



LARRY D. JENKINS JR., P.E., P.S.
PORTAGE COUNTY ENGINEER
 5000 Newton Falls Road
 Ravenna, Ohio 44266
 Phone: (330) 296-6411
 Fax: (330) 296-2303



Permit Issue Date: _____ Permit Expiration Date: _____ Fee Paid: _____ Permit No.: _____

Driveway Permit for Construction Within the County Right-of-Way Limits-Rev. 05/2023

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 Portage 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.

Application and \$25 Permit Fee (Cash or Check payable to Portage County Engineer) must be submitted to: Portage County Engineer, 5000 Newton Falls Road, Ravenna, Ohio 44266

Applicant: _____ Contractor: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

E-Mail: _____

General Location: Township: _____ Road Name: _____ Address Number: _____

Pipe Size & Length Required: _____

Driveway Standards

1. **Sight 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.
4. Traffic shall be maintained in accordance with the Ohio's Manual of Uniform Traffic Control Devices 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 be 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 the job site at all times.
14. Permittee shall hold the Portage 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.

Start Date: _____ Completion Date: _____

I hereby agree to abide by the conditions stated herein during the construction and maintenance of this permit.

Signature: _____ Date: _____

Accepted by: _____ Date: _____

For Larry D. Jenkins P.E., P.S., Portage County Engineer