

OFFICE USE ONLY.

Application # _____

Road _____

\$75 Fee Date Paid _____

Receipt # _____

Milan Township, Erie County of Ohio

APPLICATION FOR DRIVEWAY PERMIT

For a (circle one) **NEW / EXISTING** driveway

OWNER INFORMATION

Name _____

Current Mailing Address _____

City, State, ZIP Code _____

Phone # (_____) _____

Fax # (_____) _____

New Mailing Address (if known) _____

City, State, ZIP Code _____

DRIVEWAY CONTRACTOR INFORMATION (if known)

Name _____

Mailing Address _____

City, State, ZIP Code _____

Phone # (_____) _____

Fax # (_____) _____

LOCATION OF PLANNED/EXISTING DRIVEWAY

House # _____

Road _____

Side of Road N S E W (Circle one)

_____ Miles N S E W (Circle one)

of the intersection with _____ Road

DRIVEWAY USE

Check one. **Note: A change in driveway use will require a new driveway permit.**

FARM/FIELD

SINGLE RESIDENTIAL

COMMERCIAL

INDUSTRIAL

MULTIPLE RESIDENTIAL

OTHER _____

MATERIAL FOR DRIVEWAY APPROACH Within 10 feet of the edge of pavement. Check one.

The driveway may be constructed of the owner's choice of materials further than 10 feet from the edge of pavement.

STONE

ASPHALT

OTHER _____

CONCRETE **Note: concrete is allowed only for curbed roads.**

MAILBOX INSTALLATION

Will a mailbox be installed?

YES NO

If YES, then mailbox requirements on the reverse side of this sheet must be met.

DRIVEWAY CONSTRUCTION DATES (30 days is the normal limit)

START _____ FINISH _____

The inspector **must** be notified **at least 2 working days prior** to the start of construction.

INDEMNIFICATION

If this permit is granted I/We agree to comply with all conditions, restrictions, and regulations of Milan Township. Except for negligent acts of the township, the applicant also agrees to assume all liability for and save the Township harmless from any and all claims for damage arising out of the work to be done herein and the continuing use by the applicant.

Signed _____ Date _____

Signature of owner or person accepting all responsibility for driveway

OFFICE USE ONLY APPROVAL

This application is approved subject to the conditions listed below when signed by an authorized representative of Milan Township.

Special Conditions _____

NO culvert pipe is required as of the date signed below. However the approach must be sloped away from the road to insure that no ponding is created along the county highway. In the future, if a drainage problem arises that necessitates a drive culvert, the Owner will be required to install a culvert pipe at the Owner's expense. It is not the responsibility of Milan Township to install this culvert; however, it must be installed according to the Erie County Engineer's specifications. See the reverse side of this permit for additional information.

Signed _____ Date _____

Signature of an authorized representative of Milan Township

Planned length and size of culvert pipe, if necessary. Length _____ ft; Inside Diameter _____ in; Type _____

Number of driveways on the property _____ Is a manhole or catch basin in the way of the driveway _____

Sight distance _____ Curve _____ Level _____ Hilly _____

Milan Township, Erie County Ohio
DRIVEWAY CONSTRUCTION AND DESIGN NOTES

Culverts

- 8 inch minimum side diameter and 30 feet minimum length (a larger or longer one may be needed depending on site conditions).

Apron Surfaces

- Stone is acceptable provided the maximum stone size (of the top 4 inches within 6 feet of the road pavement) is 1 ½ inches or smaller.
- Asphalt is acceptable.
- Concrete is allowed only for curbed roads.
- Driveways will not drain onto road pavement, except for curbed roads.
- Drives to be graded so as not to create a drainage problem or a maintenance problem such as snow plowing (slope 3/16"/ft down from the road).

Construction

- #304 Aggregate Base is the recommended backfill for all uses.
- Place groove (bell) end of culvert upstream.
- Set invert with sufficient grade to the next culvert or any planned improvements upstream. The grade shall be set by the Milan Township Road Supervisor.
- Manholes and catch basins set ¼ inches below the apron surface.
- The road shall be kept clear of debris during construction.

Safety

- Driveway locations with sight distances of oncoming traffic less than 500 feet are not recommended, and may need special treatment such as a turnaround.
- Traffic will be protected according to the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways. This includes, when needed, advance warning signs, cones, barricades, and flagmen.
- Massive decorative driveway markers are not recommended. If used, they must be beyond the right of way line of the road.

Mailboxes

- All supports for mailboxes shall be of a "breakaway" design with similar characteristics of the following:
 - 1) A 4 inch x 4 inch wood post
 - 2) A maximum of 2 ½ inch diameter standard steel pipe
- The post and box shall be placed as far from the pavement as is practical. Front of box 10 inch minimum from the edge of the road.
- All mailboxes must meet the requirements of the U.S. Postal Service.

General

- Maintenance of the driveway and the pipe is the owner's responsibility. If installation of either creates drainage or a road maintenance problem, the Township Trustees may declare it an obstruction and order its removal. The cost of such removal will be charged to the owner.
- The inspector shall be notified 1 to 10 business days prior to the installation. The inspector will determine if he/she needs to be present at the time of installation.
- A project without a permit will be stopped immediately by the inspector or the sheriff. (The permit fee will be double the normal permit application fee, \$150.00). A project will be stopped immediately by the inspector and the permit revoked if his/her orders are not followed. A new permit will be needed, along with its \$75.00 fee.
- Two or more stakes shall be set to show the location of the proposed driveway.

When is a Permit Needed?

- No permit is needed for a stone drive or sealing a blacktop drive, but the safety requirements must be followed as if a permit was needed.
- A permit is needed for any excavation or structure placed in the road right of way, including any rebuilding of the driveway.
- The application and permit fee is \$75.00 plus any inspection costs.