



ENGINEER'S OFFICE AND HIGHWAY DEPT.  
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 OFFICE 330-627-4110 FAX 330-627-3661  
 GARAGE 330-627-2345  
 CARROLLTON, OHIO 44615

TAX MAP DEPT.  
 COURTHOUSE  
 119 S. LISBON STREET  
 OFFICE 330-627-7010 FAX 330-627-7496

Check# \_\_\_\_\_

PAR# \_\_\_\_\_

TAR# \_\_\_\_\_

***Driveway Permit for Construction within the County Right-of-Way Limits***

Chapter 5543.16 of the Ohio Revised Code states in part: "The owner of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer". All driveways that connect to a county road in Carroll County require a permit from the Board of County Commissioners issued through the office of the County Engineer. A representative of the County Engineer's Office must approve the construction of all new driveways or the improvement to be made to existing driveways that connect to county roads. Properly located and constructed driveways can greatly improve the safety of your county highways. For further information, contact the Carroll County Engineer's Office by calling either Chris Kiehl (330-627-4110) or Mike Bryan (330-627-2345).

**Applicant:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Location:** Township: \_\_\_\_\_ Road Name: \_\_\_\_\_ House Number: \_\_\_\_\_

**Driveway Standards**

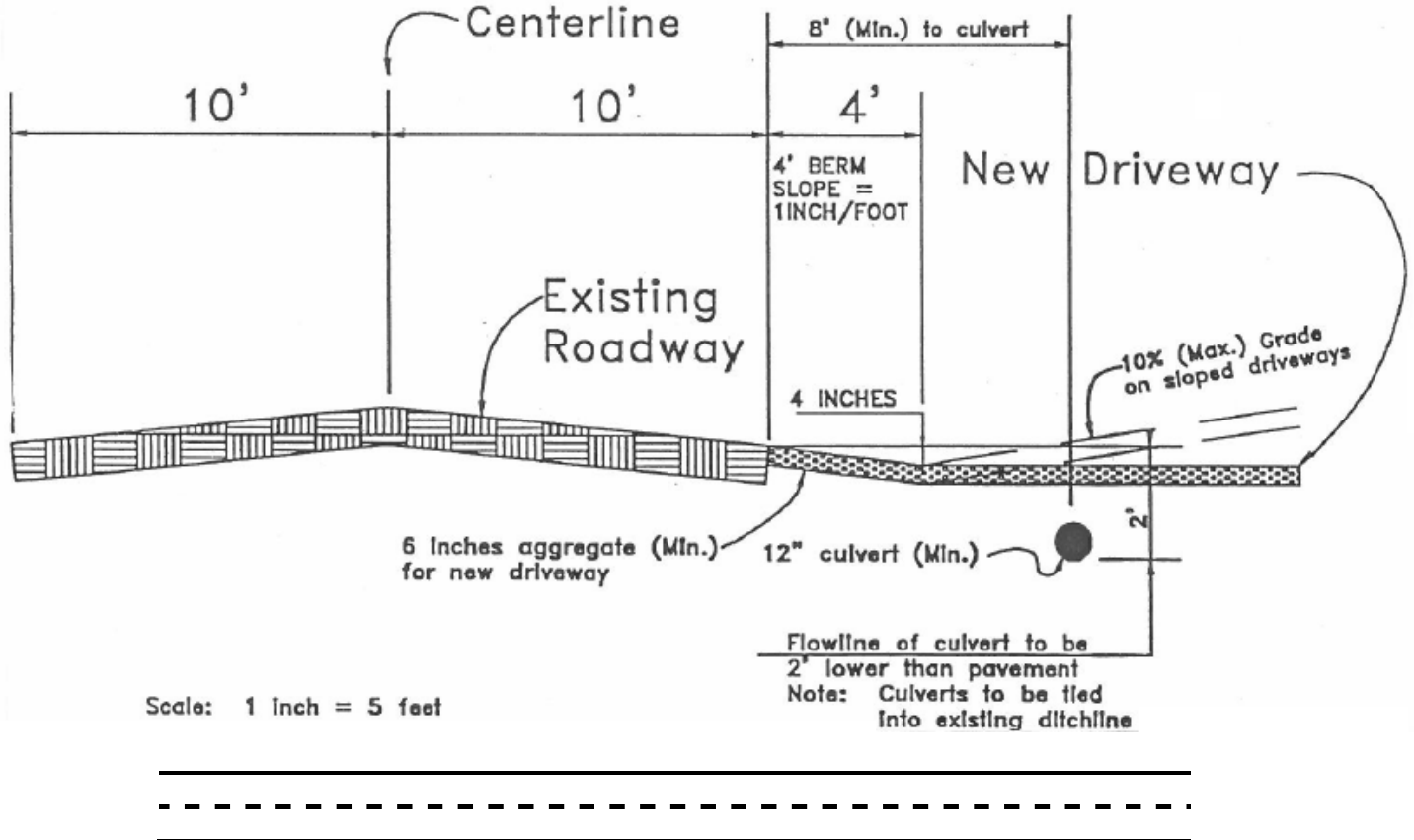
1. **Site Distance:** Driveways, or approaches, should be located and designed to enable vehicles traveling at or near legal highway speeds to see a driveway or approach. Conversely, the driveway, or approach, should be placed in areas to allow vehicles, while within the approach area, to observe the through highway for a distance sufficient to make a safe entry onto the highway. The lengths adequate to accomplish the above vary with each installation and depend on the horizontal and vertical alignment of the highway, speeds along the highway and the location of existing objects, such as trees, signs, buildings, etc., which may restrict visibility along the highway. **The recommended sight distance** shall be the Intersection Sight Distance (ISD) shown in the latest edition of the Ohio Department of Transportation (ODOT) "Location and Design Manual", corresponding to the legal speed of the roadway or design speed as determined by the Engineer. If this recommended sight distance cannot reasonably be met, the minimum sight distance shall be the Stopping Sight Distance (SSD) shown in the latest edition of the ODOT "Location and Design Manual", corresponding to the legal speed of the roadway of design speed as determined by the Engineer.
2. The County Engineer will determine if a drive culvert is required. If a drive culvert is required, the County Engineer will determine the type, size and length of the culvert. The minimum culvert size permitted is 12 inches in diameter and 20 feet in length. New driveway culverts shall be tied into the existing ditch line.
3. Driveways shall be constructed so that they will not permit water or stone to run onto the road pavement. Crowning of the driveway outside of the road berm area is suggested. *See the detailed sketch on next page.*
4. Traffic shall be maintained in accordance with the Ohio Department of Transportation Manual of Traffic Control for Construction and Maintenance Operations.
5. The Engineer's Office must be contacted 24 hours prior to starting the installation and again upon completion in order for a final inspection of the driveway. Failure to notify the Engineer's Office prior to and again upon completion will void this permit.
6. No machinery, vehicles or material are to be stored on the pavement at any time.
7. Do not place any dirt on the traveled portion of the pavement.
8. The existing roadside drainage is to remain undisturbed.
9. The Permittee assumes all responsibility for the cleaning and maintenance of the drainage installation authorized.
10. The site is to be cleaned and restored to its original or better condition when work is completed.
11. All excess and discarded material is to be removed from the county right-of-way.
12. Any expense incurred by the county due to the applicant's use of the right-of-way will be paid by the applicant.
13. Permit must be on job site at all times.
14. Permittee shall hold the Carroll County Engineer, his agents and employees harmless from any and all claims or damage, public or private, arising from or growing out of the placement, construction, or use of the excavation subject to the issuance of this permit.

**Temporary access permit only. Driveway to be removed upon completion of the project.**

**Temporary Drive Permit Requirements:**

- All temporary driveway permits must utilize Management of Traffic (MOT) measures (e.g. flagging, signage) as outlined by applicable material from ODOT's Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Permittee must commit to utilizing such measures so that the burden/liability resides with the applicant and not the Carroll County Engineer's office or its employees.
- You must maintain a safe environment for the traveling public at all times.
- Drive accesses are not to be utilized unless MOT is in place.
- You must block the entrances when MOT is not in place by utilizing orange safety fence to prevent illicit use of the drive access.
- When this temporary drive access is no longer needed for the project, it will be removed per permit requirements.

**Detailed Sketch**

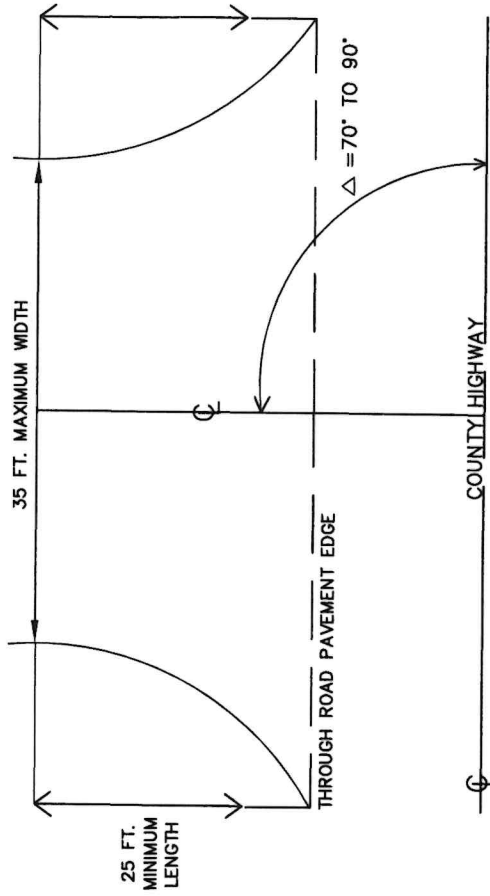


As the applicant of this permit, I have read and agree to comply with the Driveway Standards and Detailed Sketch of this permit.

|   |   |       |
|---|---|-------|
| Sight distance required: _____ ft.      | _____                                   | _____ |
|   | Applicant Signature                     | Date  |
| Sight distance available: _____ ft.     | _____                                   | _____ |
|   | Highway Superintendent                  | Date  |
| Driveway location approved ___Yes ___No | _____                                   | _____ |
|   | Carroll County Engineer                 | Date  |
|   | _____                                   | _____ |
|   | Carroll County Commissioner (President) | Date  |

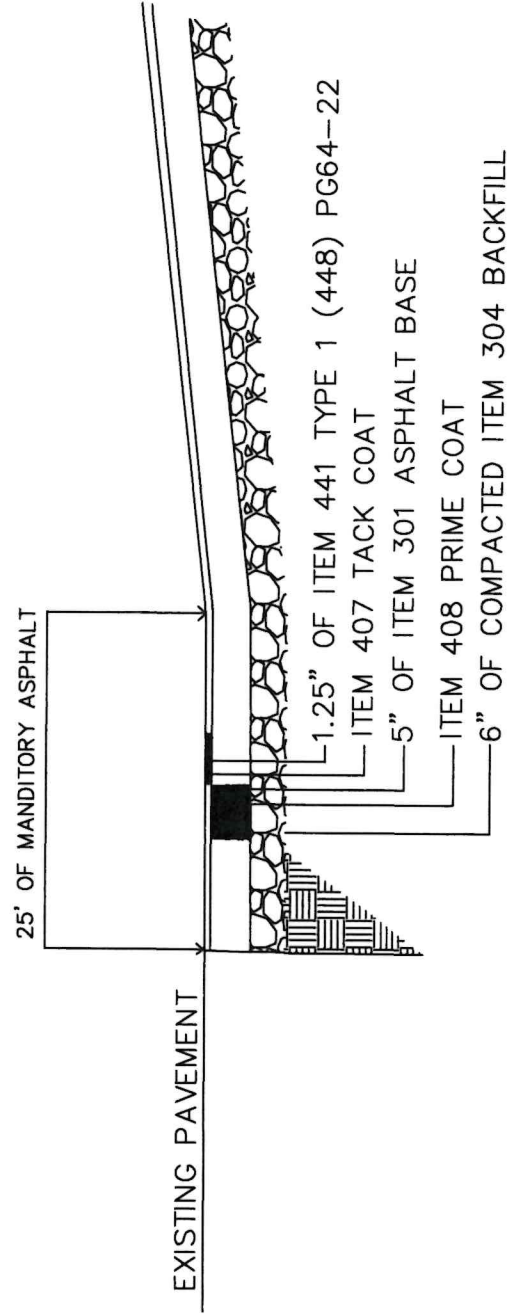
Post excavation installation approved by the County Engineer \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

# CARROLL COUNTY COMMERCIAL DRIVE DESIGN



Reference: Ohio Department of Transportation  
Location and Design Manual, Vol.1, Roadway Design,  
Section, 803 and 804

PLAN VIEW



Reference: Ohio Department of Transportation  
Location and Design Manual, Vol.1, Roadway Design,  
Section, 803 and 804

TYPICAL SECTION

## **ADDITIONAL PERMIT REQUIREMENTS**

Due to the lack of adequate sight distance, the Carroll County Engineer's Office does not recommend the construction of a driveway at this location. Therefore, the Permittee agrees that the Carroll County Engineer's Office / employees shall be saved harmless from any and all claims or damages, public or private, arising from or growing out of the issuance of this permit.

### **ENTRANCES CONSTRUCTED ON CARROLL COUNTY HIGHWAYS:**

Any truck entrance driveways not meeting minimum sight distance requirements shall have a TRUCK ENTRANCE (W11-H13-36) sign with post assembly. The sign shall be installed by Carroll County Highway Department personnel 500 feet in advance of the drive. An additional sign may be installed on the opposite side the entrance if increased emphasis is needed. Logo or advertising symbols shall not be posted with these installations. All work performed by Carroll County Highway Department personnel will be documented and submitted to the developer for reimbursement.

### **ENTRANCES CONSTRUCTED ON TOWNSHIP ROADS:**

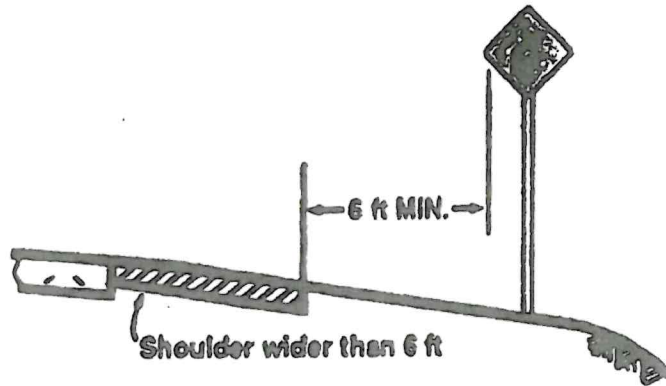
Any truck entrance driveways on township roads which require additional signs shall be installed according to the attached installation requirements. The township must be contacted for direction on how they would prefer to handle the sign installation process.

**By law, everyone MUST contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.**

\*See attached document.

## Lateral Offset

If a shoulder wider than 6 feet exists, the minimum lateral offset for post-mounted signs should be 6 feet from the edge of the shoulder.

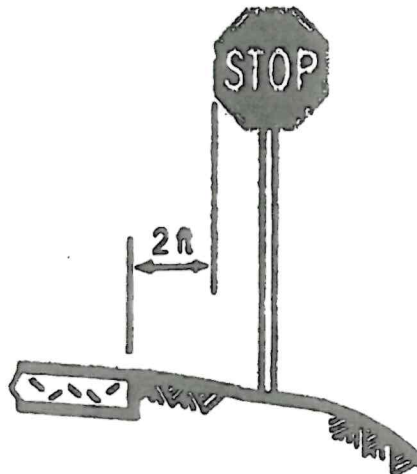


(OMUTCD Section 2A.19 and Figure 2A-2)

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## Lateral Offset

On conventional roads in areas where it is impractical to locate a sign with the lateral offset prescribed in OMUTCD Section 2A.19, a lateral offset of 2 feet may be used.



(OMUTCD Section 2A.19)

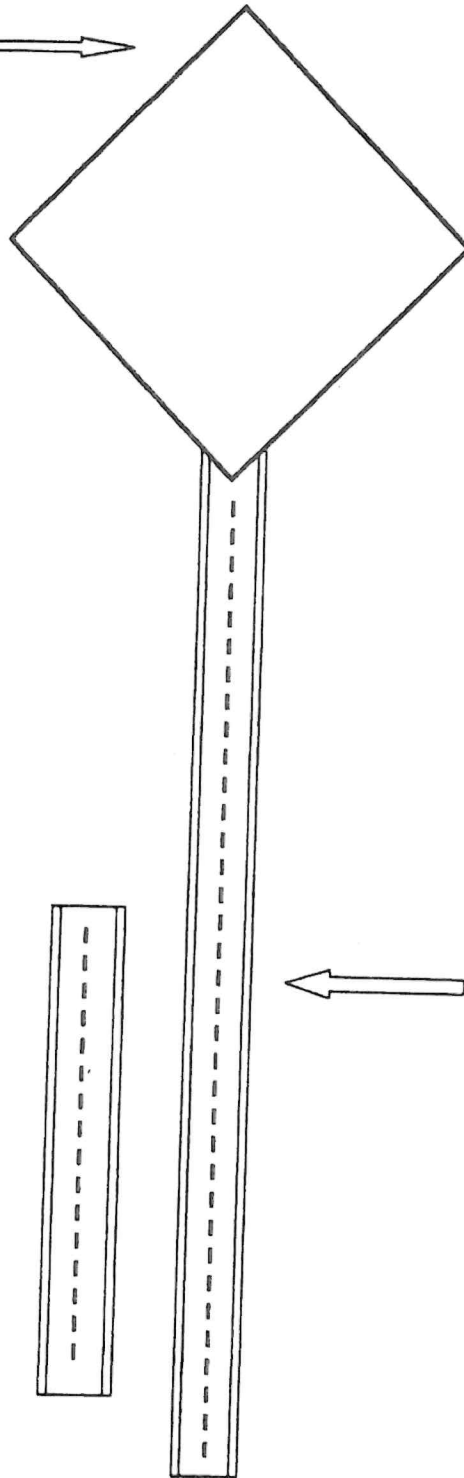
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The 2 ft. offset is acceptable, but if the sign location at this offset is in the ditch line, it needs to be located behind the ditch line.

**Truck Entrance Sign**

Minimum: 30"x 30"

.080 Gauge Aluminum



**Bolt Sign to U-post**

Using 2 -5/16 x 2 ½

Galvanized carriage bolts  
with nuts.

**Stub Post**

Upost-3# - 5ft. length

Metal or Aluminum

Driven minimum 2 ½ to 3ft.

**Sign Post**

U-post – 2# - 8ft length

Metal or Aluminum

Bolt sign post to stub post

Using 2 – 5/16" x 1 ¼"

Grade 5 Hex Cap Screws & nuts

Based on the new MUTCD sign retroreflectivity requirements,  
the Carroll County Highway Dept. is requiring faces on new signs to be constructed  
with a minimum Type III Prismatic High Intensity Grade sheeting.  
**Vehicular Traffic Warning Signs Require not less than 500 Ft. Advance Placement**