

Wayne County Engineer
3151 W. Old Lincoln Way
Wooster, Ohio 44691
(330) 287-5500

Permit #

Iworq #

PERMIT APPLICATION FOR DRIVEWAYS AND DITCH ENCLOSURES

\$50 Application Fee

Cash or Check

Receipt # _____

APPLICANT INFORMATION

Owner Name:	
Mailing Address:	
City:	Zip Code:
Phone:	
Email:	

CONTRACTOR INFORMATION

Contractor Name:	
Mailing Address:	
City:	Zip Code:
Phone:	
Email:	

TYPE OF PERMIT DESIRED

- ☐ Residential Drive ☐ Commercial Drive ☐ Farm/Agricultural Drive
☐ New Ditch Enclosure ☐ Ditch/Drive Pipe Replacement ☐ Excavation in Right of Way

Is this a new driveway? ☐ Yes ☐ No

SITE INFORMATION

Site Address /Road Name:		Township:
Auditor's Parcel #	Is this a new property split <input type="checkbox"/> Yes <input type="checkbox"/> No	
Frontage Length	Drive location or Excavation marked with: <input type="checkbox"/> Flags <input type="checkbox"/> Paint (REQUIRED)	
General location of driveway or work (i.e. ¼ mile west of Cook Rd, North Side, near address #2841) (use space below)		

PROPOSED DRIVEWAY

Width of driveway: _____ feet (min. 10') Width of driveway at edge of roadway: _____ feet (min. 30')

Surface of proposed driveway: ☐ Concrete* ☐ Asphalt ☐ Stone/Aggregate ☐ Asphalt Grindings

Note: Driveways shall be at an elevation below existing edge of pavement and slope away at ½" per foot down away from existing edge pavement to existing ditch line. County assumes no responsibility for damage to drives from snow plows or roadway work within public right of way.

****Concrete drive shall be stopped a min of three feet before existing edge pavement, and use asphalt or stone for remainder/ buffer.***

PROPOSED PIPE (DRIVEWAY OR YARD ENCLOSURE)

Diameter of Pipe: _____ inches (min. 12") Length of pipe: _____ feet (min. 30' residential, 40' farm/ag)

Final approved diameter and length shall be determined by the Wayne County Engineer.

Material Type of Pipe: ☐ Concrete ☐ Double Wall Plastic ☐ Corrugated Metal

INSPECTION/NOTIFICATION

Allow five (5) working days for permit approval once received by County. After permit is approved, applicant/contractor must notify OUPS (call 811) 48 hours prior to any excavation to determine any utility line conflicts. Owner responsible for resolving any conflicts that may exist. Owner must also notify County two (2) working days prior to installing concrete or asphalt for a field inspection. County is not responsible for expense incurred due to adjustments required to meet conditions of this permit.

I understand the conditions of this permit and intend to comply with the attached Design Specifications and Guidelines. I also understand all future maintenance of the driveway, drive pipe, or enclosed ditch are the responsibility of the owner.

Typed Name of Applicant:

Date:

(if emailing this permit, signature not required)

email to: bty@wayne-county-engineer.com

Signature (if printed and mailed in): _____

FOR OFFICE USE ONLY**FIELD REVIEW**

Depth of existing roadside ditch below edge of pavement: inches

Distance to center of existing ditch from edge of pavement: feet

Size of nearby drive culvert upstream (if applicable): inches

Size of nearby drive culvert downstream (if applicable): inches

Vertical alignment of roadway: ☐ Level ☐ Gently rolling ☐ Hilly Possible sight distance issue ☐ Yes ☐ NoHorizontal alignment of roadway: ☐ Straight ☐ Gradual curves ☐ Sharp curves Possible sight distance issue ☐ Yes ☐ No

Speed limit of roadway mph

Is there an advisory speed posted? If yes, mph due to ☐ Horizontal curve ☐ Vertical curve ☐ Intersection ☐ Other

Distance to nearest intersection: feet or mi

Does it appear there is adequate sight distance for the current road conditions? ☐ Yes ☐ No ☐ Not able to determineAre there any notable obstructions that could be removed to increase visibility (trees, signs, etc)? ☐ Yes ☐ No

List obstructions:

Culvert recommendations: Diameter of pipe: inches Length of pipe: feet # Risers RequiredMaterial Type of Pipe: ☐ Concrete ☐ Smooth Wall Plastic ☐ Corrugated Metal☐ No pipe is requiredNotes/Recommendations:Field sketch:

APPROVALPreliminary Site Approval: ☐ Approved ☐ Appears to be adequate, some deficiencies noted above ☐ Not recommended

Date of Inspection: Inspected by:

Preliminary site approval valid for 12 months from date of approval.

Permission is hereby granted to perform work within the County Right of Way subject to all terms and conditions of this permit. Granting permission for a driveway does not imply the concurrence of a safe location for an entrance to the roadway.

Inspector

Wayne County Engineer's Office

Final Construction Approval: ☐ Approved ☐ Not approved.

Date of Inspection: Inspected by:

Comments:

Copy of Preliminary Site Approval to applicant: ☐ Mail ☐ Email ☐ Picked Up

Date:

Copy of Final Approval to applicant: ☐ Mail ☐ Email ☐ Picked Up

Date:

PERMIT #