Application for Work Performed in Township Public Right of Way

(Excavation/Driveway/Frontage Tile Permit Application)

Revised: July 14, 2004

Miami Township Service Department
5900 McPicken Dr.
Milford OH 45150
(513) 248-3728
Fax (513) 248-5864

Blank Form
PLEASE KEEP FOR YOUR RECORDS

O.U.P.S. Locate Work Order

CALL 48 HOURS BEFORE YOU DIG – 800-362-2764

COLOR CODES: Red = Electric Orange = Phone/Cable TV Yellow = Gas Blue = Water
Green = Sewer White = Proposed Excavation

Caller Id# _____ Company Name _____ Caller _____

County _____ Township _____

Address / Location of Work _____

Extent of Work – Front/Sides/Rear _____ Distance Back off Road _____

Lot # _____ Subdivision _____ Builder Name _____

Intersecting Street with Dig Street _____ Distance & Direction _____

OR

Between Streets _____

Date of Excavation _____ Start Time of Excavation _____

Type of Work _____

Working for Company _____ Work Done by Company _____

_____Means of Excavation _____ Blasting _____ Pre Markings _____ Meet _____ RR Right of Way _____ Highway

Comments_____

_____

OUPS TICKET NUMBER _____

Miami Township
5900 McPicken Drive, Miami Township, Ohio 45150-1539
513-248-3728, Fax 513-248-5864

APPLICATION FOR WORK PERFORMED IN TOWNSHIP PUBLIC RIGHT OF WAY

(Please Print Clearly)

It is understood that this application does not constitute permission to do work within the right-of-way, but is only an application for a permit for this job. Please allow 5-10 working days for an inspection of the working site. In some cases, permits are issued with changes to the original application and site plans. **DO NOT BEGIN** work until permit has been received and reviewed. The permit must be available on site and in contractor/homeowner's possession. Permit is valid for one year after issuance.

_____ **Initial states that you have read**

Date of Application _____

Property Owner(s)_____

Mailing Address _____
Street Address City State Zip

Telephone Number _____Mobile Phone/Pager _____ Emergency Number _____

Contractor's Name _____ Telephone Number _____

Company Address _____
Street Address City State Zip

24 Hour Contact Person _____ Emergency Number _____

Project Location:

W N S E Side of _____ Street, at No. _____ or _____feet

W N S E from its intersection with _____Street or Road.

Type of Permit: (please circle) **Downspout – Driveway Culvert – Driveway Resurface – Frontage Tile – Road Cut – Bore/Tunneling**

- ❑ **Downspout Pipe** Size 3" _____ 4" _____ Both _____ Curb Cut: Yes _____ No _____ Existing _____

  Drainage to include: Roof _____ Sump _____ Surface _____ Sub-Surface _____

- ❑ **Driveway Culvert/Frontage Tile**: Length _____ Pipe Diameter _____ Distance from edge of pavement _____

  Type of Pipe: Concrete_____ Double-Walled Plastic (Hancor HI-Q, ADS N-12) _____ Corrugated Steel _____

  Headwall Needed: Yes _____ No _____ Catch Basin Needed: Yes _____ No _____

  If Catch Basin required, state location: _____

- ❑ **Drive Resurface:** Type of surface: Concrete _____ Asphalt_____ Storm Water: Roll Curb_____ Open Ditch _____

  Will existing driveway culvert be disturbed: Yes _____ No _____

- ❑ **Excavation in Right of Way: Road Cut Bore Tunneling Other _____**

  Type of Pavement: Asphalt _____ Concrete _____ Composite _____ Other _____

  Type of Curb: Concrete Rolled _____ Concrete Vertical _____ Asphalt _____ None _____

  Opening: Length _____ Width _____ Depth _____

  Purpose: _____

Duration of Excavation: Estimated Start Date: _____ Estimated Completion Date: _____

- ❑ **Is this application made before excavation: Yes _____ No_____** (If No, please complete the following)

When was the work performed and by whom: _____

Permit Application Checklist:

Every application submitted for a permit shall address the following items on the plans for review by the Miami Township Service Department Service Director or their representative. Applicants shall check off each item provided on the application and plans and sign below. Attach a separate letter explaining reason why any item below is not provided for on the application or plans.

- ❑ A completed application with all the requested information.
- ❑ A receipt of Permit Fee from Clerk's Office. Permit Fee is $50.00
- ❑ A detailed site plan.
- ❑ Copies of stamped plans issued from other Government agencies (if applicable)
  - o Clermont County Sewer Stamped Date _____
  - o Clermont County Water Stamped Date _____
  - o Clermont County Engineer Stamped Date _____

*For Road Cuts Only

- ❑ General Liability Insurance Certificate, Performance/Maintenance Bond ($100 per linear feet of road surface)
- ❑ Provide a Traffic Control Plan, which complies with Ohio Manual of Uniform Traffic Control Devices. Plan shall show sign type and placement including distances from proposed excavation.
- ❑ Road Closures must be approved in writing by the Clermont County Engineer's office.

Work Commencement Notice:

- ❑ I agree to notify Miami Township Service Department at least two working days before the work is commenced by calling 513-248-3728.
- ❑ I agree to 48 hours notification to the Ohio Utilities Protection Service at 1-800-362-2764, Clermont County Sewer & Water at 513-753-3080 (OUPS Locate Work Order included)
- ❑ I agree to 48 hour advance notice for inspections by calling 513-248-3728 between 8:00am and 3:00pm Monday through Friday.
- ❑ I agree to notify the following departments two working days before work is commenced of any street closure, parking restrictions, rerouting of traffic or other restrictions which may interfere with the normal use of the street:
  - o Miami Township Police 513-248-3721
  - o Miami Township Fire/EMA 513-248-3700
  - o Clermont County Engineer 513-732-8857

I, the undersigned, understand that Miami Township assumes no responsibility or liability for the work done under the 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 laws of the State of Ohio, the Ohio Manual of Traffic Control Devices, OSHA Regulations, the Resolutions of the Trustees of Miami Township and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. Miami Township reserves the right to order the removal, reconstruction, relocation or repair of any work performed under a permit at the owner's expense.

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.

Property Owner's Signature _____ Date _____

Contractor's Signature _____ Date _____

Road Cut - Bore - Tunneling

- ❑ 1. Give 24 hours notice to the Service Director before work begins. Phone number 248-3728. RESIDENTS MUST BE GIVEN 24 HOURS NOTICE. **Maintain at least one lane of traffic at all times**. Complete closure of the road will not be permitted at any time except by written permission from the Board of Trustees or their appointed representative.
- ❑ 2. Provide lights, signs, barricades and flaggers necessary to maintain safety in accordance with the Ohio Manual of Uniform Traffic Control Devices.
- ❑ 3. **Road Cuts:** The outline of the pavement cut shall be made with a saw to neat straight vertical lines. After the completion of the project BUT prior to Item 8 of these specifications, a T-Butt joint cut will be made 12" on both sides of trench to a depth of 1½ " – 2". All pavement replacement (both temporary or permanent) shall be made to meet existing surfaces when compacted and finished. (This procedure should help eliminate the washboard effect of road repairs.) (See Road Cut Diagram)
- ❑ **4. Backfill specification around pipe:** Contractor shall contract appropriate agency. Clermont County Sewer and Water Specifications have precedent for pipe bedding and cover.
- ❑ 5. Use compacted granular fill (ODOT item #304) in 6" lifts where the edge of the ditch, trench, or pit is within 3' of the edge of pavement.
- ❑ **6. Backfill under road and within 3' of the road edge:** Light mortar, or flash fill with a finished surface of asphalt cold patch 2" in depth may be maintained by the contractor until weather permits the completion of items 7 and 8 of this specification.
- ❑ **7. Asphalt sub-base** 6" of (ODOT item 301 asphalt) in 2" lifts to within 2"of surface. Cold patch shall be required if asphalt 301 is not available.
- ❑ **8. Finished surface** of roadway with (ODOT spec. #404), 2" installed and edges shall be sealed with liquid asphalt. Road cut when left overnight must be steel plated or backfilled and cold patched. Steel plates must be firmly secured. Any road cut made between November 15 and April 15 must be temporarily patched with 2" of 405 bituminous cold mix before end of workday. Temporary patches must be maintained by the applicant until such time as the permanent patch can be placed and accepted by the Miami Township Service Director or his representative.
- ❑ 9. Right-of-way must be restored to "as good" or "better" condition. Proper drainage shall be maintained throughout project at all times. All ditches, slopes, drainage infrastructure, mail boxes, traffic signs, guard rail and side walks will be restored to County specifications (regardless of current condition). Ditches will be seeded or sodded as directed by the Township Inspector. Temporary seeding and erosion control may be required at the discretion of the inspector.
- ❑ 10. (Bond) (Deposit) Attached in the amount of $_____ to indemnify the Township against liability or damage as the result of such excavation and to guarantee the performance of all conditions of the permit, if issued. (Permit is $50.00; Rate of bond is $100.00 per foot.) Applicant must provide a copy of Insurance Certificate for the amount of $1,000,000.00 to protect the Township against liability or damage as the result of such excavation.
- ❑ 11. All OSHA regulations must be followed. A "COMPETENT PERSON" as defined by OSHA SHALL BE ON SITE WHILE TRENCHING.
- ❑ 12. Roadways and driveways shall be made passable by end of days work.
- ❑ 13. Pavement and berm will be kept clean of construction debris at all times. The contractor agrees to reimburse the Township for any clean up or installation of proper signs, barricades, flashers, and platting of the work site by township personnel. This includes mud tracked onto township roads.
- ❑ 14. Materials stored in right-of-way are required to be properly barricaded and signed. Materials shall not be stored on the road surface.
- ❑ 15. Loading and unloading of equipment and material from the roadway without protecting pavement will not be permitted. The Contractor will repair any damage to roadway.
- ❑ 16. Contractor agrees to reimburse Miami Township for the inspection of project after regular work hours or weekends.
- ❑ 17. Other: _____

_____

_____

Frontage Tile Specifications (see diagram attached)

- ❑ 1. Depending on site conditions, granular backfill or bedding may be required. Acceptable material would be No. 8 stone, No. 6 stone, No. 411 stone, No. 304 stone, pea gravel, screened bank gravel, or other material approved by the Miami Township Service Director.
- ❑ 2. A 6"swale shall be maintained at all times to prevent water from running onto the roadway surface.
- ❑ 3. The tile shall be galvanized corrugated steel, reinforced concrete, or corrugated polyethylene pipe. The polyethylene pipe must be double wall (smooth interior), Hancor Hi-Q, ADS N-12, or equal.
- ❑ 4. The amount of bedding required under a pipe larger than 18" in diameter must be determined on an individual basis, depending on site characteristics, and the pipe material being used. In no case shall bedding be less than 4" thick for a pipe larger than 18" in diameter. Polyethylene pipe shall have compacted granular bedding to ¾ of its diameter in addition to the bedding below the pipe.
- ❑ 5. The flow line shall be established by the Service Director or his representative.
- ❑ 6. The pipe diameter shall be determined by the Service Director or his representative. The minimum pipe diameter shall be 12". For crest of hill situations 6"~~e~~ minimum tile may be used 100' each way from break in drainage.
- ❑ 7. Catch Basin shall be required on the upstream side of all driveways. Maximum distance between catch basins shall be 200' or as determined by the Service Director or his representative. Catch basins are to be 2' x 2' x 2' concrete square box with cast iron grate.

Driveway Culvert Specification (see diagram attached)

- ❑ 1. The pipe length shall be at least the driveway width plus 4 times the depth of the existing ditch. The minimum pipe length shall be 20 feet.
- ❑ 2. The depth of the existing ditch shall be defined as the vertical height as measure from the existing road berm to the bottom of the existing road berm to the bottom of the existing ditch.
- ❑ 3. The bedding shall be No. 8 stone, No. 6 stone, No. 411 stone, No. 304 stone, pea gravel, screened bank gravel (ODOT 410), or other material approved by the Miami Township Service Director.
- ❑ 4. The pipe material shall be galvanized corrugated steel (16 Ga. min.), reinforced concrete pipe, American standard steel pipe (3/8" min wall thickness), Polyethylene double wall (smooth interior), Hancor Hi-Q, ADS N-12 or equal.
- ❑ 5. The amount of bedding required under a pipe larger than 18" in diameter must be determined on an individual basis, depending on site characteristics and on the pipe material being used. IN no case shall the bedding be less than 4" thick for a pipe larger then 18" in diameter. Polyethylene pipe shall have granular bedding to ¾ of its diameter in addition to the 2" below the pipe.
- ❑ 6. The flow line shall be established by the Miami Township Service Director or his representative.
- ❑ 7. The pipe diameter shall be determined by the Miami Township Service Director of his representative. The minimum pipe diameter shall be 12".
- ❑ 8. The pipe shall be backfilled with screened bank gravel (ODOT 410) or other material approved by the Service Director.
- ❑ 9. All driveway aprons shall be surfaced with concrete or asphalt. Driveway apron is the area between the road surface and the back part of the right of way.
- ❑ 10. Driveways will not drain into the roadway. Property owner maybe required to install slotted pipe to prevent storm water draining into Township roadway.

Downspout Specifications

- ❑ 1. Storm water drains from the roof, sump pump, surface or sub-surface are discouraged from being outleted through the curb. Point source discharges create a potential for ice build up in the winter and stagnant water in the summer. Residents are encouraged to outlet yard drains or sump pump discharge drains into a yard drainage swale or at a point 10-12 feet back of the curb so the water doesn't create a point source discharge, but rather has time to be absorbed into the ground or gradually sheet flow into the street.
- ❑ 2. As an alternate location for discharge, a direct connection may be made to a catch basin or directed to a rear yard creek. It should be noted that under no circumstances should a sump pump discharge, a yard drain or roof drain be connected to the sanitary system or a storm water sewer pipe.
- ❑ 3. Please be considerate of your neighbors. Each property owner is responsible to maintain drainage paths on their individual property according to the overall drainage pattern for the area. Additionally a property owner should not create a drainage concern for a neighboring property.

Miami Township
Clermont County, Ohio

Name: _____

Address: _____

_____

Project Address If Different from Applicant's Address:

Road:_____

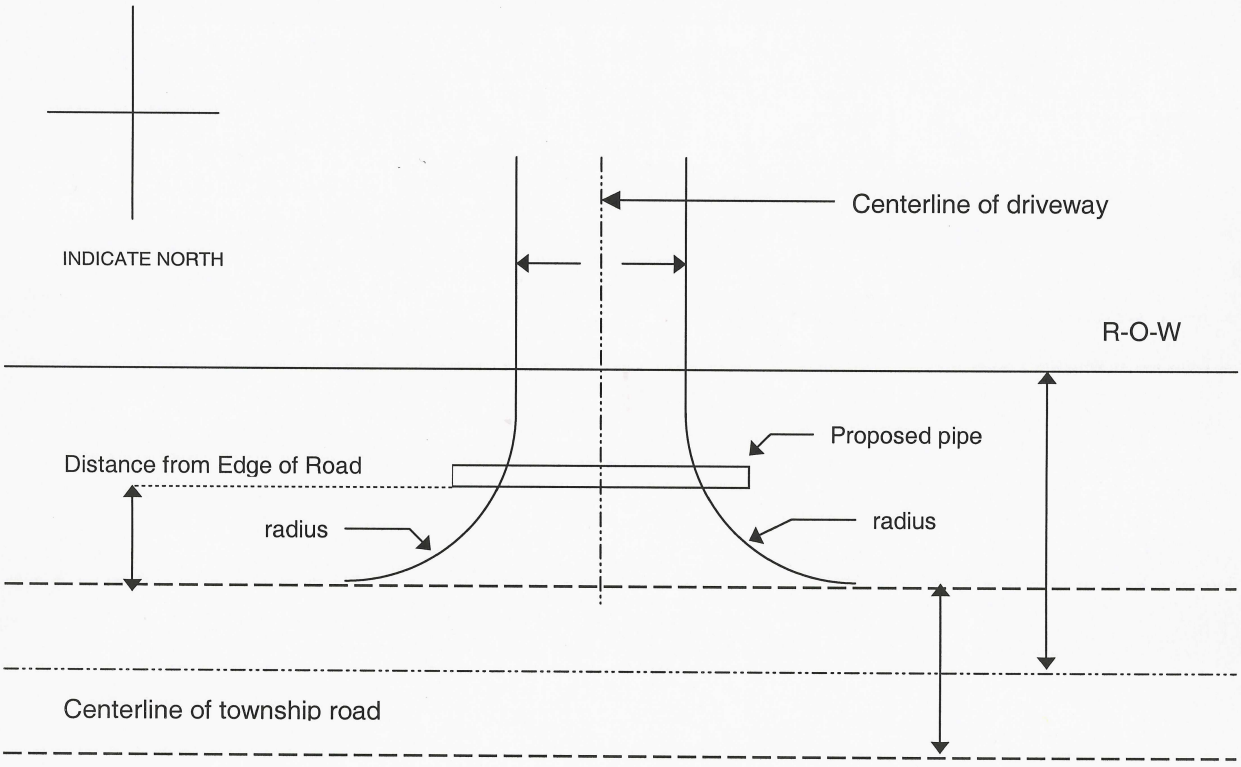
Address:_____

To construct and maintain a _____ by laying _____ feet of
(length)

_____ inch pipe along the ( ) North ( ) East ( ) South ( ) West side of
(diameter)

_____ approximately _____ feet ( ) North ( ) East ( ) South ( ) West
(road)

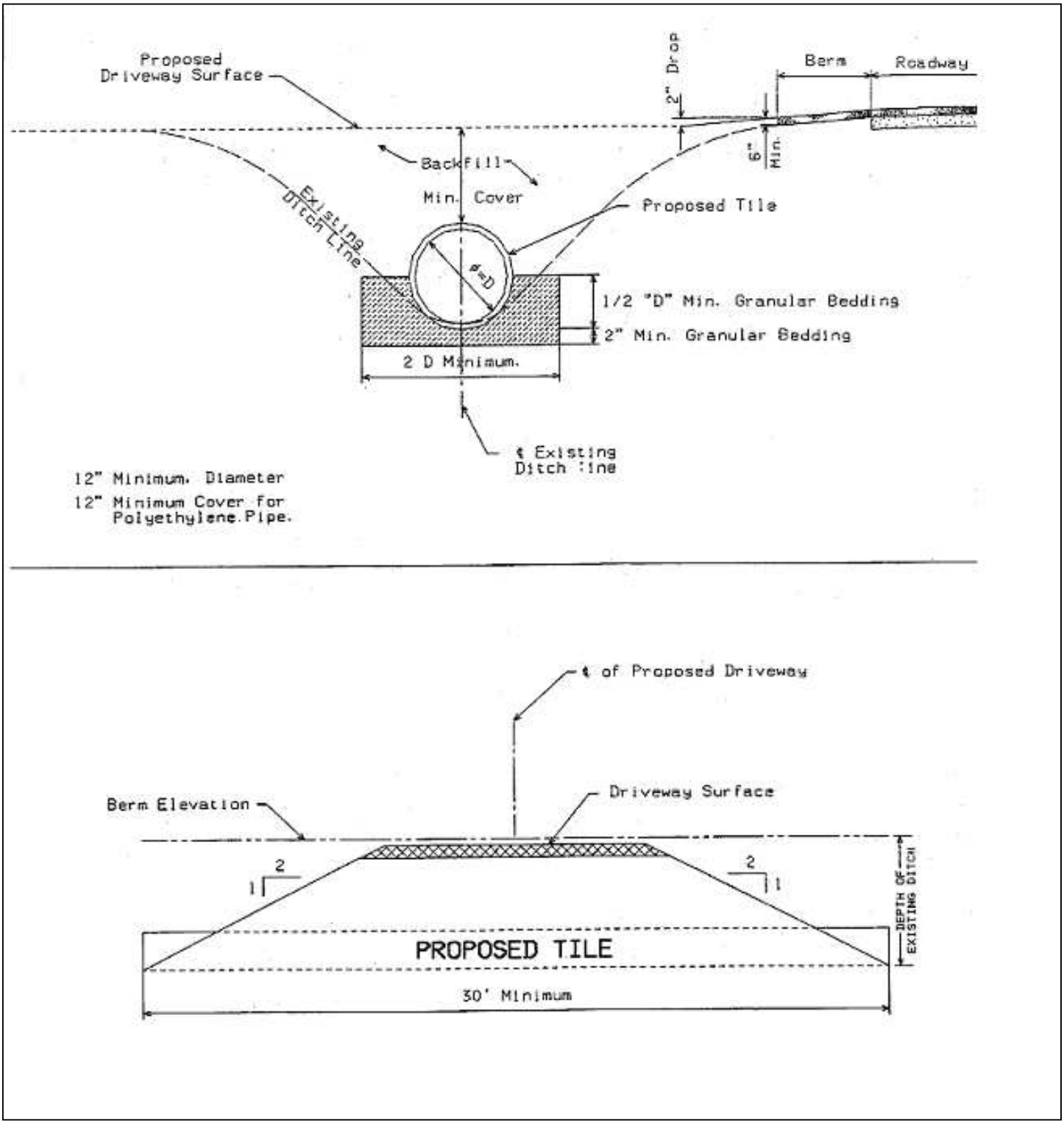
of _____ and _____feet from edge of road.
(nearest intersecting road)



Sample Site Plan for Driveway Culvert and Resurface

(please keep for your records)

Driveway Culvert Pipe Diagram



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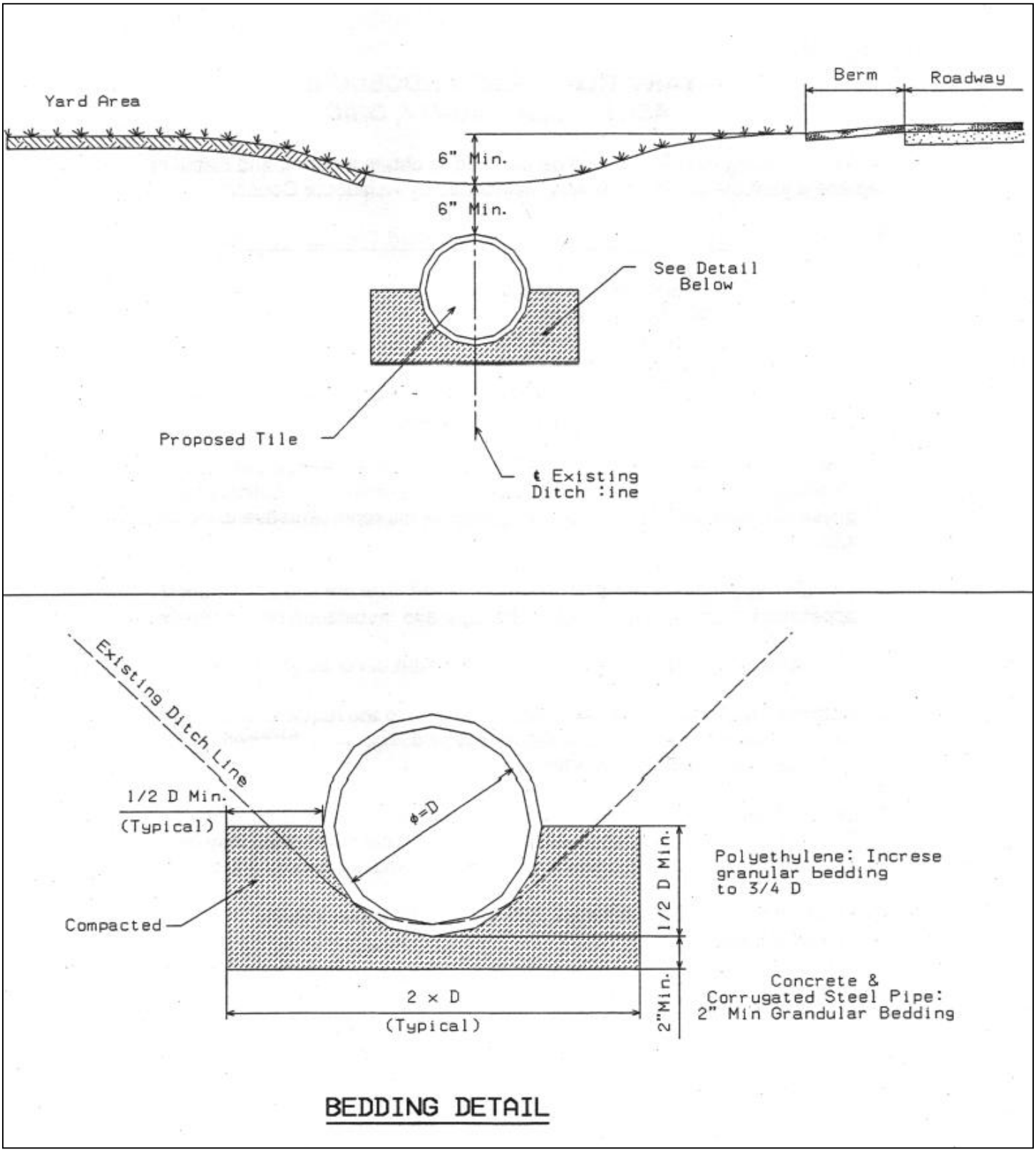
Frontage Tile Diagram



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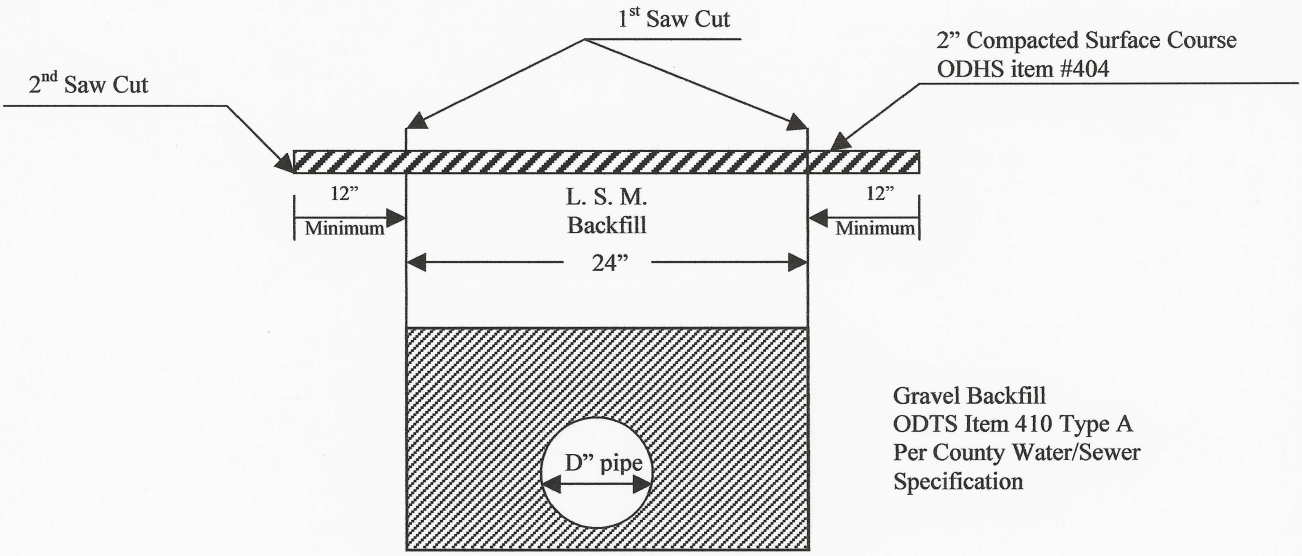
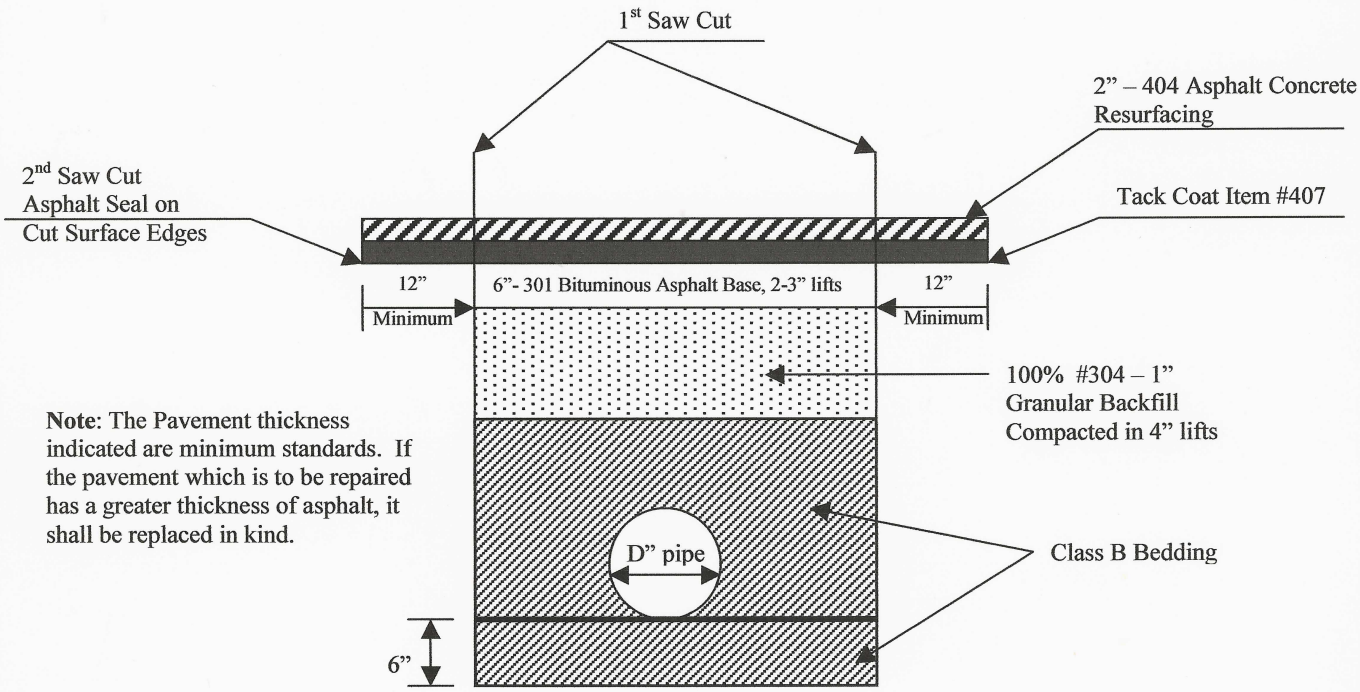
Open Road Cut



Low Strength Mortar
Cross Section



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