

Permit No. _____
Date _____

**MUSKINGUM TOWNSHIP
WASHINGTON COUNTY, OHIO**

RESIDENTIAL AND COMMERCIAL DRIVEWAY PERMIT

Application is hereby made to work within the Township right-of-way

OWNER MAILING ADDRESS

BUILDER MAILING ADDRESS

NAME _____

NAME _____

STREET _____

STREET _____

CITY _____ STATE _____

CITY _____ STATE _____

ZIP _____ PHONE (____) _____

ZIP _____ PHONE (____) _____

EXISTING DRIVE At above address or located _____
 NEW DRIVE located _____

GENERAL INFORMATION

1. A Driveway Permit issued by Muskingum Township is required to install a drive entrance along a Township road.
2. Muskingum Township Shall be notified a minimum of two (2) business days in advance to allow for inspection scheduling.
3. OUPS-Ohio Utilities Protection Service shall be called prior to excavating for any work in the right-of- way. (800-362-2764) Non-members of OUPS must be called directly.
4. Local Water Departments may or may not be a member of OUPS.
5. No construction shall begin until the Driveway Permit is issued.
6. Driveways and drive pipes shall be installed in accordance with the requirements of the **Muskingum Township Driveway Permit Construction Specifications** and with an approved Driveway Permit.
7. If a property owner does not properly install or keep driveways and approaches in repair and in working condition, following written notification, the repair may be undertaken by the Township. Any costs incurred by the Township will be accessed to the property owner.

Procedure

1. After a completed application is received, Muskingum Township will make an inspection of the proposed drive location to determine the size of the pipe and specifications for installation and that all Driveway Permit Construction Specification are being fulfilled.
2. Muskingum Township will issue a permit with the driveway specifications and/or pipe installation instructions.
3. After installing the pipe and driveway, please call Muskingum Township (740) 373-0189 for a construction inspection.

I, the undersigned, understand that the Muskingum Township Trustees assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the Township. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specification, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The Muskingum Township Trustees reserves the right to order the removal, reconstruction, relocation, or repair of any work performed under a permit at the owner's expense. The Muskingum Township Trustees or their representative may revoke or annul any permit or halt work at any time for non-compliance or non-performance of the conditions set forth in the application or permit. The Muskingum Township Trustees reserve the right to appoint an inspector over the work.

I hereby agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued and general provisions listed above.

PERMIT VALID SIX (6) MONTHS FROM APPROVAL DATE
(Revised 8/06/2018 all previous versions obsolete)

Property Owner's Signature: _____ Date: _____

Office use only:

Required Culvert Size: _____ Inch Diameter, _____ Foot Length.

All Driveway Permit Construction Specification are met: _____ Yes _____ No

Comments or conditions for approval: _____

Approved: Date _____ By: _____
Township Trustee or Authorized Rep.

PERMIT FEE: Residential – No Charge, Commercial - \$100.00. **Invoice will be mailed after permit is approved.**

MUSKINGUM TOWNSHIP RESIDENTIAL AND COMMERCIAL DRIVEWAY PERMIT

Driveway Permit Construction Specifications

- Sight distance constraints may cause the requested Driveway Permit to be rejected.
 - Sight distance due to vertical or horizontal curves shall be no less than 495 feet
- New or changes in driveway locations shall be marked in the field by the owner or agent.
- Driveway spacing from centerline to centerline per speed limit: 25 MPH - 105 feet, 30 MPH - 125 feet, 35 MPH - 150 feet, 40 MPH - 185 feet, 45 MPH - 230 feet, 50 MPH - 275 feet.
- The material type for the culvert shall be double wall Corrugated Plastic Pipe or Reinforced Concrete Pipe.
- All materials used for installations shall meet or exceed the Ohio Department of Transportation (ODOT) Construction and Materials specifications, latest edition.
- For all driveways, the required size of culvert shall be a minimum of 12 inches in diameter unless determined otherwise during a site inspection.
- Residential culverts shall be a maximum of 20 feet in length / Commercial culverts shall be a maximum of 40 feet in length.
- Minimum width of a driveway is 10 feet and maximum width is 20 feet.
- Drives should intersect the road at an angle between 70° and 90°; 90° is preferable
- All culverts shall have a minimum of 12 inches of cover above the pipe.
- The property owner is responsible for developing crown and swale at the driveway entrance to keep mud or aggregate from washing out of the driveway and onto the public road.
- The property owner shall maintain the driveway such that it properly drains to the road ditches and away from the public road to prevent icing, and damage to the pavement.
 - Drives shall slope down and away from the edge of the road with the centerline of the driveway at ditch line a minimum of three (3) inches below the edge of the road.
 - Drives shall not rise above the edge of the road pavement until it is beyond the ditch.
- All property owners shall obtain a permit to access or change access to a public road.
- Deficient drives or pipes shall be replaced by the owner within 30 days of notification Muskingum Township.
- Work not completed within 30 days of notification will be completed by Muskingum Township and the cost will be assessed to the property owner.
- PLEASE NOTE: these guidelines are intended for single drive use; additional standards may apply for commercial, industrial, multi-family, and common access drives.
- All future maintenance of the culvert is the responsibility of the property owner. Muskingum Township will in no way be held responsible for any future maintenance of the culvert.

