent ditch profile is created between the adjoining upstream and downstream conduits. The intent of this rule is to create a consistent ditch profile along the road right of way to better eliminate low points and/or high points in the ditch that may cause flooding.

10. It shall then be the responsibility of the property owner or his agent to install the pipe at the grade and location as established by this permit and this office. If the County Engineer anticipates a setback of the existing ditch line, it shall be the responsibility of the applicant to grade from the existing side ditch to the new culvert.
11. If any grading or construction performed under this permit interferes with the drainage of the highway in any way, it shall be the responsibility of the permit holder to correct same to the satisfaction of the County Engineer.
12. It is agreed that the maintenance and repair of the above installation shall be the responsibility of the property owner and shall be maintained so that the drainage of the road shall not be impaired.
13. The Board of County Commissioners of Montgomery County, Ohio and the County Engineer assume no responsibility or liability for the work done under this permit.
14. The permit holder shall be responsible for all damages to persons or property due to or resulting from any work performed under this permit.
15. The County Engineer and/or their representatives reserve the right to order the removal, reconstruction, relocation, or repair of any work performed under this permit, at the owner's expense. The County Engineer and/or their representatives may revoke or annul any permit or halt work at any time for non-compliance of the conditions set forth in the application or permit.
16. I (we) will assume the responsibility for and will hold and save the Board of County Commissioners of Montgomery County, Ohio and the County Engineer, and their officers, employees, representatives and assigns harmless from any and all claims for personal injuries and property damages arising from this work. I (we) agree to provide proof of insurance in the amount of \$500,000/\$1,000,000 for personal injuries, and \$500,000/\$1,000,000 for property damages, or in amounts at the discretion of the County Engineer. To cover this responsibility, I (we) have the following insurance which is now in force and will remain in force during the prosecution of this work.

INSURANCE INFORMATION: _____

***Please attach insurance declaration page to this application.**

I have reviewed the above-stated policies and regulations and understand same. If a permit is issued, I agree to comply with all the conditions and regulations above, as well as any conditions as stipulated on or attached to the permit. I also understand and agree that failure to comply fully with all conditions and regulations of the permit, or any change in the use of the permit inconsistent with its terms and conditions, will be considered a violation and cause for suspension, revocation, or annulment of the permit, thereby rendering the permit illegal and subject to appropriate action. I also understand and agree that the County Engineer or their representatives reserve the right to order the removal, reconstruction, relocation, or repair of any work performed under this permit, at the owner's expense. I also understand and agree that the County Engineer or their representatives may revoke or annul any permit or halt work at any time for non-compliance of the conditions set forth in the application or permit.

Applicant Signature

Printed Name

Date

OFFICE USE ONLY

Date Received: _____

Approved By: _____ Date: _____

CONDITIONS:

This permit is valid for 6 months from date of approval and is non-transferable to other parties.

Please contact: _____ at _____ before starting work.

Adopted: February 12, 2019, via Resolution #2019-0219.
Revised: May 10, 2022, via Resolution #2022-0755.