

**APPLICATION FOR PERMIT TO MAKE AN INSTALLATION  
ACROSS, THROUGH, AND UNDER A COUNTY ROAD**



*1192 Grill Road  
Van Wert, Ohio 45891  
PH: (419) 238-0210  
FAX: (419) 238-6372*

To:

Date: \_\_\_\_\_

Application is hereby made by: \_\_\_\_\_

Location of installation: \_\_\_\_\_

Type of work & complete location: \_\_\_\_\_

Along/Across CR# \_\_\_\_\_, \_\_\_\_\_ Township. Work will commence on or about \_\_\_\_\_, and will require \_\_\_\_\_ days.

**I / We agree to the following conditions:**

- 1) As a part of this Permit, Van Wert County agrees to supply the following items for this installation:
  - a) Cut or saw the pavement to the desired trench width
  - b) Install catch basins if deemed necessary after the road crossing is completed
  - c) Provide barricades and road closed signs for the extent of the road closure
  - d) Haul the road trench aggregate backfill to the site, material is billed to the landowner
  - e) Haul the road crossing material to a site specified by the landowner
  - f) Final asphalt repair or dura-patch, with materials billed to the landowner
- 2) Any drainage tiles encountered will be repaired or replaced and any drainage problems arising from this installation will be the responsibility of the applicant hereafter.
- 3) That traffic will be maintained at all times, unless permission is granted by the County to temporarily close the road. It shall be the responsibility of the applicant to contact the Van Wert County Sheriff's Office about pending work that may cause a disturbance to in-season school bus routes, safety, fire and rescue services, or ambulatory services.
- 4) That lights, signs barricades and, if necessary, flagmen and watchmen, will be placed on the job for the protection of traffic at all times, day and night, during the time this work is being done and that instructions given by the County, as to handling of traffic, will be fully complied with.
- 5) That disturbance to road surface and shoulders will be kept at a minimum and that post excavation will be backfilled with gravel and tamped, so that settlement of material will be minimized.
- 6) That the road surface at the post excavation will be replaced with material of the type that was removed (or other material suitable to the County) and that the new surface will conform to the grade of the undisturbed surface.
- 7) 7 That I/We assume the responsibility for and will save the County harmless from any and all claims for personal injuries and property damages, and shall defend any action that might be brought due to this work.
- 8) **All Pipe to be installed under and through the roadway must be either reinforced bell & spigot concrete pipe, smooth-wall steel casing pipe, or non-perforated smooth-wall polyethylene plastic pipe (ADS N-12 or Hancor Hi-Q).** Phone numbers & addresses of all pipe dealers and/or suppliers can be obtained from the County Engineer's Office.
- 9) **IT IS REQUIRED THAT YOU CALL THE OHIO UTILITIES PROTECTION SERVICE (OUPS) AT LEAST 48 HOURS BEFORE YOU DIG. CALL 1-800-362-2764**

Applicant to notify the County Engineer before starting construction.  
Phone: 419-238-0210

SIGNED: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Permit to do this work under the conditions stated in the above paragraph is hereby granted.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Van Wert County Engineer

**CONDITIONS TO BE FOLLOWED CONCERNING A PROPERTY OWNER  
REQUESTING TO CROSS THROUGH A COUNTY ROAD  
WITH A SUBSURFACE DRAINAGE TILE**

**PROPERTY OWNERS RESPONSIBILITIES:**

- 1) Landowner shall fill out Right-of-Way Permit at the County Engineer's Office to do work in a County Road right-of-way
- 2) Landowner shall hire a contractor to perform the installation across the roadway.
- 3) Landowner shall supply all of the required pipe to perform the road crossing that is not supplied by the County Engineer.
- 4) Landowner shall furnish an acceptable or approved aggregate backfill (#57) to extend to at least 4 feet past the edge of the pavement on both sides of the roadway and through the limits of the trench where a 1:1 slope would extend from the bottom of the trench to a point 4 feet off the edge of the pavement.
- 5) If deemed necessary, the landowner owner may be requested to add additional backfill to the trench, after the construction has been completed, due to settling and compaction by traffic.
- 6) Landowner shall be responsible for the placement of barricades and their return to the Engineer's Office upon completion of the project. (NOTE: No County road shall be closed overnight unless permission is given by the County Engineer.)
- 7) If reinforced concrete pipe is used through the roadway, headwalls and footers shall be placed at each end of the tile to prevent the pipe sections from separating.
- 8) Landowner is responsible for the disposal of all excavated material from the road trench crossing

**VAN WERT COUNTY HIGHWAY DEPARTMENT RESPONSIBILITIES:**

As a part of this Permit, the Van Wert County Engineer agrees to supply the following items for this installation:

- 1) All pipe material necessary to extend from the centerline of one side ditch to the other. If ground conditions exist that concrete pipe is necessary, bell & spigot, tongue and groove reinforced concrete tile will be substituted.
- 2) Cut or saw the pavement to the desired trench width
- 3) Install catch basins if deemed necessary after the road crossing is completed
- 4) Provide barricades and road closed signs for the extent of the road closure
- 5) Haul the road trench aggregate backfill to the site, material is billed to the landowner
- 6) Haul the road crossing material to a site specified by the landowner
- 7) Final asphalt repair or dura-patch, with materials billed to the landowner

**CONDITIONS TO BE FOLLOWED CONCERNING A PROPERTY OWNER  
REQUESTING TO CROSS THROUGH A COUNTY ROAD WITH  
A NON-DRAINAGE CONDUIT**

**PROPERTY OWNERS RESPONSIBILITIES:**

- 1) Landowner shall fill out Right-of-Way Permit at the County Engineer's Office to do work in a County Road right-of-way
- 2) Landowner shall hire a contractor to perform the installation across the roadway.
- 3) Landowner shall supply all of the required pipe to perform the road crossing. The pipe used for the installation such as this is not furnished by the Engineer's Office.
- 4) Landowner shall furnish an acceptable or approved aggregate backfill (#57) to extend to at least 4 feet past the edge of the pavement on both sides of the roadway and through the limits of the trench where a 1:1 slope would extend from the bottom of the trench to a point 4 feet off the edge of the pavement.
- 5) If deemed necessary, the landowner owner may be requested to add additional backfill to the trench, after the construction has been completed, due to settling and compaction by traffic.
- 6) Landowner shall be responsible for the placement of barricades and their return to the Engineer's Office upon completion of the project. (NOTE: No County road shall be closed overnight unless permission is given by the County Engineer.)
- 7) If reinforced concrete pipe is used through the roadway, headwalls and footers shall be placed at each end of the tile to prevent the pipe sections from separating.
- 8) Landowner is responsible for the disposal of all excavated material from the road trench crossing.
- 9) Landowner is to furnish to the construction site enough length of pipe required to extend from the centerline of one side ditch to the centerline of the other. If ground conditions exist such that reinforced concrete pipe is required, then bell & spigot, tongue and groove reinforced concrete will be substituted.

**VAN WERT COUNTY HIGHWAY DEPARTMENT RESPONSIBILITIES:**

As a part of this Permit, the Van Wert County Engineer agrees to assist (if necessary) the following items for this installation:

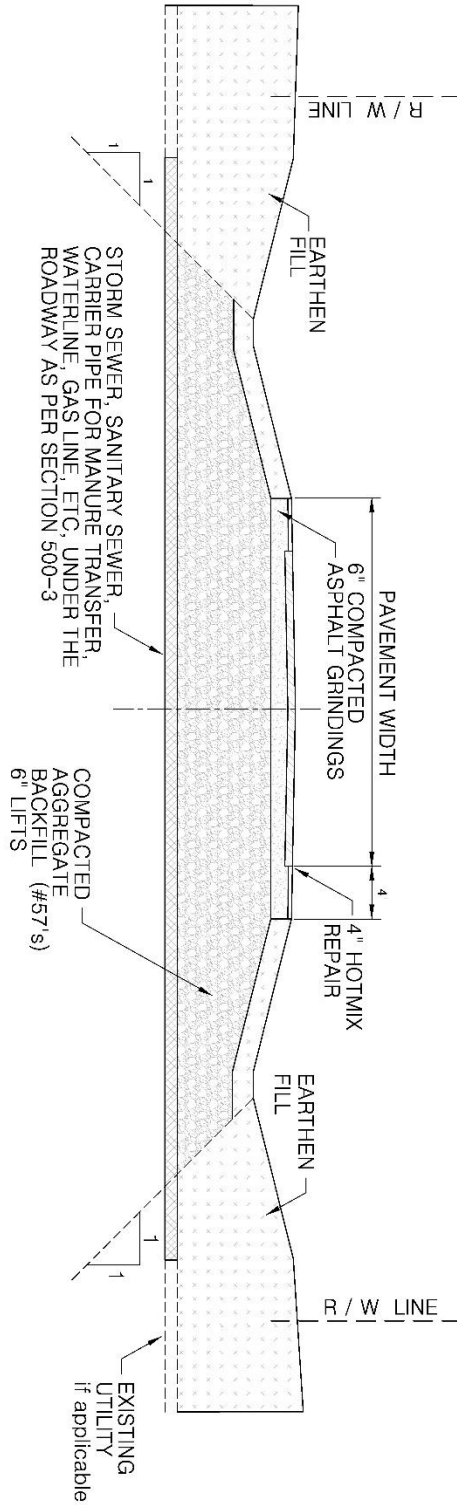
- 1) Cut or saw the pavement to the desired trench width
- 2) Install catch basins if deemed necessary after the road crossing is completed
- 3) Provide barricades and road closed signs for the extent of the road closure
- 4) Haul the road trench aggregate backfill to the site
- 5) Haul the road crossing material to a site specified by the landowner
- 6) Final asphalt repair or dura-patch

**I agree to pay all time and material as billed by the county for this non-drainage conduit.**

---

**Owner**

## PRIVATE ROAD CROSSING OPEN CUT w/ AGGREGATE BACKFILL



1. A County Road may only be open cut in emergency situations where no other methods are available or feasible to install an underground utility or service. All contractors / landowners, etc shall be responsible for filing a right-of-way "Permit" with the Van Wert County Engineer's Office prior to any work that shall take place within the right-of-way of the county road. All existing underground utilities shall be located through OUPS prior to excavation. All disturbed areas shall be seeded and mulched. All asphalt repairs shall be done within 15 days of the completion of the road crossing. All seeding shall be completed after adequate settling has occurred and must be performed between April 15th and October 15th.