

JEFFERSON COUNTY COMMISSIONERS

HIGHWAY USE MANUAL

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SECTION I

POLICIES AND PROCEDURES FOR THE ACCOMMODATION OF UTILITIES ON COUNTY AND TOWNSHIP MAINTAINED HIGHWAYS

A. INTRODUCTION

The Jefferson County Board of Commissioners has responsibility for maintaining the public highways under its jurisdiction per Chapters 5547 and 1723 of the Ohio Revised Code as necessary to preserve the integrity, operating safety and function of the highway facility. Since the manner in which utilities cross or otherwise occupy highway rights-of-way can materially affect appearance, safe operation and maintenance of the highway, it is necessary that such use and occupancy be reasonably regulated.

The purpose of this policy is to set forth the conditions under which utility facilities may utilize the rights-of-way of public highways under the jurisdiction of the Board of Jefferson County Commissioners. It is the intent of this policy to permit maximum use of rights-of-way under the Board's authority consistent with the preservation of the highway investment, safety of the highway user, highway maintenance requirements, proposed future highway improvements and environmental considerations. This policy provides guidelines to permit uniform practices throughout the County for the accommodation of utilities and recognizes the need for special consideration for unusual or hardship situations.

Design of the several elements in utility crossings or occupancies shall conform to the requirements contained herein, but where State, Local or Industry design standards are higher than the treatments and design requirements specified herein, the higher standards shall be used.

This policy may be modified as conditions dictate for operation of the highway.

B. SCOPE AND APPLICATION

This policy applies to all utilities, as defined on page 6 to be constructed, adjusted or relocated on or across rights-of-way under the jurisdiction of the Jefferson County Commissioners after the effective date of this policy.

This policy does not supersede specific permits or agreements previously issued or entered into by the Board of Jefferson County Commissioners for the occupancy of highway rights-of-way by specific facilities, nor does it supersede specific requirements of other governmental agencies or bodies.

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The provisions of this policy are based on the American Association of State Highway and Transportation Officials publication, "A Guide for Accommodating Utilities on Highway Rights of Way" (1969). In case of conflict with the foregoing publication, the guidelines set forth in this policy shall apply.

C. DEFINITIONS

Auguring - The procedure of making a hole below the surface by the use of an earth auger.

Average Daily Traffic - The average 24-hour volume, being the total volume during a stated period divided by the number of days in that period; unless otherwise stated, the period is a year. The term is commonly abbreviated as ADT.

Backfill - Replacement of acceptable soil or granular material in an excavation.

Bedding - Organization of soil or other material to support an underground facility.

Boring - The procedure of making a hole below the surface by the use of a boring bar.

Cap - Rigid structural element surrounding a pipe or conduit.

Carrier - Pipe directly enclosing a transmitted liquid, gas or solid

Casing - A larger pipe enclosing a carrier.

Clear Roadside Policy - The policy employed by the County to increase safety, improve traffic operation and enhance the appearance of highways by designing, constructing and maintaining highway rights-of-way as wide, flat and rounded as practical and as free as practical from physical obstruction above the ground such as trees, drainage structures, massive sign supports, utility poles and other ground-mounted obstructions.

Coating - Material applied to or wrapped around a pipe.

Conduit or Duct - An enclosed tubular runway for protecting the wires or cables.

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Cover - (bury) - Depth to top of facility below grade or roadway, ditch or other surface.

Cradle - Rigid structural element under and supporting a pipe.

Direct Burial - Installing a utility facility underground without encasement, by plowing or trenching.

Driving - The procedure of placing pipe below the surface by applying force in intermittent blows to a block or driving shoe, attached to the trailing end of the pipe. A driving head or plugged collar is attached to the leading end of the conduit or pipe. An air hammer generally provides the driving force.

Encasement - Poured concrete, completely surrounding a pipe line or conduit installed in a trench.

Encroachment - Unauthorized use of highway rights-of-way or easements as for signs, fences, building or other structures.

Flexible Pipe - A plastic, fiberglass or metallic pipe having large ratio of diameter to wall thickness which can be deformed without undue stress.

Gallery - A prefabricated or monolithic structure large enough to permit inspections, repair and replacement of one or more utility lines in place.

Highway, Street or Road - A general term denoting a public way for purposes of vehicular travel, including the entire area within the right-of-way.

Jacking - The procedure of installing pipe below the surface by the application of force to the trailing end of the capped conduit or pipe through hydraulic or mechanical jacks or pushing machines.

Manhole - An opening in an underground system which workman or others may enter for the purpose of making installations, inspections, repairs, connections and tests.

Normal - Crossing at a right angle.

Oblique - Crossing at an acute angle.

ODOT - Ohio Department of Transportation.

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Permit - An agreement, by which the highway authority regulates and/or gives approval of the use an occupancy of highway rights-of-way by utility facilities or private lines. (A non-standard permit is one in which the application contains a feature in variance with applicable policies contained in this section or minimum standards for design.)

Pipe Line - A continuous carrier used primarily for the transportation of liquids, gases and/or solids from one point to another using either gravity or pressure flow.

Pressure - Relative internal pressure in psig (pounds per square inch gauge).

Right-of-Way - A general term denoting land, property or interest therein usually in a strip acquired for or devoted to transportation purposes.

Rigid Pipe - Pipe designed for diametric deflection of less than 1.0%.

Roadside - A general term denoting the area adjoining the outer edge of the pavement.

Roadway - The portion of a highway, including shoulders, for vehicular use.

Semi-Rigid Pipe - Pipe designed to tolerate diametric deflection up to 3.0%.

Service Drops or Lines - All lines supplying utility service to individual consumers from a main line.

Shoulder (berm) - The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Slab, Floating - Slab not supported by a rigid foundation.

Sleeve - Short casing through pier or abutment or highway structure.

Specified Minimum Yield Strength (SMYS) - The force per unit area which will produce a stress sufficient to cause permanent change in shape is known as the yield point, and this stress is the limiting factor in pipe line design.

Traveled Way - The portion of the roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

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Trenches - Installed in a narrow open excavation.

Tunnel - Enclosed excavation through which a utility is to be installed.

Unprotected - Underground utility line installed without provision of casing, encasement or gallery.

Untrenched - Installed without breaking ground of pavement surface, such as by jacking, boring or tunneling.

Utility - "Utility" shall mean and include all privately, publicly or cooperatively-owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, stormwater not connected with highway drainage and other similar commodities, including publicly-owned fire and police signal systems and street lighting systems, which directly or indirectly serve the public or any part thereof. The term "utility" shall also mean the utility company, inclusive of any wholly-owned or controlled subsidiary. Service lines, privately-owned, devoted exclusively to supply the various commodities to the owner and not directly or indirectly serving the public, shall be considered a "utility".

Vent - Appurtenance to discharge vapors from casings.

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D. GENERAL GUIDELINES

The following are general guidelines for the location and design of all utility installations within the highway rights-of-way:

1. LOCATION

a. Utility lines should be located to minimize the need for later adjustments to accommodate future highway improvements and to permit servicing such lines to minimum interference to highway traffic.

b. Longitudinal installations should be located on uniform alignment as near as practicable to the right-of-way lines so as to provide a safe environment for traffic operation and preserve space for future highway improvements or other utility installations.

c. To the extent feasible and practicable, utility line crossing of the highway should cross on a line generally normal to the highway alignment.

d. The horizontal and vertical location of utility lines within the highway road right-of-way limits should conform with the clear roadside policies applicable for the system, type of highway and specific conditions for the particular highway section involved. The location of aboveground utility facilities should be consistent with the clearances applicable to all roadside obstacles for the type of highway involved.

e. Where other locations are not feasible, bridges may be utilized to support utility facilities as provided in part G of this section.

f. At no time will utility lines be allowed to utilize existing drainage culverts or drive pipes as a means of encasement.

g. In all cases full consideration should be given to the measures reflecting sound engineering principles and economic factors, necessary to preserve and protect the integrity and visual quality of the highway and utility facilities, their maintenance efficiency and the safety factors.

2. DESIGN

The utility is responsible for the design of the utility facility to be installed within the highway rights-of-way or attached to a highway structure. The Jefferson County Engineer is responsible for review of the utility's proposal with respect to the location of the utility facilities to be installed and the manner of attachment and acting under the authority of the County Commissioners, may accept or reject the utility's proposal as submitted. This includes the measures to be taken to preserve the safe and free flow of traffic, structural integrity of the road or highway structure ease of highway maintenance, appearance of the highway and the integrity of the utility facility.

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E. PIPE LINES

1. GENERAL

The design of underground utility pipe crossings or occupancies of highways must necessarily be varied because of the site conditions, type of utility involved, type of highway and degree of access control; therefore, the following is to be considered as a flexible policy which may be modified where special conditions exist. Design of the utility facilities shall conform to the requirements contained herein, but where Local or Industry design standards are higher than specified herein, Local or Industry standards shall prevail. Arrangements for emergency maintenance procedures shall be made whenever possible by the utility notifying the County Engineer's Department for the purpose of traffic safety.

2. LOCATION

Within highways, crossings are permitted subject to the conditions set forth in this policy. Longitudinal lines may be permitted and such installations should be located between the ditch and right-of-way line. If location beyond the ditch is not feasible, the line may be located between the ditch and the pavement, and the line should normally be located such that the distance between the edge of the pavement (or paved or stabilized shoulder) and the inside edge of the trench is greater than the depth of the trench.

3. DESIGN

The County, through the Jefferson County Engineer, reserves the right to require casing or equivalent alternate protection based on conditions or hazards involved.

When not required by the County, casing may be used at the election of the utility when it is the policy of the utility to use casing.

4. INSTALLATION

a. Pipe line crossings of all highways shall be made without disturbing existing pavements. Open cut of pavement will be permitted when approved the Jefferson County Engineer.

Where a pipe crossing or casing is installed by jacking or driving, auguring or boring ahead of the casing will be allowed, where soil conditions permit. Water jetting will not be permitted.

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Galleries, casings or unprotected utilities installed in open cut trenches on highway rights-of-way shall be bedded and backfilled in accordance with the standards herein.

b. Grade of the crown of an unprotected pipe or of the crown of a casing shall be established such that minimum depth of cover will be as follows:

	<u>Water Lines</u>	<u>Other</u>
Under pavement surface	4 feet	3 feet
Under sod ditches	3 feet	2.5 feet
Under paved ditch	2 feet	2 feet
Under other surfaces	3 feet	2 feet

Gas or other liquid petroleum transmission lines will require greater cover, in areas not under pavement, in accordance with Federal Minimum Pipeline Safety Standards.

Additional depth cover, or less than minimum, may be required to meet existing field conditions.

c. When the highway is now, or is to be constructed, on an embankment or in a shallow cut, casings or galleries when used, shall extend across the full width of the right-of-way. If significant saving would result, the casing or gallery may be terminated beyond the outer edge of the ditch flow line, or the embankment slope if a ditch is not provided.

d. When the highway is now, or is to be constructed in deep cut, casings or galleries when used, shall extend across the roadway to include the effective width of the outside shoulders. Effective width is to be considered to be the offset distance between the edge of the pavement and the face of the guardrail as provided elsewhere on the highway project. Overhead structures, either utility or highway, may be considered for the purpose of spanning deep cuts with water and gas lines when other locations prove difficult and unreasonably costly.

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F. POWER AND COMMUNICATION LINES

1. GENERAL

a. The guidelines for accommodation of power and communication lines on highway rights-of-way will vary with the site conditions, type of line involved, type of highway and degree of access control; therefore, the following is to be considered a flexible policy which may be modified where special conditions exist. Design of the utility facilities shall conform to the guidelines contained herein, but where Local or Industry standards are higher than specified herein, Local or Industry Standards shall prevail.

b. The vertical clearance of overhead lines crossing highway rights-of-way shall not be less than the minimum required by Administrative Order No. 72 of the Public Utilities Commission of Ohio and/or the National Electrical Safety Code. The County Engineer will determine the location and extent of additional clearance, required during highway construction, and will make every effort to give ample notification to the utility.

c. Arrangements for emergency maintenance procedures shall be made whenever possible the utility notifying the Jefferson County Sheriff for the purpose of traffic safety.

2. LONGITUDINAL OCCUPANCY

a. Within highway rights-of-way, longitudinal lines, either overhead or underground, may be permitted. Location of such lines should be between the ditch and the right-of-way line.

If thorough investigation reveals that the location is not feasible for an underground line, authorization may be granted to construct the line in the shoulder area. When constructed in the shoulder area, it shall be so located that a one-to-one slope from the inside edge of the bottom of the trench will intercept the ground surface outside the paved or stabilized shoulder. Plowed cable shall not be installed within the shoulder area where lines for highway lighting, illuminated signs or other obstructions are located. Backfilling of the trenches shall be in conformance with the standards set forth in Part L. of this section.

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Ground-mounted utility facilities should be placed as far as practical from the traveled way, beyond the clear roadside area, and be of a pleasing design compatible with the visual quality of the highway involved. Guy wires to ground anchors and stub poles should not be placed between a pole and the traveled way where they encroach upon the clear roadside area. There is no established dimension for the width of a clear roadside area, but when there is sufficient border space (i.e., the space between the edge of the pavement or curb line and the right-of-way line), 30 feet from pavement edge should be used as a design safety concept guide. In urban areas where there are curbed sections, the utility facilities should be located a minimum of 8 feet behind the face of outer curbs, or if not practical, as far back as feasible.

b. Longitudinal installations of overhead lines should be limited to single pole type of construction. Joint-use single pole construction is encouraged at locations where more than one utility or type of facility is involved.

3. OVERHEAD CROSSINGS

Structures for the support of overhead utility lines crossing highway rights-of-way may be permitted; however, such structures should be located between the ditch and the right-of-way line in a manner that will cause the least interference with the normal maintenance of the highway.

4. UNDERGROUND CROSSINGS

a. Conduits, casings, where desired, or unprotected utilities for underground lines crossing existing highways shall be installed by driving, boring, tunneling or jacking without disturbing the pavement or paved shoulders, if soil conditions are suitable. Water jetting will not be permitted. Open cuts of pavements will not be permitted unless it is demonstrated there is no reasonable alternate method available.

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b. Conduits or casing shall extend beyond the outer edge of the ditch flow lines, or the embankment slope, if a ditch is not provided. When the highway is constructed in deep cut, the conduit or casing may be terminated beyond the shoulders.

c. The grade of the crown of conduit, casing or unprotected power or communication line shall be estimated such that minimum depth of cover will be as follows:

Under pavement surface	3 feet
Under sod ditches	2.5 feet
Under Paved Ditch	2 feet
Under other surfaces	2 feet

Additional depth of cover, or less than minimum, may be required to meet existing field conditions.

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G. UTILITY INSTALLATIONS ON HIGHWAY BRIDGES

1. GENERAL

In many cases, attachment of utility facilities to highway bridges is a practical arrangement and will be permitted, where found to be in the public interest. However, attaching utility facilities to a highway bridge can materially affect the bridge, the safe operation of traffic, the efficiency of maintenance and the appearance. Therefore where feasible and reasonable to locate utility facilities elsewhere, attachment to bridge structures should be avoided.

2. CONDITIONS

Where other locations for a utility facility to span an obstruction prove to be difficult or unreasonably costly, consideration shall be given for attaching the utility facility to a bridge structure under the following conditions:

(1) The utility installation shall be made in a manner that will not inhibit the maintenance of the structure, or detract from the appearance of the structure.

(2) None of the structural members in the proposed bridge are to be reduced in section, or the cross section of the super-structure revised to other than a normal section solely for the purpose of accommodating utility lines.

(3) Conduits to be installed in the sidewalk element must be at least one inch (1") above the construction joint, between the bridge slab and sidewalk, and spaced to provide at least two inches (2") clear between the outside of the conduits.

(4) Utility attachments to the outside of a bridge structure will not be permitted except where reasonable alternatives do not exist.

(5) Gas mains may be supported by bridges provided the internal pressure does not cause stress in the pipe to exceed 30% SMYS (specified minimum yield strength) of pipe, and cut-off valves are provided at readily accessible location within reasonable distance from each end of the bridge.

(6) Water mains may be supported by bridges if cut-off valves are provided at readily accessible location within reasonable distance from each end of the bridge, and insulating wrapping is provided, as required, to prevent sweating or freezing.

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(7) The design of pipe line installations on bridge structures shall provide for a pipe lines support that will prevent vibration in the pipe lines when traffic crosses the bridge.

(8) Power and communication conduits installed on bridges shall be equipped with access points at readily accessible location within reasonable distance from each end of the bridge.

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H. PERMITS

1. GENERAL

Utilities shall obtain permits for the use or occupancy of all highway rights-of-ways under jurisdiction of the County.

2. RESPONSIBILITY FOR PERMITS

The Jefferson County Engineer shall be responsible for receiving applications for permits; reviewing the application and plan to insure conformity to applicable Local, State and Federal regulations; issuing of permits; inspecting construction to insure conformity to the permit; and maintaining records of all applications and permits.

3. GENERAL PROVISIONS APPLICABLE TO ALL PERMITS

During the progress of the work all traffic control devices shall be installed and maintained as required for the protection of the traveling public in accordance with the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways." The same shall be properly lighted at night, when required. The party or parties to whom the permit is issued shall be responsible for all damages to persons or property due to or resulting from any work done under this permit.

Except as authorized under the permit, no excavation shall be made or obstacles placed within the limits of the highway.

If any grading or other work done under the permit interferes with the drainage of the highway in any way, such catch basins and outlets shall be constructed as necessary, in the opinion of the County Engineer and/or chief executive officer of the Stormwater Management and Sediment Control Rules and Regulations, to take proper care of said drainage.

If the party or parties to whom a permit is issued does anything on contrary to the terms of the permit, and after written notice, fails to correct such work or to remove such structure or materials as ordered by the Board of County Commissioners, the County may correct such work or remove such structure or material; and the party or parties to whom the permit is issued shall reimburse the County for any expense incurred in correcting the work or removing the structure or materials.

All the work contemplated under the permit shall be done under the supervision and to the satisfaction of the County Engineer, and the entire expense thereof, shall be borne by the party or parties to whom the permit is issued.

On completion of the work under the permit, the highway shall be left clean of all rubbish, excess materials, temporary structures and equipment; and all parts of the highway shall be left in an acceptable condition.

The granting of a permit does not in any way abridge the right of the County in its jurisdiction over highways. If, in the process of any future work for the benefit of the traveling public, it becomes necessary, in the opinion of the County Commissioners, to order the removal, reconstruction, relocation or repair of any of the fixtures, or work performed under the permit, said removal, reconstruction, relocation or repair shall be wholly at the expense of the owners thereof, and be directed by the County Commissioners.

During the time any work is being performed, an inspector shall represent the interests of the County, and all expenses therefore, shall be paid wholly by the permit holder. The inspector will determine from the nature and complexity of the job whether his continual presence is needed.

The County may require a performance guarantee, a Hold Harmless Statement and proof of Liability Insurance as a prerequisite to the issuance of a permit.

All of the above conditions shall be applicable to the work authorized under the permit, unless the same are inconsistent with conditions entered on the face of the permit, in which case the conditions written or printed on the face of the permit shall apply.

The acceptance of a permit or the doing of any work thereunder shall constitute an agreement, between the County and the party or parties to whom the permit is granted, to comply with all of the conditions and restrictions printed or written in said permit.

A permit may, at any time, be revoked and annulled by the County for noncompliance with any of the conditions, restrictions and regulations thereof.

When highway improvement contracts are awarded by the County Commissioners at or near the area covered by the permit, the party or parties to whom the permit is issued shall cooperate with the highway contractors and each arrange his work so as not to interfere with the operations of others. The permit holder shall schedule his work in an acceptable manner and shall perform it in proper sequence to that of the others so that the services of the parties will not be unnecessarily interrupted.

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4. WHEN PERMITS ARE REQUIRED

a. Underground Installations

Utilities shall be required to obtain permits from the County for the installation of all pipe lines, conduits or other underground structures, either temporary or permanent, crossing or occupying highway rights-of-way. Each structure must be installed in accordance with the provisions of the permit.

b. Overhead Installations

Utilities shall be required to obtain permits from the County for the placement of poles or other structures, either temporary or permanent, to occupy highway rights-of-way longitudinally.

Utilities shall be required to obtain permits from the County for all overhead installations, either temporary or permanent, crossing highway rights-of-way as follows:

(1) Highways

Permits shall be required for temporary guard poles or structures located within highway rights-of-way for supporting conductors or other lines over the highway during installation or removal operations, or permanent poles or structures located within highway rights-of-way for the support of conductors or other lines over the highway.

(2) Service Drops Crossing All Highways

Permits shall be required for service drops crossing highway rights-of-way where: temporary poles or structures are to be located within highway rights-of-way for support of conductors during installation or removal operations; or permanent poles or structures are to be located within highway rights-of-way for support of conductors or other lines over the highway.

5. EXCEPTION TO NORMAL PERMIT REQUIREMENTS

a. A permit is not required for maintenance of utility facilities. Maintenance as used in this instance does not include any upgrading of service, or work involving the disturbance of any ground. In all work performed on highway rights-of-way by, or for, the utility, the utility shall be responsible for installing and maintaining traffic control devices as required for the protection of the traveling public, in accordance with the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways."

b. Should the proposed utility installation fail to meet the requirements as set forth in this manual, or should the Jefferson County Engineer feel that a permit should not be issued because the installation would jeopardize the traveling public, then the applicant may request granting of special permission from the Jefferson County Commissioners by a separate resolution.

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I. PERMIT PROCEDURES

1. GENERAL

a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits for use of occupancy of all highway rights-of-way under the jurisdiction of the Jefferson County Commissioners.

b. These procedures do not cover permits for the movement of overweight and/or oversize vehicles and loads on county or township highways (See Section II of the Jefferson County Commissioners Highway Use Manual”).

c. Issuance of permits in accordance with section shall apply only to county highways outside municipal corporations unless the County has, by agreement, assumed full maintenance of a section of highway that lies wholly or in part within a municipal corporation.

d. Request to locate utility facilities on county highways must be made in accordance with the policies and procedures set forth in this section.

2. APPLICATION FOR PERMIT

a. Application for permit forms and instructions are available at the office of the Jefferson County Engineer, 598 State Route #43, Steubenville, Ohio 43952.

b. Completed applications containing all required information as outlined on the application form shall be returned to the Jefferson County Engineer for processing.

c. Applications shall bear the signature of the property owner, lessee, company or corporate official responsible for construction and maintenance of the installation placed on highway right-of-way. The application form may be filed for the applicant by his contractor; however, the signature of the contractor on the application form is not an acceptable signature.

d. At least one copy of a detailed plan shall accompany each application that is submitted. The plan shall show the proposed location of the installation with reference to the pavement, right-of-way line and owner’s property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. In addition, the following information shall be shown on the plan: The Township in which the installation is to be made; the County Highway

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name and number; and the distance from some geographical point, such as intersecting highways, city or village corporation limits, section lines, or state, county or township highways.

3. ADDITIONAL REQUIREMENTS – COMPANIES ORGANIZED FOR PURPOSES DESCRIBED IN CHAPTER 1723 OF THE OHIO REVISED CODE

a. Pursuant to Section 1723.02 of the Ohio Revised Code, the Board of County Commissioners may grant, as far as the rights of the public therein are concerned, to a company organized for the purposes described in Section 1723.01 of the Ohio Revised Code, the right to lay tubing, pipes, conduits and wires in the rights-of-way of County Roads. Included are those companies organized to store or transport natural or artificial gas or petroleum.

The following are additional items required from such companies. These items must be presented at the time the applicant for permit form is presented to the Jefferson County Engineer for processing.

(1) A list of property owners' names and addresses over whose land the proposed line will run (if the road right-of-way is an easement rather than a dedicated road) together with certification from the Company that each property owner has been advised of the location and time of the proposed installation. Notification of the property owner by regular mail will be deemed sufficient.

(2) A signed agreement from the Company that it will maintain the pipes, tubing, conduit, or wires installed, and will reimburse the County or Township for any cost of repair necessitated by the existence of said pipes, tubing, conduit, or wires in the right-of-way, until such time as they may be removed.

(3) The Company shall furnish the Jefferson County Engineer with their current business address and phone numbers of persons to be contacted in case of emergency. The companies will also advise the Jefferson County Engineer of any changes of addresses or phone number.

(4) The company shall advise the Jefferson County Engineer of any mergers, dissolution, or sale of the Company which would affect the County's security for the installation allowed.

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4. APPLICATION REVIEW AND SITE INSPECTION

a. After receiving the completed application, the County Engineer will review the permit application and any other information related to the possible installation. Once an office check and review has been completed, the County Engineer will inspect the site of the proposed installation.

b. Review time will be governed by the complexity of the proposed installation. Generally, seven (7) working days shall be allowed for processing any application.

c. If, after reviewing the application and inspecting the site, the County Engineer determines the proposed location or type of construction of the utility will materially affect the appearance, operation or maintenance of the highway, a conference will be scheduled to with the utility to discuss possible revisions to the location or type of construction.

5. ISSUANCE OF PERMITS

a. After both the utility and County Engineer have agreed on the location and schedule of construction, the County Engineer, acting as the representative of the County Commissioners, will issue the permit.

b. The Jefferson County Engineer, acting under the authority of the County Commissioners, may issue a permit, reject the application or request a revised application be submitted.

c. Issued permits will be on the form approved by the Jefferson County Commissioners and signed by the Jefferson County Engineer.

d. Issued permits must be in the possession of employees in charge of the work at all times and must be shown upon request to any employee of the Jefferson County Engineer, the Jefferson County Commissioners or the Jefferson County Sheriff.

e. Permits will become void if work has not been commenced within thirty (30) days of issuance, unless conditions warrant an approval of an extension of time.

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J. INSPECTION

1. GENERAL

a. Prior to any excavation for a utility, or any construction, installation, adjustment or relocation of a utility, as defined on page 6, on or across rights-of-way under the jurisdiction of the Jefferson County Commissioners, the Office of the Jefferson County Engineer shall be notified. The utility owner will be required to advise the Jefferson County Engineer's Office at least one (1) full working day in advance of any proposed activity. An inspector will determine from the nature and complexity of the job whether his continual presence is needed.

K. SITE RESTORATION

1. GENERAL

In all cases where a permit is granted for excavating or placing obstacles within the limits of a county or township highway, it shall be the responsibility of the permit holder to restore the disturbed area to a condition equal or better than it was originally.

All mailboxes, signs, yards, driveways, roads, drainage structures, fences, ditches and sidewalks damaged or removed during construction will be replaced or repaired, by the permit holder, equal to or better than existed prior to the construction, as soon as possible.

After any pipes, conduits, drains or other underground structures are laid or any excavation is made within the limits of the highway, the trenches or opening shall be properly backfilled with suitable material as directed by the County Engineer.

2. OPEN CUT

Approved excavations made within the traveled portion of the highway in the berm within four feet (4') of the pavement edge, and within four (4') or less of the inside edge of the trench, in street intersections or in driveways, shall be backfilled with granular materials as directed by the County Engineer.

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Where work performed requires removal of the pavement, the surface shall be cut with masonry saw to a depth of three inches (3”) or as required to provide a clean break. The width of the trench shall be a minimum of twelve inches (12”) or one (1) pipe diameter plus eight inches (8”), whichever is greater.

The contractor shall maintain one-way traffic during times of construction by using steel plates to cover the trench.

3. BACKFILL MATERIAL

Excavations that require a granular backfill material may be filled by “free dumping” No. 67 gravel, stone or slag (see Item 703 Aggregate, State of Ohio, Department of Transportation, Construction and Material Specifications) both under the road surface and in the berm areas. The No. 67 aggregate shall be brought up to within eighteen inches (18”) of finished grade.

4. PAVEMENT

The final 18 inches of pavement shall consist of 12 inches of ODOT Item 304 Aggregate Base, 4 inches of ODOT 402 Intermediate Asphalt Concrete and 2 inches of ODOT 404 Surface Asphalt Concrete. Each layer shall be tamped or rolled. Exceptions or alternatives to the above shall be approved by the County Engineer

SECTION II

**POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL HAULING PERMITS ON
COUNTY MAINTAINED HIGHWAYS**

SECTION II

D. PERMIT PROCEDURES

1. GENERAL

a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permit to operate or move vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5571.01 to 5577.09 of the Ohio Revised Code on or across any and all Jefferson County maintained highways.

b. Issuance of SPECIAL HAULING PERMITS shall apply only to county highways outside municipal corporations.

c. Requests for SPECIAL HAULING PERMITS must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that these permits cover only Jefferson County maintained highways. Permits to move over state highways must be obtained from the Director of Transportation. Permits to move over township maintained highways must be obtained from individual Township Trustee Boards. The Jefferson County Commissioners assume no responsibility for the failure of the applicant to secure such applicable state or township permits.

2. APPLICATION FOR PERMIT

a. Application for SPECIAL HAULING PERMITS forms are available at the office of the Jefferson County Engineer, 598 State Route #43, Steubenville, Ohio 43952.

b. Completed applications containing all required information as outlined on the application form shall be returned to the Jefferson County Engineer for processing.

c. All applicants must show the exact axle spacing and weights. The form must be complete, even though not for an overweight movement.

d. Applications shall bear the signature and the title of the person (or his/her authorized representative) assuming full responsibility for the proposed move.

SECTION II

3. APPLICATION REVIEW AND SITE INSPECTION

a. After receiving the application, the County Engineer will review the form for completeness. The county Engineer or his authorized representative will inspect the proposed route, examining roadway and structure conditions.

b. Review time will be governed by the amount of weight and size of the vehicles or loads to be moved together with the length of the proposed route and the impact the move will have on the highway. Generally, seven (7) working days should be allowed for processing any application.

c. If, after reviewing the application, and inspecting the proposed route, the County Engineer determined that the proposed move would materially affect the appearance, operation or maintenance of the highway, a conference will be scheduled to discuss the possible revisions to the proposed route and/or reductions in size and weight of the load.

4. BONDS AND INSURANCE

a. Liability Insurance

A Certification of Liability Insurance with limits of not less than \$500,000 bodily injury liability, \$1,000,000 each occurrence and \$500,000 property damage liability. If the applicant does not have specified insurance limits but has an excess umbrella liability policy shall be considered as acceptable insurance coverage.

b. Surety Bond

A Surety Bond, certified check or approved escrow account is required in an amount sufficient to pay for all damages that may occur to all County maintained highways, bridges and culverts. All Surety Bonds must be submitted on forms prepared by the County of Jefferson and available through the Jefferson County Engineer.

5. ISSUANCE OF PERMITS

a. After all necessary insurance's, bonds, certified checks or approved escrow account have been posted and after both the applicant and the County Engineer have agreed on the time of the move and the route, the County Engineer, acting as the representative of the County Commissioners, will issue the permit.

SECTION II

b. The Jefferson County Engineer, acting under the authority of the County Commissioners, may issue a permit, reject the application or request a revised application be submitted.

c. Issued permits will be on the form approved by the Jefferson County Commissioners and signed by the Jefferson County Engineer.

d. Permits will become void thirty (30) days after issuance.

SECTION III

POLICIES AND PROCEDURES FOR THE
CONSTRUCTION OF DRIVEWAYS AND THE
INSTALLATION OF DRIVE PIPES WITHIN THE RIGHT-OF-WAY
OF COUNTY MAINTAINED HIGHWAYS.

SECTION III

RULES AND REGULATIONS FOR THE CONSTRUCTION OF DRIVEWAYS ON JEFFERSON COUNTY HIGHWAYS

The construction and repair of driveways to allow access to residences or businesses fronting on Jefferson County maintained highways shall be done only with written permission of the Jefferson County Engineer. Permission is also required for the paving of that portion of an existing driveway that lies within the road right-of-way. In addition, any change, such as from residential use to commercial use, will require permission from the County Engineer.

Application for permit forms are available at the office of the Jefferson County Engineer, 598 State Route #43, Steubenville, Ohio 43952. The application form must be filled out in its entirety and presented to the Engineer's Office for review. The owner or developer will be required to set a minimum of two (2) stakes to show the edges of the proposed drive. In cases where the approach to an existing driveway is to be paved, a sufficient amount of stakes to outline the area to be paved will be required. The stakes will need to be in position before the application can be processed.

Once an application has been received and the necessary staking has been done, an Inspector from the Jefferson County Engineer's Office will make a field check to observe the existing conditions at the drive location. On rural-type highways with open ditches where drive pipes are required, the Inspector will determine the diameter and length of pipe needed. The diameter of the pipe will be determined through the use of available hydrological data. Under normal conditions the minimum acceptable diameter is twelve (12") inches. The length of the pipe will be determined by the combination of width of the proposed driveway and the depth of the existing ditch. In most instances the minimum acceptable length shall be twenty (20') feet. Drive pipes will be purchased and installed by the owner or developer after a permit is issued by the County Engineer. If the highway is of the urban type with curb and gutter, the Inspector will, after approving the location, mark the curb for removal.

In all cases, whether the highway is of the rural type with open ditches or of the urban type with curb and gutter, a field check will be made to observe the existing conditions at the proposed drive location. Because the geometrics of many roads in Jefferson County cause the sight distance to be very limited, special attention will be given to clear-sight distance for approaching traffic. A driveway located less than 500 feet of clear-sight distance is potentially hazardous. All attempts should be made by the owner or developer to establish the driveway in a location that affords the greatest amount of visibility for the safety of the user of the driveway and also the approaching traffic. Reliance on a warning sign does not relieve the driver entering the roadway from yielding to approaching traffic. The erection of such warning signs will be authorized only if, in the opinion of the County Engineer's Office, all means to establish a safer driveway location have been exhausted.

SECTION III

The normal time limit for a permit will be ninety (90) days from the issuance to completion of construction. Drives requiring unusually large or complex drainage structures may, at the discretion of the County Engineer, be given additional time for completion. If work is not finished by the time the permit expires, the permit will become void and the owner or developer will be required to apply for a new permit.

In requesting a driveway permit, the owner or developer agrees, if the permit is granted, to comply with these rules and regulations and the general provisions as stated on the back of the permit. Those general provisions are as follows:

During the construction of the driveway, the pavement shall be kept clear of all dirt, stones and debris.

During the progress of the work such barriers shall be erected and maintained as may be necessary for the protection of the traveling public; the same shall be properly lighted at night. No excavation shall be made or obstacle placed within the limits of the highway in such a manner as to interfere unnecessarily with the travel over the road. The party or parties to whom this permit is issued shall be responsible for all damages to persons or property due to or resulting from any work done under this permit.

If, in the opinion of the County Engineer, any grading work done under this permit interferes with the drainage of the highway in anyway, catch basins and outlets shall be constructed as may be necessary.

If the party or parties to whom this permit is issued does anything contrary to the orders of the County Engineer and after due written notice, fails to correct such work or remove such structure or material as he or they may be ordered to remove, the County Engineer shall advise the County Commissioners that such work or structure constitutes an obstruction to the road right-of-way. The County Commissioners may, thereafter, with or without further notice to the party or parties to whom this permit is issued, order the County Engineer to remove such structure or material. The party or parties to whom this permit is issued shall, thereafter, be subject to suit for the expense of such removal, or such may be placed upon the tax duplicate against the property involved.

SECTION III

All the work herein shall be done under the supervision and to the satisfaction of the County Highway Department, and the entire expense thereof shall be borne by the party or parties to whom this permit is issued.

On completion of the work herein contemplated, the roadside shall be left neat and presentable and satisfactory to the County Highway Superintendent.

If the driveway is to be constructed on a rural-type highway with open ditches, the profile of the driveway must slope away from the existing pavement in accordance with the minimum standards shown on the Jefferson County Engineer's Driveway Details. Driveways to be constructed on urban-type streets with curbs and gutters must slope up from the existing pavement in accordance with the minimum standards shown on the above-mentioned Driveway Details.

Driveway aprons (that portion of the driveway between the edge of the pavement and the road right-of-way) on rural-type highways may be construction of asphalt, concrete, limestone or gravel. Paved aprons must extend to the edge of the existing aggregate berm and cannot set above the edge of pavement. No curbs or headwalls that could create hazards or hamper maintenance operations, such as snow plowing will be allowed to be constructed in the shoulder area. Asphalt aprons must extend to the pavement, but not above it. Driveway aprons on urban-type highways shall only be constructed of either asphalt or concrete.

The property owner is required to maintain the drive approach way as originally ordered constructed. Existing drive pipes that have deteriorated or have been damaged causing blockage to the flow of water in the roadside ditch will be required to be repaired or replaced. When the County Engineer determines that repair or replacement of an existing drive pipe is necessary, written notification will be given to the property owner. The owner will be given thirty (30) days from receipt of notification to complete the work required. Failure of the owner to repair or replace the drive approach way, including deteriorated and damaged drive pipes, after having been given notification, will be considered just cause for the County Engineer to remove the obstruction. It would then be the obligation of the property owner to obtain the necessary permit and re-establish the driveway approach. When deteriorated or damaged drive pipes present a danger, directly or indirectly, to the traveling public, the immediate repair or replacement will be required.

When conditions warrant the installation of unusually large structures, the owner or developer will be required to make the installation using a set of plans approved by the County Engineer

DRIVEWAY
APPLICATION FOR PERMIT
INSTRUCTION SHEET

- (1) Name of property owner or developer
- (2) Mailing address of property owner or developer
- (3) Current PHONE NUMBER
- (4) Fill in all blanks.
- (5) Width = 10 feet for normal residential driveway; 25 feet for commercial. (See Jefferson County Engineer's Driveway Details) Two (2) stakes must be set to show sides of proposed drive. If highway is rural-type, set stakes on back slope of ditch. If highway is urban-type, set stakes behind curb. If approach is to be paved, set sufficient amount of stakes to outline the proposed paved area.
- (6) Fill in requested dimensions.

NOTE:

Under normal circumstances, where a drive pipe is to be installed in an existing county road ditch, the minimum pipe size shall be 12" X 20'. After the drive pipe is placed in the ditch, it shall be covered with graded crushed aggregate of either limestone or gravel. DIRT BACKFILL WILL NOT BE ACCEPTED.

After permission is granted and at least two working days before driveway construction is to begin, the permit holder must contact the Jefferson County Highway Engineer's Office, 598 S.R. #43, Steubenville, Ohio 43952. Phone (740) 283 - 8574.

PLEASE CALL THIS OFFICE WHEN DRIVEWAY IS STAKED, FOR PRE-INSPECTION. THE PERMIT WILL NOT BE ISSUED UNTIL THE DRIVEWAY AREA HAS BEEN INSPECTED. SPECIAL REQUIREMENTS WILL BE NOTED ON THE FACE OF PERMIT.

SECTION III

All the above conditions shall be applicable to the work herein authorized, unless the same are inconsistent with the conditions on the face of the permit, in which case the conditions written or printed on the face of the permit shall apply.

The acceptance of this permit or the doing of any work thereunder shall constitute an agreement by the party or parties to whom the permit is granted to comply with all of the conditions and restrictions printed or written herein.

C.R. No. _____ Road Name _____

TOWNSHIP _____

**JEFFERSON COUNTY, OHIO
HIGHWAY USE
PERMIT APPLICATION**

See Instructions on Back of Sheet

TO: Board of Jefferson County Commissioners
c/o James F. Branagan, P.E., P.S.
Jefferson County Engineer
598 State Route 43
Steubenville, Ohio 43952

Date _____

Gentlemen:

Application is hereby made by (1) _____

P.O. Address (2) _____

to (3) _____

at the following described location (4) in _____ along
Township across C.H. No. _____

Mi. _____ Ft. _____ N E W S of _____

and in accordance with the attached plan _____ (5).

(6) Work will commence on or about _____ and will require _____
days.

(7) Open cut of pavements shall not be permitted unless no reasonable alternate method is available

If the proposed installation requires the opening of the pavement give the following information

A. Conditions necessitating opening of pavement _____

B. The opening to be made in the pavement will be _____ feet long by _____ wide and _____ feet deep.

C. Pavement is to be replaced by:

(a) _____ as directed by
and to complete satisfaction of the Jefferson County Engineer

(b) We hereby agree to backfill the trench of said opening in compliance with the standards of the Jefferson
County Engineer as set forth herein using construction methods, and materials, and workmanship so
prescribed in Part L. (Site Restoration), Section I of the Jefferson County Commissioner's Highway Use
Manual .

(8) All work requiring men or vehicles on the pavement or shoulders or shoulders shall comply with all the
requirements

of the Ohio Manual of Uniform Traffic Control Devices. Failure to comply with this requirement will be cause for
immediate suspension of the permit until the proper traffic controls have been provided.

(9) We agree to comply with all the conditions, restrictions and regulations of the Jefferson County Commissioner's
Highway Use Manual..

Contractor or Subcontractor:

Company _____

(A) _____

By _____

(B) _____

Title _____

(C) _____

Phone No. _____

INSTRUCTIONS

- (1) Owner of proposed installation (application by contractor not acceptable).
- (2) Mailing address of Owner
- (3) State fully and completely type of installation proposed.
 If pole line give the following information:
 Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement, and voltage if power line.
 If pipe line give the following information:
 Type of service (water, oil, gas, sewer-sanitary or storm, etc.); if carrying liquid or gas under pressure, state pounds per square inch internal diameter, wall thickness of pipe, kind and grade of pipe, length of line and proposed location with respect to pavement right-of-way line; if pipe or conduit is to cross highway and crossing cannot be made without disturbing pavement, advise conditions requiring such method of installation.
- (4) Give Township, County Route and distance from some geographical point, such as intersecting highways, city or village corporation limits, section lines, county or township highways.
- (5) Attach three (3) copies of a plan showing the proposed location of installation with reference to pavement, right-of-way line, and owner's property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. (Plan should show information listed under Item (4).).
- (6) Give anticipated dates for beginning and for completion of proposed installation.

TO BE FILLED IN BY JEFFERSON COUNTY ENGINEER:

C.H. NO. _____ ROAD NAME _____ TOWNSHIP _____

WIDTH OF R/W _____ FEET WIDTH OF PAVEMENT _____ FEET

POSSIBLE FUTURE EXPANSION _____

TYPE OF SURFACE _____ THICKNESS _____ BASE _____ THICKNESS _____

DITCH DEPTH _____ RAISED CURB _____ BERM WIDTH _____

SHALL PERMIT BE GRANTED _____

WHAT, IF ANY, ADDITIONAL REQUIREMENTS ARE TO BE IMPOSED _____

PERMIT NO. _____ BY _____

DATE ASSIGNED _____ TITLE _____

Inspections:

	Needed	Completed	Date	Initials	Notes
Pre-Construction :					
During Construction :					
Post-Construction :					

HOLD HARMLESS STATEMENT

Date: _____

Jefferson County Engineer
598 State Route #43
Steubenville, Ohio 43952

Gentlemen:

_____ as consideration for the authorization from the county of Jefferson to place, install, repair or replace structures, objects, tubing, pipes, conduits and/or wires together with the necessary appurtenances from time to time within the right-of-way of Jefferson County and township maintained highways per individual permits granted for such work, hereby agrees to hold harmless, indemnify and defend the County of Jefferson its commissioners, officers, employees and agents against any and all claims, losses, damages or lawsuits for damages arising from, allegedly arising from, or related to, the installation for which authorization has been received through individual permits.

Signed: _____

Title: _____

Company: _____

Address: _____

Phone: _____

APPLICATION FOR SPECIAL HAULING PERMIT
 JEFFERSON COUNTY ENGINEER'S OFFICE
 598 State Route #43
 Steubenville, Ohio 43952
 Office 740-283-8574 Fax 740-283-8589

Applicant Name			Application Date		
Address			Requested Effective Date		
City	State	Zip	Telephone Number		
Person Requesting Permit			Fax Number		
New Applicant <input type="checkbox"/>	Applicant on File <input type="checkbox"/>		Drivers Name		
Copy of State Permit Included <input type="checkbox"/>			Drivers Cell Number		
Load-Description (include make and model or serial number)			<input type="checkbox"/> Towed	<input type="checkbox"/> Self Propelled	
			<input type="checkbox"/> Loaded	<input type="checkbox"/> Various Trailers	

Vehicle	Make	License No./State	Empty Wt.	Axles	Sizes	Length	Width	Height
Power Unit					Load			
Trailer					Power Unit			
Trailer					Trailer			
Load Weight	Gross Weight				Overall			

Complete if Overweight

Axle Number	1	2	3	4	5	6	7	8	9
No. of Tires Per Axle									
Rim Size									
Axle Weight									
Spacing Between Axles									

Requested Route	From	To
Via Roads		

Comments

To be completed by Jefferson County Engineer's Office staff

Permit Effective Date: _____ Approved By: _____

Permit Expiration Date: _____

When approved, this becomes a valid permit issued by the Jefferson County Engineer's Office in accordance with Section 4513.34 of the Ohio Revised Code and Section 5501.2-1 through 5501.2-1-12 of the Ohio Administrative Code and Section III of the Jefferson County Commissioner's Highway Use Manual.

DRIVEWAY
APPLICATION FOR PERMIT
(See Instruction Sheet)

James F. Branagan, P.E., P.S.
Jefferson County Engineer
598 State Route #43
Steubenville, Ohio 43952

Date _____

Gentlemen:

Application is hereby made by (1) _____

P.O. Address (2) _____

Phone No. (3) _____ to construct a driveway at the

following location (4) _____

County Road No. _____ Road Name _____

Proposed Driveway to be along N _____ S _____ E _____ W _____ side of highway

_____ miles N _____ S _____ E _____ W _____ of Twp. Rd./Co. Rd./ State Rd.

_____ intersection.

Type of proposed drive: Residential _____ Field _____ Commercial _____

Other _____

Proposed drive surface: Gravel _____ Limestone _____ Asphalt _____

Concrete _____ Other _____

Drive Width requested: _____ feet

(5) Show in sketch below where proposed drive will be located in relation to property lines.

(6) Edge of drive is recommended to be a minimum of eleven (11) feet from the property line. Short distances will be accepted on proof of necessity.

Permanent Parcel No. _____

RESPONSIBILITY: If this permit is granted I/we agree to comply with all the conditions, restrictions and regulation of the Engineer's Department in such cases made and required.

If this permit is granted I/we hereby agree to construct that part of the driveway within the road right-of-way at an approved profile as shown on the Jefferson County Highway Engineer's Driveway Detail Sheet.

I/we also agree that when, in the course of construction of the proposed driveway, workmen or vehicles are required to be on the pavement or shoulder that I/we will provide and maintain lights, signs, barricades, flagmen and/or watchmen for the protection of the public and the workmen in accordance with the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways, Part 7, (Construction and Maintenance Operations).

Owner/Developer

TO BE COMPLETED BY THE COUNTY ENGINEER'S OFFICE

Co. Rd. No. _____ Name _____ Section _____
Township _____ Width of R/W _____ feet. Width of
berm _____ feet. Proposed drive to be along N _____ S _____ E _____
W _____ side of highway. Type of Proposed drive: Residential _____ Field _____
Commercial _____ Other _____. Width requested _____ feet.
Length and diameter of drive pipe, if needed _____ of _____ inch
_____ (type). (Minimum length and diameter is 20 feet of 12
inch.) Direction of flow of existing ditch N _____ S _____ E _____ W _____
Depth of ditch (inches below elevation of edge of pavement) _____
Existing highway is: Straight _____ Curve _____ Level _____ Hilly _____
Clear sight distance _____ feet for _____ bound traffic and _____ feet
for _____ bound traffic. What if any, additional requirements are to be
imposed _____

Attach Driveway Profiles No. _____

Site Inspected By _____

County Engineer

Date

INSPECTOR'S REPORT

Date Site Inspected _____

Date Pipe Installed _____

Date Curb Cut Made _____

Date Apron Paved _____

Comments _____

Inspector _____

Date _____

DRIVEWAY
APPLICATION FOR PERMIT
INSTRUCTION SHEET

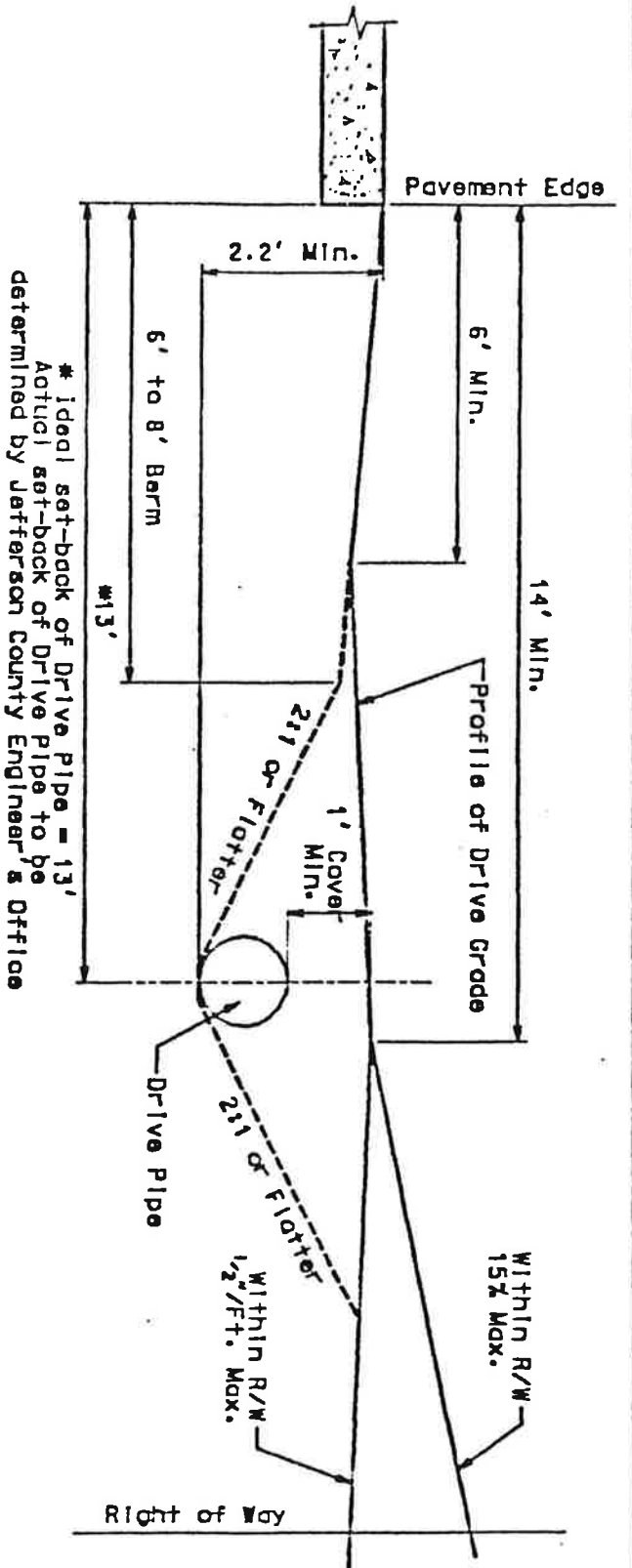
- (1) Name of property owner or developer
- (2) Mailing address of property owner or developer
- (3) Current PHONE NUMBER
- (4) Fill in all blanks.
- (5) Width = 10 feet for normal residential driveway; 25 feet for commercial. (See Jefferson County Engineer's Driveway Details) Two (2) stakes must be set to show sides of proposed drive. If highway is rural-type, set stakes on back slope of ditch. If highway is urban-type, set stakes behind curb. If approach is to be paved, set sufficient amount of stakes to outline the proposed paved area.
- (6) Fill in requested dimensions.

NOTE:

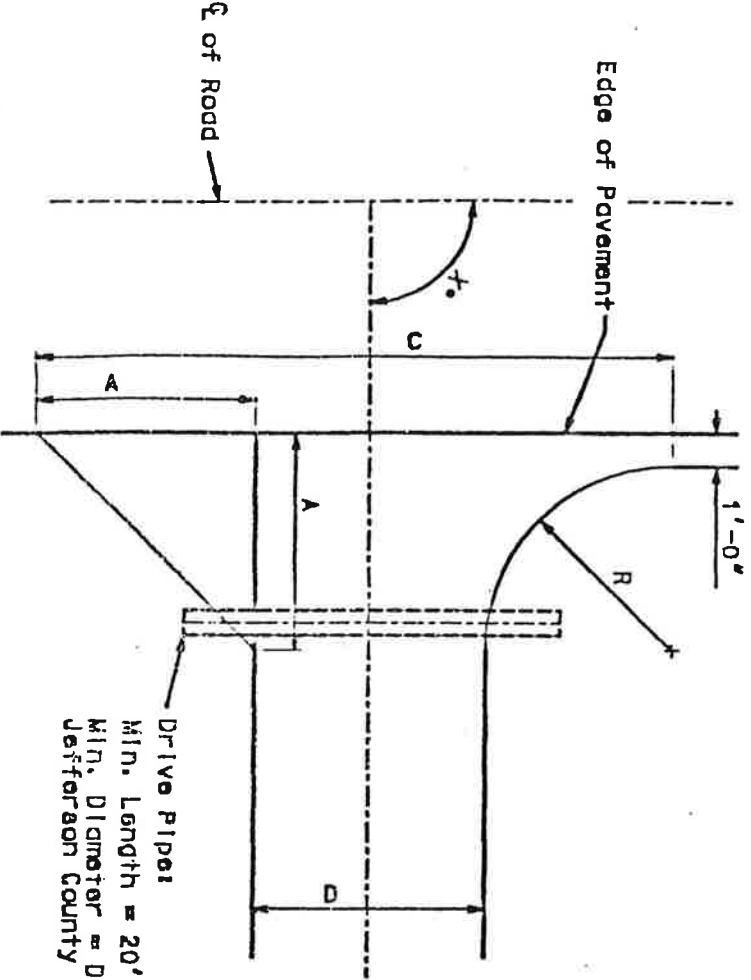
Under normal circumstances, where a drive pipe is to be installed in an existing county road ditch, the minimum pipe size shall be 12" X 20'. After the drive pipe is placed in the ditch, it shall be covered with graded crushed aggregate of either limestone or gravel. DIRT BACKFILL WILL NOT BE ACCEPTED.

After permission is granted and at least two working days before driveway construction is to begin, the permit holder must contact the Jefferson County Highway Engineer's Office, 598 S.R. #43, Steubenville, Ohio 43952. Phone (740) 283 - 8574.

PLEASE CALL THIS OFFICE WHEN DRIVEWAY IS STAKED, FOR PRE-INSPECTION. THE PERMIT WILL NOT BE ISSUED UNTIL THE DRIVEWAY AREA HAS BEEN INSPECTED. SPECIAL REQUIREMENTS WILL BE NOTED ON THE FACE OF PERMIT.



Normal Driveway Approach Profile
for Rural type Roads with Open Ditch



Normal Driveway Approach Plan
for Rural type Roads with Open Ditch

Normal Dimensions

- R = 10' Residential
15' Commercial
- D = 10' Residential
25' Commercial
- A = 10' Residential
15' Commercial
- C = 30' Residential
55' Commercial
- X = 70° to 90°

When Angle of Intersection
is less than 85°. Design
Standards to be determined by
the Jefferson County Engineer

Jefferson County Engineer
Driveway Details

DW-1

Drawn By: JPA

Approved By: JFB