

**APPLICATION FOR PERMIT  
TO OCCUPY COUNTY ROAD RIGHTS-OF-WAY  
WAYNE COUNTY, OHIO  
Instructions**

**Please complete the enclosed Application for Permit as instructed below.**

1. OWNER OF INSTALLATION (HEREINAFTER "PERMITTEE") MUST PROVIDE NAME AND COMPLETE THE APPLICATION (APPLICATION BY CONTRACTOR IS NOT ACCEPTABLE).
2. PROVIDE MAILING ADDRESS OF PERMITTEE.
3. PROVIDE TELEPHONE NUMBER OF PERMITTEE.
4. STATE FULLY AND COMPLETELY THE TYPE OF INSTALLATION.
  - a. IF POLE LINE, GIVE THE FOLLOWING INFORMATION:
    - i. TYPE OF SERVICE, NUMBER OF POLES, TOTAL LENGTH OF LINE, TYPE OF WIRE, CHARACTER OF SERVICE, VERTICAL CLEARANCE OVER PAVEMENT, AND VOLTAGE (IF POWER LINE).
  - b. IF PIPE LINE, GIVE THE FOLLOWING INFORMATION:
    - i. TYPE OF SERVICE, INTERNAL SIZE, LENGTH OF LINE, DEPTH OF TRENCH, KIND OF PIPE (SEWER, OIL, GAS, ETC.) OR CONDUIT. NOTE: ALL FLUID LINES REQUIRE ENCASEMENT WITH SUITABLE MATERIAL, SIZE AND LENGTH SATISFACTORY TO THE WAYNE COUNTY ENGINEERING DEPARTMENT.
  - c. IF ACCESS APPROACH, GIVE THE FOLLOWING INFORMATION:
    - i. TYPE OF CONSTRUCTION, WIDTH, THICKNESS AND DRAINAGE DATA.
5. PROVIDE LOCATION OF REQUESTED INSTALLATION, INCLUDING THE TOWNSHIP THE INSTALLATION IS TO OCCUR IN, THE COUNTY ROAD NUMBER, AND THE DISTANCE FROM GEOGRAPHICAL POINTS SUCH AS INTERSECTING STATE HIGHWAYS, CITY OR VILLAGE CORPORATE LIMITS, SECTION LINES, OR COUNTY OR TOWNSHIP HIGHWAYS.
6. ATTACH TWO (2) COPIES OF A PLAN SHOWING THE PROPOSED LOCATION OF STRUCTURES WITH REFERENCE TO PAVEMENT AND RIGHTS-OF-WAY LINES. IF INSTALLATION CROSSES THE PUBLIC ROAD, SHOW THE PRESENT ROADWAY AND THE PROPOSED INSTALLATION.
7. PROVIDE ANTICIPATED START DATE AND THE NUMBER OF DAYS ANTICIPATED FOR COMPLETION OF THE INSTALLATION.
8. A CHECK, MADE PAYABLE TO THE WAYNE COUNTY ENGINEER, MUST ACCOMPANY THE APPLICATION.
9. SHOULD THIS PERMIT APPLICATION BE APPROVED, PERMITTEE CONSENTS TO THE GENERAL PROVISIONS, CONDITIONS, RESTRICTIONS, AND/OR REGULATIONS OF THE WAYNE COUNTY ENGINEER'S DEPARTMENT IN ALL CASES MADE AND REQUIRED.
10. PERMITTEE'S SIGNATURE IS REQUIRED
11. **SUBMIT THIS COMPLETED APPLICATION, INCLUDING COPIES OF THE PLANS AND DRAWINGS, TO THE WAYNE COUNTY ENGINEER'S OFFICE. THE WAYNE COUNTY ENGINEER WILL ISSUE THE REQUESTED PERMIT ONCE APPROVED.**
12. **PLEASE NOTE: IF THE EARTH DISTURBING ACTIVITY IS 10,000 SQUARE FEET OR MORE, OR IF CREATING AN IMPERVIOUS AREA OF 20,000 SQUARE FEET OR MORE, PERMITTEE IS REQUIRED TO OBTAIN A "CONSTRUCTION ACTIVITY PERMIT" (CAP) FROM THE WATER MANAGEMENT ENGINEER, WAYNE SOIL AND WATER CONSERVATION DISTRICT, 428 W. LIBERTY ST., WOOSTER, OHIO 44691, 330-262-2836.**

**APPLICATION FOR PERMIT  
TO OCCUPY COUNTY ROAD RIGHTS-OF-WAY  
WAYNE COUNTY, OHIO**

WAYNE COUNTY ENGINEER'S OFFICE  
3151 WEST OLD LINCOLN WAY  
WOOSTER, OHIO 44691

DATE: \_\_\_\_\_

GENTLEMEN:

(1) APPLICATION IS HEREBY MADE BY: \_\_\_\_\_

(2) P.O. ADDRESS: \_\_\_\_\_

(3) TELEPHONE NUMBER: \_\_\_\_\_ (4) TO INSTALL AND/OR MAINTAIN: \_\_\_\_\_

(5) AT THE FOLLOWING DESCRIBED LOCATION: \_\_\_\_\_

\_\_\_\_\_ IN \_\_\_\_\_ TOWNSHIP, ALONG AND/OR UNDER THE RIGHT-OF-WAY

OF C.R. NO. \_\_\_\_\_ (6) AND IN ACCORDANCE WITH THE ATTACHED PLAN: (ATTACH 2

COPIES OF PLANS, DRAWINGS, ETC.) (7) WORK WILL COMMENCE ON OR ABOUT: \_\_\_\_\_

AND WILL REQUIRE \_\_\_\_\_ DAYS.

(8) ENCLOSED PLEASE FIND MY CHECK FOR: \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_).

(9) IF THIS PERMIT IS GRANTED, I/WE AGREE TO COMPLY WITH ALL OF THE GENERAL PROVISIONS, CONDITIONS, RESTRICTIONS, AND/OR REGULATIONS OF THE WAYNE COUNTY ENGINEER'S DEPARTMENT IN ALL CASES MADE AND REQUIRED. I/WE SPECIFICALLY AGREE TO THE FOLLOWING:

- A. TO PAY FOR ANY AND ALL DAMAGES TO THE ROAD RIGHTS-OF-WAY INCLUDING BUT NOT LIMITED TO DITCHES, TILE DRAINS, DRAINAGE STRUCTURES, PAVEMENTS, BRIDGES, CULVERTS AND OTHER APPURTENANCES THAT ARE THE RESULT OF THE PROPOSED INSTALLATION ACTIVITY OR DAMAGES TO THE RIGHTS-OF-WAY THAT MAY BE CAUSED BY ANY FUTURE MAINTENANCE OR REPAIRS OF THEIR FACILITIES. IT IS UNDERSTOOD THAT A BOND MAY BE REQUIRED IN AN AMOUNT DETERMINED BY THE **COUNTY ENGINEER** TO COVER ALL DAMAGES THAT MAY ACCRUE AS A RESULT OF THE INSTALLATION OR MAINTENANCE ACTIVITY PROPOSED.
- B. TO BE RESPONSIBLE FOR THE CONTROL OF TRAFFIC AND THE SAFETY OF THE GENERAL PUBLIC. IT IS AGREED THAT ALL TRAFFIC CONTROL SIGNING SHALL CONFORM TO ALL PROVISIONS OF THE OHIO DEPARTMENT OF TRANSPORTATION REGULATIONS, THE OHIO MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AND ANY SPECIFIC SUPPLEMENTAL SPECIFICATIONS THAT MAY BE REQUIRED BY THE **COUNTY ENGINEER**.

- C. TO BE RESPONSIBLE FOR CONTACTING ALL UTILITIES THAT MAY HAVE FACILITIES THAT COULD BE AFFECTED BY THE WORK PROPOSED.
- D. TO HOLD HARMLESS, INDEMNIFY AND DEFEND THE WAYNE COUNTY ENGINEER, **WAYNE COUNTY**, ITS COMMISSIONERS, OFFICERS, EMPLOYEES, AND AGENTS AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, OR LAW SUITS FOR DAMAGES ARISING FROM, ALLEGEDLY ARISING FROM, OR IN ANY WAY RELATED TO THE WORK TO BE PERFORMED IN CONJUNCTION WITH THIS PERMIT. A CERTIFICATE OF INSURANCE MAY BE REQUIRED.
- E. TO PLACE FACILITIES, INCLUDING POLES, PEDESTALS, MANHOLES, FIRE HYDRANTS, ETC., AT A LOCATION TO NOT INCONVENIENCE A PROPERTY OWNER. (I.E. KEEP TELEPHONE PEDESTALS AWAY FROM DRIVES AND AVOID PLACING IN FRONT YARDS, ETC.)
- F. THAT SHOULD ANY FUTURE RIGHTS-OF-WAY IMPROVEMENTS OR REPAIRS BE UNDERTAKEN BY **WAYNE COUNTY, PERMITTEE** WILL BE REQUIRED TO MAKE ANY NECESSARY REPAIRS OR RELOCATIONS OF THEIR FACILITIES PROMPTLY AT THEIR EXPENSE IF THEIR FACILITIES ARE IN CONFLICT WITH THE IMPROVEMENTS OR REPAIRS PROPOSED.

(10). \_\_\_\_\_  
SIGNATURE OF PERMITTEE

\_\_\_\_\_  
PRINTED NAME OF PERMITTEE

DATE: \_\_\_\_\_

(11). **FORWARD THIS COMPLETED APPLICATION TO THE WAYNE COUNTY ENGINEER'S OFFICE FOR FINAL REVIEW. THE WAYNE COUNTY ENGINEER WILL ISSUE A PERMIT ONCE APPROVED. WAYNE COUNTY MAY REVOKE PERMITS ISSUED AT ANY TIME.** ONCE APPROVED, PERMITS AUTOMATICALLY TRANSFER TO FUTURE OWNERS OF THE FACILITIES INSTALLED AND AUTOMATICALLY EXPIRE SHOULD FACILITIES BE REMOVED.

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**TO BE FILLED IN BY THE COUNTY ENGINEER:**

CO. RD. NO. \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_

WIDTH OF R/W \_\_\_\_\_ ROAD STATION \_\_\_\_\_

CONSTRUCTION PERMIT OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

## GENERAL PROVISIONS

**NOTIFICATION:** Contact the following agencies per their individual requirements before excavating: Ohio Utilities Protection Service at 811 or 1-800-362-2764 **and** the Ohio Oil & Gas Producers Underground Protection Service at 811 or 614-715-2984. The Wayne County Engineer's Office (330-287-5500) shall be notified a minimum of 24 hours prior to construction for inspection purposes.

**TRAFFIC CONTROL:** Proper lights, signs, barricades, flag-persons and procedures shall be performed in accordance to the latest edition of the Ohio Manual of Uniform Traffic Control Devices. A minimum of one lane of traffic must be opened and traffic controlled at all times during construction.

**POLES, WIRES, CABLES, ANCHORS & PEDESTALS:** Poles, anchors and pedestals are to be placed as close to the inside of the road right-of-way line(s) as possible. Vertical clearance of wires and cables shall be a minimum of 16.5 feet. Pedestals need to be visible (or marked appropriately) when surrounded by high vegetation. The Wayne County Engineer's Office assumes no responsibility for damaged pedestals while performing maintenance and/or construction activities.

**UNDERGROUND ROAD CROSSINGS:** All public road crossings shall be bored. Open cutting of the road pavement is not allowed. The Wayne County Engineer must be requested in writing if boring the road is reasoned to be impossible. The Wayne County Engineer will then determine if open cutting will be appropriate and if so, shall list any special requirements that will need to be performed during the work. Underground conduits (pipes, wires, cables, etc.) shall be a minimum of 3 feet below ditch lines and/or 5.5 feet below the centerline of the existing pavement.

**CASING & VENTS:** Casing and vents may be required for carrier pipes that transport liquid petroleum or natural gas under pressure. Casing vent pipes shall be a minimum of six (6) feet above finished grade.

**BACKFILLING:** Trenches or openings shall be properly backfilled with suitable material placed and compacted in lifts not to exceed eight (8) inches. Pavement replacement (when necessary), will be done by the contractor according to specifications outlined by the Wayne County Engineer.

**DAMAGES/RESTORATION:** Ditches and earth surfaces (if disturbed) will be restored to original condition or better with proper grading, seeding and mulching. Damaged pavements, bridges, culverts, drainage pipes, driveways, road berms, mailboxes, fences, etc. shall be replaced/restored as directed by Wayne County Engineering.

**MANHOLES:** When placed in the berm, they shall be located at a depth whereby the berm can be maintained over the top of the manhole. Manholes will not be permitted in the pavement or ditch line.

**HOLD HARMLESS:** Owner/Applicant agrees to hold harmless, indemnify and defend the Wayne County Engineer, Wayne County and the applicable Board of Township Trustees, their officers, employees, and agents against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or in any way related to the work to be performed in conjunction with this permit.

**COMPLIANCE:** Permit holder agrees to adhere to the General Provisions or the Wayne County Engineer may revoke the permit and stop work at any time construction activities are deemed to be unsafe or substandard by any manner.