

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



CONTACT INFORMATION

PERMIT TECHNICIANS

Tony Guillot: 330-298-3937

Tom Lindsay: 330-298-3018

Permits Email: PCENG.PERMITS@PORTAGECO.COM

ROAD FOREMAN

Gary Ellison: 330-296-6411

Rob Hanna: 330-296-6411

Buc McBride: 330-296-6411



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PROCEDURE FOR NPDES PERMIT ISSUANCE- REVISED 2/2020

1. Landowner (Applicant) completes/submits permit application (including Contractor's contact information) and \$25 permit fee. Contractor may submit for the Landowner, but Landowner must complete and sign application. Contractor completes detailed drawing of Proposed work Based on General Requirements listed below.

General Requirements for Drawing

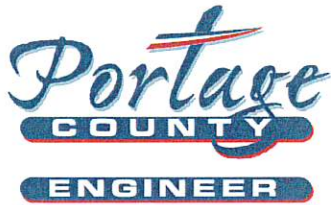
(Minimum 8.5"x11" Paper)

Enclosed Storm Sewer Systems (see page 2):

1. Size, material, and invert (flow line) elevation of the proposed septic discharge pipe at the sample well.
2. Size, material, and invert (flow line) elevations of the existing storm pipe at the upstream and downstream ends, and the calculated invert at the proposed tie-in connection point.
3. Distances to the upstream and downstream ends of the existing storm pipe from the proposed tie-in connection point.
4. Existing ground elevation at the tie-in connection point.
5. Distances from the edge of road pavement and property lines to the tie-in connection point.
6. Location of the house and tank(s) on the property.
7. **Note: A 2'x2' concrete catch basin may be required at the proposed connection point. Each job will be evaluated on a case-by-case basis.**

Roadside Ditch (see page 3):

1. Size, material, and invert (flow line) elevation of the proposed septic discharge pipe at the sample well and ditch.
 2. Bottom (flow line) and top of ditch elevations at the discharge point.
 3. Edge of pavement elevation at the discharge point.
 4. Upstream bottom (flow line) of ditch at the property line.
 5. Downstream bottom (flow line) of ditch elevation at the property line.
 6. Size, material, and invert (flow line) elevations of the driveway culvert if downstream from the discharge point.
 7. Size, material, and invert (flow line) elevations of the downstream roadside ditch crossover culvert if determined necessary at the field meeting.
 8. Distances from the edge of road pavement, driveway, and property lines to the discharge point.
 9. Location of the house and tank(s) on the property.
2. Contractor sends Plans to Health Department and County Engineer along with Permit Application and required elevation drawings at the same time. (No Plan approval until Right-of-Way Permit is issued) Email permit to PCEENG.PERMITS@PORTAGECO.COM Contacts- Thomas Lindsay, 330-298-3018, or Tony Guillot, 330-298-3937
 3. PCE Road Foreman meets with Landowner (Applicant) and Contractor at jobsite for evaluation. Township Road Superintendent may also be present if along a Township Road in which the PCE is the permit issuing agency.
 4. Plan review and signoff on the field locations by Road Foreman and County will Issue Permit.
 5. Portage County Engineer's office to be contacted **at least 48 hours prior to construction**. Road Foreman will be present for inspection prior to backfilling.



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RIGHT-OF-WAY USE PERMIT APPLICATION
PORTAGE COUNTY, OHIO – rev. 5/2023

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

Application, plans, 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; ATTN: Permit Fee, **at least** fifteen (15) working days prior to construction for major projects (new utility lines, extensions, etc.) and seven (7) working days for utility service tie-ins and septic discharges. A Maintenance of Traffic Plan that conforms to ODOT's Manual of Uniform Traffic Control Devices (MUTCD) must also be submitted if Applicant's work will impact traffic. The execution of this document is subject to and without waiver of any rights conferred by tariff, the common law and general laws of Ohio, and any interest in both real and personal property, including all utility facilities, to any Public Utilities Commission of Ohio (P.U.C.O.) regulated utility.

Applicant: _____ Contractor: _____
Print Name: _____ Print Name: _____

Address: _____ Address: _____

24 Hour Phone: _____ 24 Hour Phone: _____

E-Mail: _____

Location: Township: _____ House No.: _____ Road Name & Number: _____

___ Check Here if there is **NO SEPTIC/STORM DISCHARGE** to Right-of-Way – No Permit Required

Type of R/W Use: _____

Work will commence on or about: _____ and be completed on or about: _____

FOR COUNTY USE ONLY:

ACCEPTANCE OF THIS PERMIT CONSTITUTES AN AGREEMENT TO COMPLY WITH THE FOLLOWING EIGHTEEN (18) PROVISIONS WHICH ARE BINDING ON ALL SUCCESSORS, ASSIGNS BENEFICIARIES:

1. Attach drawings of the proposed work. Show plan, profile, cross section, pavement, pipes, bridges, etc.
2. Underground lines, etc. shall be no less than 30" deep, **located behind the back side of the ditch line** and have permanent markers at the R/W line, angle points and every 200 feet within the R/W. Road crossing shall be no less than 3' below the back side of the ditch or curb. Telephone pedestals require an 8' post with a 9X15 object marker showing their location on the R/W. Utility poles shall be no less than 10' from the edge of the roadway pavement.
3. The County Engineer's Office shall be notified two working days before any work is started within the R/W. Email permit to PCENG.PERMITS@PORTAGECO.COM Contacts for the Portage County Engineer's (PCE) office for permitting. Contact – Thomas Lindsay, 330-298-3018, Tony Guillot, 330-298-3937
4. Any expense incurred by the County due to the applicant's use of the R/W will be paid by the applicant.
5. All disturbed areas shall be promptly restored to their original condition.
6. **THE CUTTING OF PAVEMENT IS NOT PERMITTED EXCEPT WHEN SPECIFICALLY AUTHORIZED BY GRANTING AUTHORITY.**
7. The use of the pavement lane or berm for deposit of excavated materials will not be permitted.
8. This permit is valid for this installation only and only within the right-of-way of this public road.
9. The permit holder and permit holder's contractors shall abide by the MUTCD safety regulations and all OSHA standards.
10. The permit holder will be required to make any necessary repairs or relocate facilities within or over the existing Right-of-way promptly at permit holder's expense to accommodate any improvement or repairs undertaken by the County, including new or relocated County water and sewer lines.
11. A permit will be required for installations constructed on private property which must cross over or under the road right-of-way.
12. The permit holder and permit holder's contractor shall be responsible for calling the **Ohio Utilities Protection Service (OUPS) 48 hours** prior to construction.
13. The permit holder shall be responsible for and save the County harmless from all damages and claims to persons or property due to or resulting from any work performed under this permit and shall defend any action brought due to this work.
14. The permit holder shall save the County harmless from all damage to permit holders property that is not installed according to the conditions of this permit.
15. The permit holder shall be responsible for any pavement and berm failure or trench settlement occurring within twelve months of completion of the project, if determined to have resulted from operations within the right-of-way.
16. During construction and / or maintenance of overhead lines and poles the permit holder shall trim any and all tree limbs as requested by the County.
17. The right reserved, during the time any or all the work is being performed, to appoint an inspector over the work who shall represent the interests of the County Engineer on the work, and any compensation arranged for shall be paid wholly by the permit holder. This permit may at any time be revoked and annulled by the Portage County Engineer at any time for non-performance of or non-compliance with any of the said conditions, restrictions and regulations hereof.
18. For **NPDES** permits, You, Landowner/Applicant, own the proposed work and project. The County assumes no responsibility for permit holder's septic failure, backup or potential nuisance caused by your septic system's discharge downstream.

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

Signature: _____ Date: _____
Print Name: _____

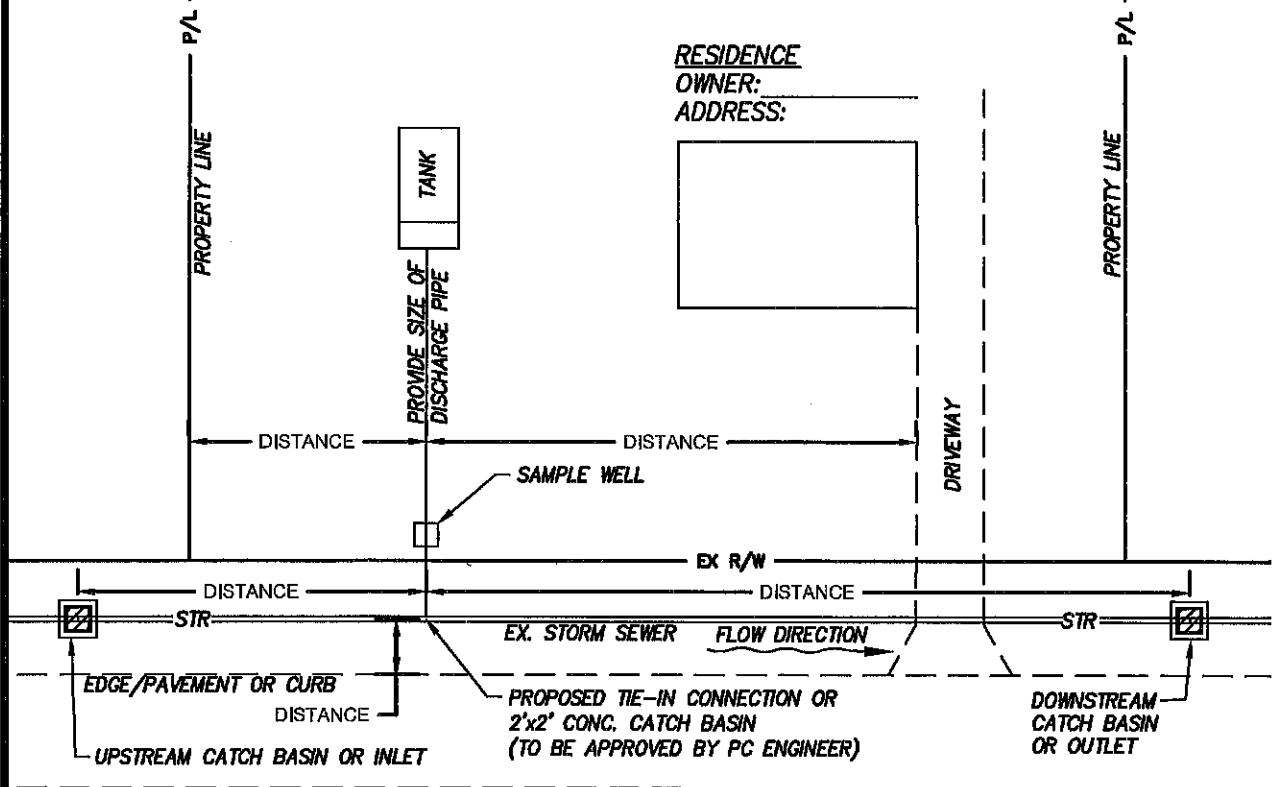
Accepted by: _____ Date: _____
For Larry D. Jenkins Jr., P.E., P.S., Portage County Engineer

R/W DISCHARGE PERMIT DRAWING REQUIREMENTS-ENCLOSED STORM SEWER rev. 3/2020

Note: Configuration of items shown below (house, tank(s), driveway, etc) is a sample to be used as a reference only, in order to show required distances and elevations. Each project will have a unique configuration.

REQUIRED ELEVATIONS

1. INVERT @ SAMPLE WELL.....
2. PROPOSED TIE-IN CONNECTION OR
2'x2' CONC. CATCH BASIN (TO BE APPROVED BY PC ENGINEER):
 GRADE @ TOP.....
 INVERT & SIZE OF EXISTING PIPE.....
 INVERT OF PROPOSED 4" PIPE.....
3. UPSTREAM INVERT @ CATCH BASIN OR INLET.....
4. DOWNSTREAM INVERT @ CATCH BASIN OR OUTLET.....



FOR PORTAGE COUNTY ENGINEER USE ONLY

COMMENTS: _____

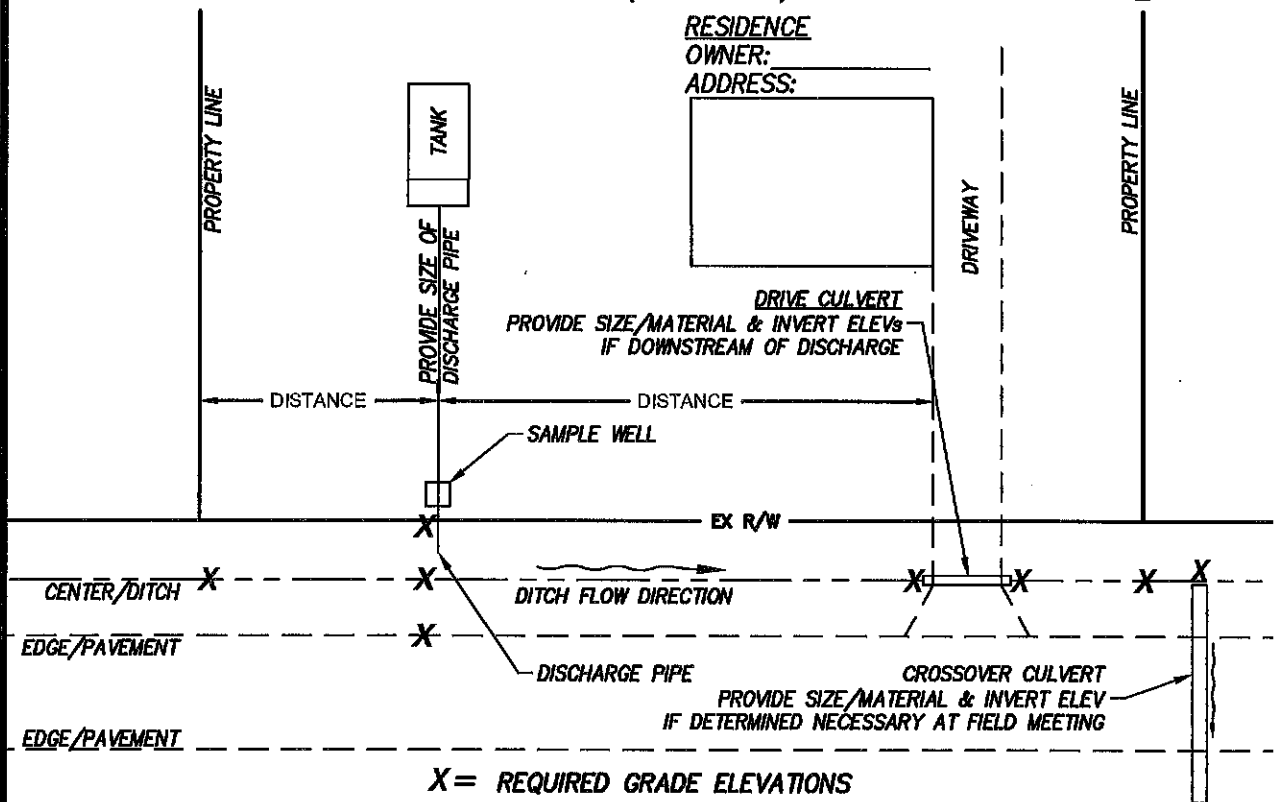
COUNTY ROAD FOREMAN _____

R/W DISCHARGE PERMIT DRAWING REQUIREMENTS-ROADSIDE DITCH rev. 3/2020

Note: Configuration of items shown below (house, tank(s), driveway, etc) is a sample to be used as a reference only, in order to show required distances and elevations. Each project will have a unique configuration.

REQUIRED ELEVATIONS - SEE X LOCATIONS BELOW

1. INVERT @ SAMPLE WELL
2. TOP OF DITCH @ DISCHARGE POINT
3. INVERT OF DISCHARGE PIPE
4. FLOW LINE OF DITCH @ DISCHARGE POINT
5. EDGE OF ROAD PAVEMENT @ DISCHARGE POINT
6. UPSTREAM FLOW LINE OF DITCH
7. DOWNSTREAM DRIVE PIPE INVERT #1 (UPSTREAM END)
8. DOWNSTREAM DRIVE PIPE INVERT #2 (DOWNSTREAM END)
9. DOWNSTREAM FLOW LINE OF DITCH
10. DOWNSTREAM CROSSOVER CULVERT (UPSTREAM END)



FOR PORTAGE COUNTY ENGINEER USE ONLY

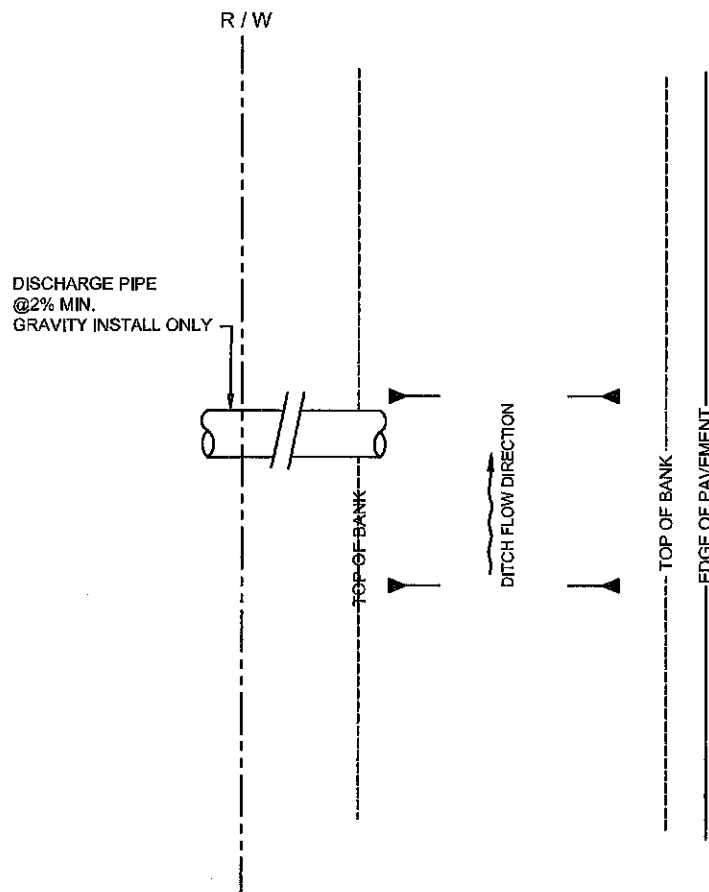
COMMENTS: _____

COUNTY ROAD FOREMAN _____

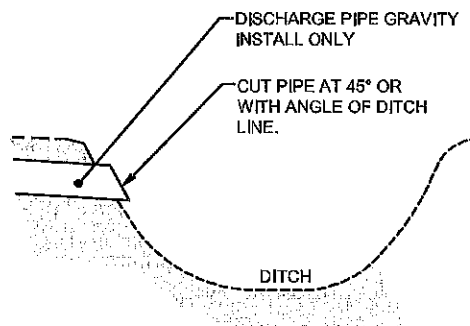
PORTAGE COUNTY ENGINEERS OFFICE DOES NOT ISSUE PERMITS FOR THE FOLLOWING CITIES AND TOWNSHIPS:
AURORA, STREETSBORO, KENT, RAVENNA, BRIMFIELD, CHARLESTOWN, DEERFIELD, FRANKLIN, MANTUA, AND NELSON

County Engineer
5000 Newton Falls Road
Ravenna, OH 44266





PLAN VIEW



CROSS SECTION

NOTES:

1. GRAVITY DISCHARGE ONLY
2. NO PUMPED FLOW WILL BE ALLOWED TO DIRECTLY TIE INTO ROADSIDE DITCH
3. CONTACT P.C.E. FOR ALLOWABLE ALTERNATIVES

DITCH TIE-IN DETAIL
N.T.S.

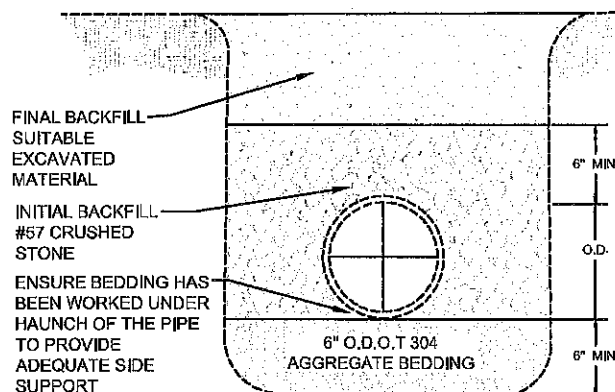
P.C.E. NPDES
ROADSIDE
DITCH TIE-IN

Scale: N.T.S.
Drawn: TJO

Date: 3/5/2021
Reviewed: LDJ

NOTES:

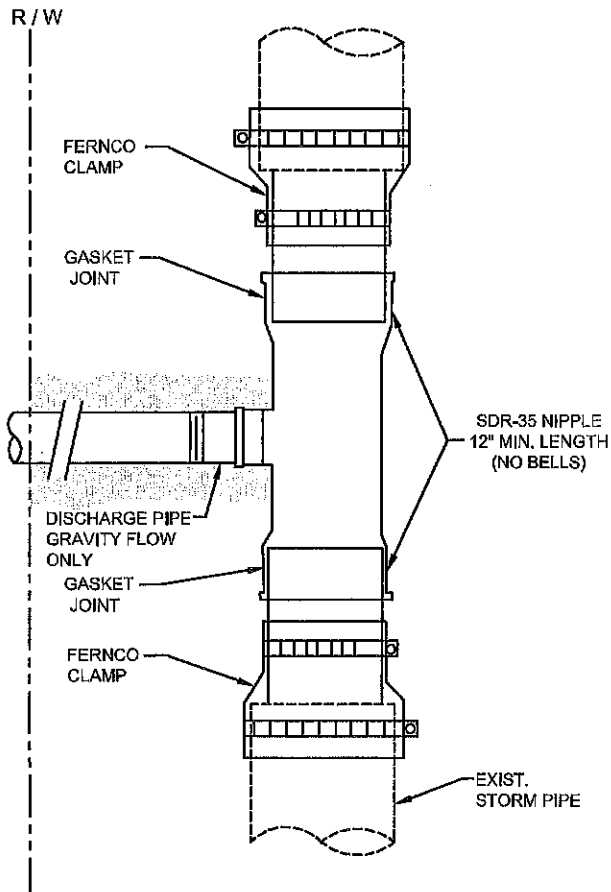
1. THE CONTRACTOR SHALL ALERT OHIO811, 8-1-1 OR THE OHIO UTILITIES PROTECTION SERVICE AT 1-800-362-2764 AT LEAST 48 HOURS BEFORE ANY EXCAVATION IS INITIATED.
2. THE CONTRACTOR SHALL NOTIFY THE ENGINEERING DEPT. 24 HOURS PRIOR TO INSTALLATION. FOR QUESTIONS CALL THE PORTAGE COUNTY ENGINEERS OFFICE AT 330-296-6411.
3. NEW STORM LATERAL PIPING:
 - A. SHALL BE A MINIMUM OF 4 INCHES IN DIAMETER AND MAINTAIN A 1% SLOPE TOWARDS THE MAIN, UNLESS APPROVED BY THE COUNTY ENGINEER.
 - B. PVC BENDS ARE ALLOWABLE UP TO AN ANGLE OF 45° AND MAY BE USED AT THE POINT OF TIE-IN TO DECREASE LATERAL DEPTH.
4. CUT-IN CONNECTIONS MADE TO EXISTING CLAY STORM SEWER PIPE SHALL USE A PVC 4 INCH WYE WITH FERNCO CONNECTORS - SEE DETAIL.
5. LATERALS INSTALLED IN MAINS GREATER THAN 12 INCH STORM SHOULD BE CORED AND CONNECTED WITH AN INSERTA TEE OR APPROVED EQUAL. SEE DETAIL.
6. BEDDING OF STORM LATERALS SHALL BE AT LEAST 6 INCHES DEEP AND MAY CONSIST OF EITHER WASHED GRAVEL OR O.D.O.T. 304 AGGREGATE. INITIAL BACKFILL SHALL HAVE AT LEAST 6 INCHES OF COVER WITH GRANULAR MATERIAL AND AT LEAST 3 FEET OF TOTAL COVER.
7. PIPE INSTALLED UNDER EXISTING OR PROPOSED PAVEMENT SHALL BE INSPECTED BY THE PORTAGE COUTY ENGINEER OFFICE PRIOR TO INSTALLATION. BACKFILL USED IN THIS AREA SHALL BE APPROVED BY THE ENGINEER.
8. ALL PIPE TRENCHES AND TIE-INS IN THE RIGHT-OF-WAY SHALL BE LEFT UNCOVERED UNTIL INSPECTED BY THE ENGINEER OR HIS REPRESENTATIVE.
9. 2' x 2' CONCRETE CATCH BASIN INSTALLATION ON AN EXISTING DITCH ENCLOSURE SHALL BE CUT IN UTILIZING FERNCO AS SHOWN ON WYE CUT IN DETAIL.



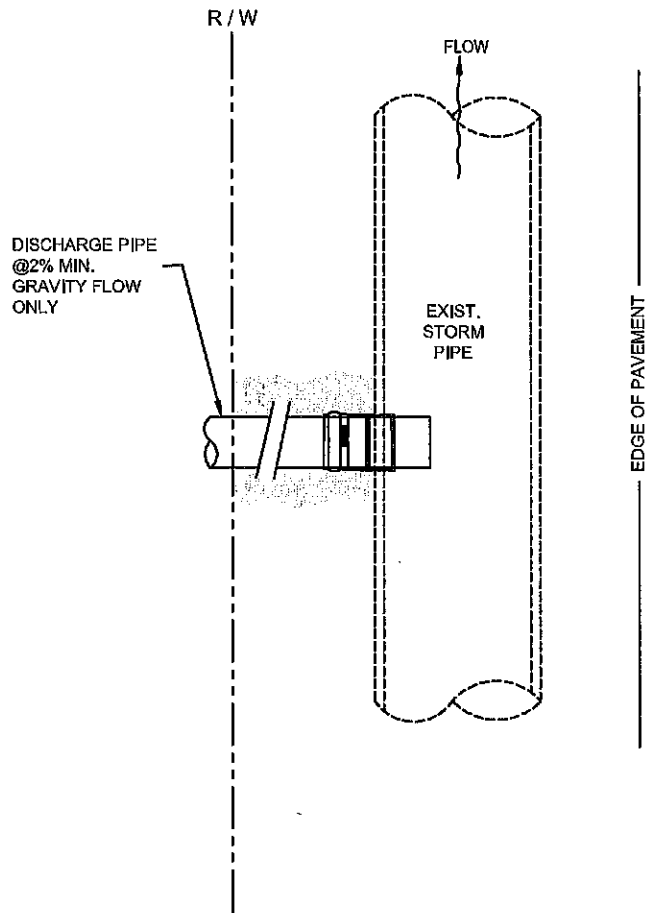
BEDDING DETAIL

TYPICAL STORM
INSTALLATION DETAIL
N.T.S.

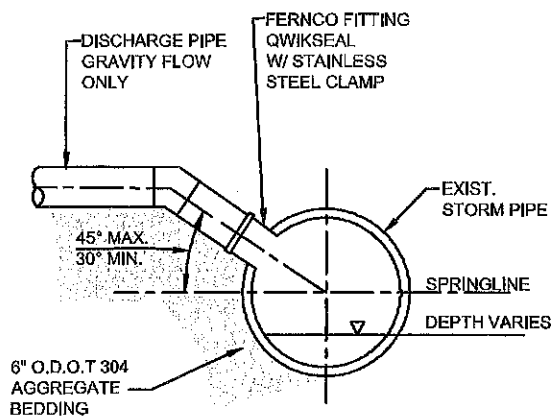
P.C.E. NPDES STORM INSTALLATION NOTES	
Scale: N.T.S.	Date: 3/22/2020
Drawn: TUG	Reviewed: LDI



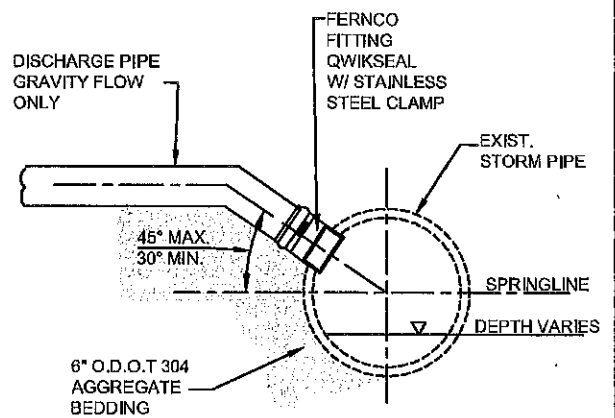
CUT-IN WYE DETAIL



PLAN VIEW



CROSS SECTION

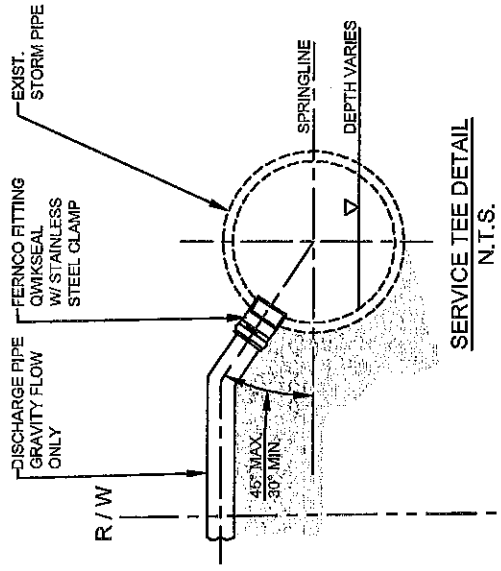


CROSS SECTION

**STORM SEWER
MANUFACTURED TAP DETAIL
N.T.S.**

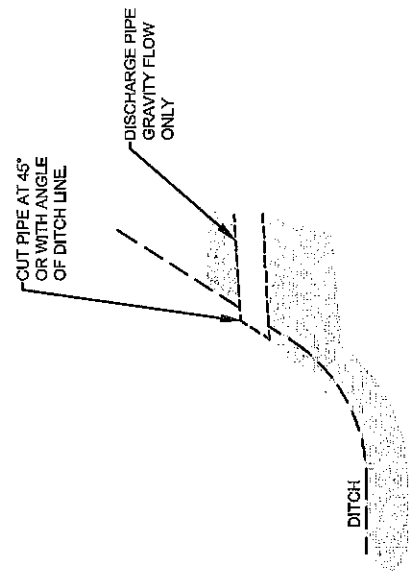
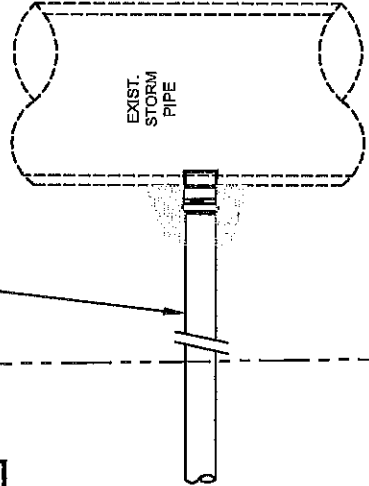
**P.C.E. NPDES OFFLOT
TIE-IN TO EXISTING
ENCLOSED PIPE**

Scale: N.T.S.	Date: 3/2/2020
Drawn: T/JG	Reviewed: LDJ



NO PUMPED DISCHARGE INTO PUBLIC RIGHT-OF-WAY HEALTH DEPARTMENT PLANS MUST SHOW GRAVITY FLOW ONLY.

DISCHARGE PIPE @2% MIN. GRAVITY FLOW ONLY



NOTE:
THE EFFLUENT (UPON ENTERING THE RIGHT-OF-WAY) MUST BE GRAVITY FLOW ONLY THROUGH DISCHARGE PIPE, ANGLED IN THE DIRECTION OF THE DITCHES NATURAL FLOW AND TRIM TO MATCH THE BACK SIDE OF THE DITCH.

DITCH/PIPE TIE-IN

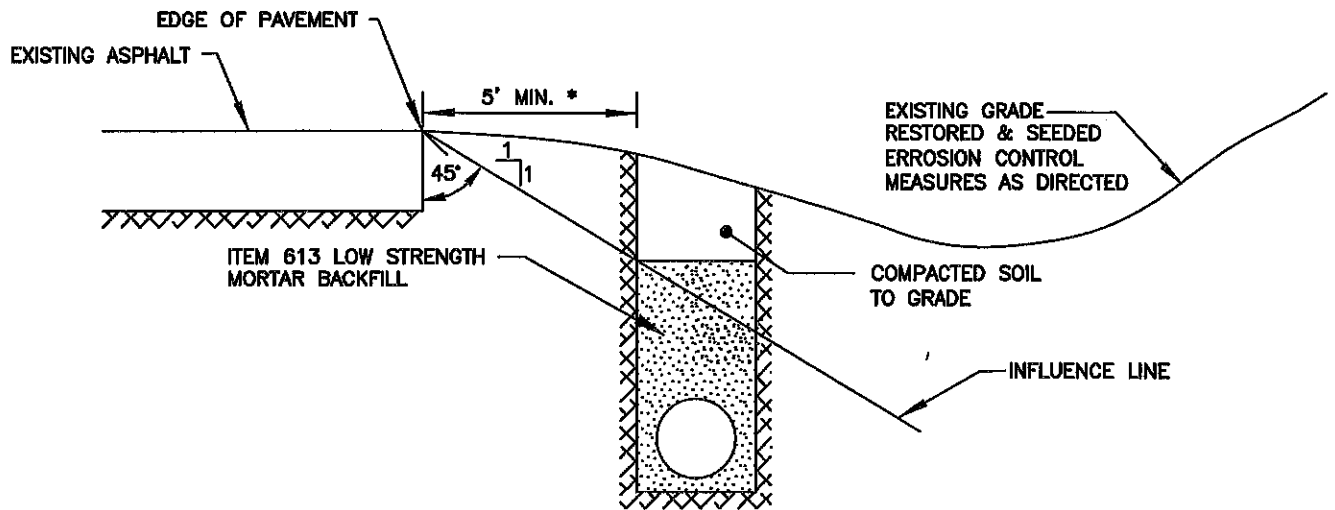
DISCHARGE PIPE DETAIL N.T.S.

DITCH TIE-IN DETAIL N.T.S.

Scale: N.T.S.	Date: 3/5/2021
Drawn: T/G	Reviewed: LDJ

LONGITUDINAL TRENCH BACKFILL & EXCAVATION

N.T.S.



* Where trench excavation is less than 5 feet off the edge of pavement and/or greater than 6 feet in depth as measured from the edge of pavement, means and methods of construction must be submitted to the County Engineer for approval, to ensure no settlement or damage to the roadway will occur. Permit holder may be required to submit soils engineering and recommendations from a Registered Soils Engineer, and install sheeting when required. When the excavation does not go below the 45 degree Influence line shown, this may be waived.

Where trench excavation is less than 5 feet off the edge of pavement, entire excavation to be backfilled with Item 613 Low Strength Mortar. Berm must be restored to original condition with compacted Item 304.

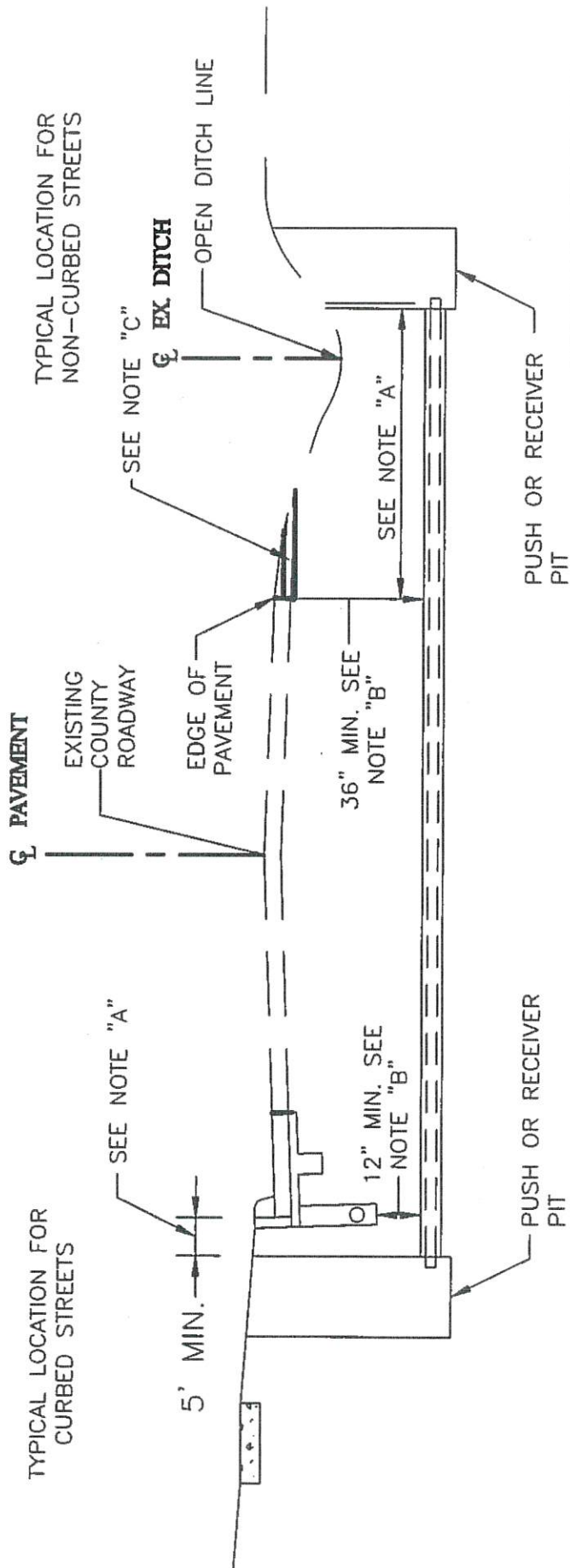
TRENCH REPLACEMENT	
Approved By: Michael A. Marozzi, P.E., P.S. Portage County Engineer	
Scale: N.T.S.	Date: 12/15/2015
Drawn: JLC	Drawing No. TR-1

D:\NEW PERMIT\TEMPLATES\cad files for nps permit procedure

TYP. ROAD BORING DETAIL

NOTES:

- "A" MINIMUM SHALL BE 5 FEET FROM THE BACK OF CURB OR THE EDGE OF PAVEMENT.
- "B" MINIMUM DEPTH FROM TOP OF CONDUIT OR CASING TO TOP OF PAVEMENT FOR ALL STREETS IS 36". MINIMUM DEPTH OF 12" BELOW THE UNDERDRAIN IS REQUIRED FOR ALL STREETS.
- "C" IF AGGREGATE DRAINS ARE DISTURBED, THEY MUST BE REPLACED.



N.T.S.

TYP. ROAD BORING DETAIL

Approved By:
Michael A. Marozzi, P.E., P.S.
Portage County Engineer

Scale: N. T. S.

Date: 05/02/2011

Drawn: BCR
Drawing No. RBD-1