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DRIVE CULVERT AND DITCH CULVERT PERMIT

Columbiana County Highway Department Application Instructions

Please complete the top portion of the application and sign on the line stating authorized signature.

County Road Name: The county road name and number.

Township: The township in which the project is located.

Section Number: The township section number.

Address: The property owner's name and mailing address. Include project address if different from owner's mailing address.

Phone Number: Your home phone number and a phone number that you can be reached at between 9 am – 3 pm.

Description: What would you like to have done? Include all pertinent information about the project.

Signature: Property owner or authorized agent's signature.

Sketch: A Sketch is required. The sketch should show the road, any existing driveways, property lines, mail boxes, power poles, existing drainage culverts, etc..., and the location of the work to be done.

Marking: A stake or flag shall be placed in the work area, so the county highway supervisor can locate the area.

After the application and sketch are complete and returned to the county engineer's office, a county highway supervisor will inspect the work area. The supervisor will determine the culvert size, number of catch basins required and any other materials required for the installation.

No Open Cutting Of Any County Roadway Shall Be Permitted.

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Columbiana County Highway Department Application To Work Within A County Right Of Way

Ohio Revised Code Chapter 5547. Authorized By The Columbiana County Commissioners Resolution Vol.44 Pg. 325

County Road Name and Number: _____

Township: _____ Section Number: _____

Property Owner's Name and Address:

Mailing Address:

Name: _____
Street: _____
City: _____
Zip Code: _____

Property Address (if different):

Name: _____
Street: _____
City: _____
Zip Code: _____

Home Phone: _____

Daytime Phone: _____

Description of work to be performed: _____

Property Owner's Signature: _____

Has the work area been marked with a stake or flag? _____

Please include a sketch of the project. (See instructions for details. You may use the back of this form.)

CALL 2 WORKING DAYS
BEFORE YOU DIG
800-362-2764

IT'S THE LAW
OHIO UTILITY PROTECTION SERVICE

(FOR COUNTY USE ONLY)

Culvert Diameter Required: _____ Culvert Length To Be Installed: _____

Number of Catch Basins Required: _____ County or Private Contractor: _____

Supervisor's Signature & Inspection Date: _____

Engineer's Signature & Date: _____

Permit Number: _____

Valid For One Year From This Date: _____

Driveway Culvert Specifications And Requirements

General Information:

All driveways entering a county road right of way shall have a drive culvert installed to facilitate roadway drainage. The size of the culvert shall be determined by the county highway supervisor. The culvert's material and installation must comply with these requirements or the culvert will be removed by the county. All associated costs for removing the culvert and restoring the ditch shall be charged to the property owner.

County Highway Department Installations:

The county highway department will install a drive culvert when **all** of the following conditions are met:

- 1.) A valid permit has been issued to the property owner or their authorized agent.
- 2.) The property owner supply's an approved culvert. (size determined by the county)
- 3.) The culvert will be installed when the county is working in the area. (This could be 1-4 weeks)
- 4.) The county will install a maximum of 40 feet of culvert pipe.

Private Contractor Installations:

A private contractor will install a drive culvert when the following conditions are met:

- 1.) A valid permit has been issued to the property owner or their authorized agent.
- 2.) The property owner supply's an approved culvert. (size determined by the county)
- 3.) The property owner needs the installation before the county is working in the area.
- 4.) The property owner requires more than 40 feet of culvert pipe.

Note: A county supervisor must be called for a final inspection before the contractor leaves the site.

Approved Drive Culvert Materials:

The property owner shall provide one of the following types of culverts:

- 1.) Double walled, smooth lined, polyethylene plastic culvert
- 2.) Single walled, corrugated metal culvert
- 3.) Reinforced concrete culvert

Maintenance:

After installation of the culvert, either by the county or a private contractor, all future maintenance becomes the responsibility of the property owner. The county will in no way be held responsible for any future maintenance of the culvert.

Driveway Culvert Exceptions:

Driveway culvert may not be required if the drive is located on or near the crest of a hill.

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Ditch Culvert Specifications And Requirements

General Information:

All property owners who want to pipe a ditch closed must have a valid county permit. The size of the culvert and the number of catch basins necessary to complete the work shall be determined by a county highway supervisor. The county highway department will not install culvert in a ditch for a property owner. This work must be performed by the property owner or a private contractor. Failure to meet the county standards will result in the removal of the culvert by the county. All associated costs for removing the culvert and restoring the ditch shall be charged to the property owner.

Culvert and Catch Basin Requirements:

- 1.) Culvert size will be determined by the county highway supervisor.
- 2.) The culvert shall meet the material requirements below.
- 3.) A catch basin shall be installed near the driveway to facilitate driveway runoff.
- 4.) Catch Basin(s) meeting the requirements below shall be installed every one hundred feet.
- 5.) The county supervisor shall determine how many catch basins are required.
- 6.) Catch Basin openings shall have a minimum of four (4) square feet of opening. (2'x2' grate)

Note: A county supervisor must be called for a final inspection before the contractor leaves the site.

Approved Materials:

The property owner shall provide any of the following types of culvert and all of the necessary items for the installation of the culvert:

- 1.) Double walled, smooth lined, polyethylene plastic culvert
- 2.) Single walled, corrugated metal culvert
- 3.) Concrete culvert

The property owner shall provide the appropriate number of catch basins and all necessary items for the installation of the catch basins: Approved catch basin types with the required opening requirements are as follows:

- 1.) Precast concrete catch basin
- 2.) Concrete block catch basin
- 3.) Plastic polyethylene catch basin

Maintenance:

After installation of the culvert and catch basins, all future maintenance becomes the responsibility of the property owner. The county will in no way be held responsible for any future maintenance of the culvert.