

# Application for DRIVEWAY and/or Ditch Enclosure PERMIT

## SHELBY COUNTY

The applicant does hereby make application to install:

- Residential Drive    All Purpose Farm/Residence Drive  
 Field Entrance for farm equipment    Ditch Enclosure    Commercial Drive

LOCATION: Township \_\_\_\_\_ Sec. \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_  
 Road Name: \_\_\_\_\_

DETAILS: \_\_\_\_\_  
 \_\_\_\_\_

Is there already an address assigned for this location?  Yes        No  
 If yes, what is it? \_\_\_\_\_ If no, your new address is: \_\_\_\_\_

The Property Owner does agree to the following conditions:

- 1 During the progress of the work, such barriers shall be maintained as may be necessary for the protection of the traveling public.
- 2 Traffic shall be maintained.
- 3 The permit holder shall be responsible for all damages to persons or property due to or resulting from any work performed under this permit.
- 4 The berm of the existing road in the driveway area shall be excavated to a minimum of 6 inches to provide satisfactory granular base material. If a concrete drive is to be installed on a County road, the concrete shall be terminated five (5) feet from the edge of pavement.
- 5 Pipe or conduit shall be installed to the grade line of ditch.
- 6 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.
- 7 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.

ENGINEER'S COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property owners name: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_

For ROBERT B. GEUY, County Engineer

**Instructions and additional information continued on next page**

**This permit is valid for 12 months from date of approval and is non-transferable to other parties.**

## Shelby County Engineer's Office

### Instructions for APPLICATION and INSTALLATION of DRIVEWAYS

- 1 Applicant shall place a stake at the centerline of the proposed driveway, approximately 10' off of the edge of the pavement, prior to site inspection.
- 2 This office will inspect the site and determine the size of the culvert needed, if any. This permit will then be mailed to the address and person listed on the front of this permit. If a pipe is required, the pipe will be installed per the requirements of this office. This office will also provide advice on the installation.
- 3 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.
- 4 If a concrete drive is to be installed on a county road, the concrete shall terminate five (5) feet from the edge of the pavement. After the concrete is in place, the applicant shall notify this office and asphaltic concrete will be placed by County crews in the approach between the road and the drive. If your driveway is on a township road, you need to contact your township trustees to see how and if they provide this service.
- 5 When the driveway is completed, you should call the County Engineer's Office for final inspection.
- 6 Mail box supports shall not be larger than 4" x 4" timber or 2½" standard wall steel pipe. Other supports having a cross section of equal or less breakaway characteristics may be used with permission of the County Engineer.
- 7 **NOTE:** All driveway culverts shall be reinforced concrete pipe (RCP) or corrugated metal pipe (CMP). Yard enclosures may be double walled plastic N12 pipe. Plastic pipe is **not** permitted under driveways.

Shelby County Engineer's Office  
500 Gearhart Road  
Sidney, Ohio 45365  
Ph: (937) 498-7244  
Fax: (937) 492-8411