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DRIVE 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: _____

Revised 5/16

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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