



**Wood County Engineer**  
 John M. Musteric, P.E., P.S.  
 1 Courthouse Square, 3<sup>rd</sup> Floor  
 Bowling Green, OH 43402  
 Phone: 419-354-9060  
 Fax: 419-354-1409

**Effective Date: 1-1-2019**

**Road and Storm Water Permits**

County Permit No: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_  
 Check: \_\_\_\_\_ No. \_\_\_\_\_  
 Receipt No: \_\_\_\_\_

**APPLICANT/OWNER INFORMATION:**

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT LOCATION:**

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 SUBDIVISION: \_\_\_\_\_  
 Anticipated date Begin construction: \_\_\_\_\_ Completion date: \_\_\_\_\_  
 For Office Use Only: Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Township \_\_\_\_\_  
 PLAT NUMBER: \_\_\_\_\_ LOT NUMBER: \_\_\_\_\_  
 PARCEL NUMBER: \_\_\_\_\_

**I hereby make application for a permit to install or perform work in the public right-of-way of the unincorporated areas of Wood County for a: (check all items that apply):**

**ACCESS:** \_\_\_\_\_ Curb Cut (\$25) \_\_\_\_\_ Driveway (\$25) \_\_\_\_\_ Private Drive Culvert (\$100)  
 R.C. 5552.02/5543.16

**PRIVATE DRIVE CULVERT:** Complete the following information:

Road Name: \_\_\_\_\_ Side of Road: \_\_\_\_\_  
 Distance to Nearest Crossroad: \_\_\_\_\_

**Note:** Install culvert to the proper grade with the size and type of material as specified by the WCE.  
 Contact (419) 354-9069 for sizes and to schedule any associated work.  
 See also General Condition No.1 attached.

**FOR OFFICE USE ONLY**

Existing Culvert: Yes \_\_\_\_\_ No \_\_\_\_\_ Size if Known: \_\_\_\_\_  
 Acres Drained: \_\_\_\_\_ Size and Pipe Type Recommended \_\_\_\_\_  
 Ditch Number, if known: \_\_\_\_\_  
 Grade Set: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Grade Checked: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**CURB CUT OR DRIVEWAY:** Complete the following information:

1.  Residential  Commercial driveway to parcel located on the  N,  S,  E,  W side of \_\_\_\_\_ (Road Name), approximately \_\_\_\_\_ +/- feet  N,  S,  E,  W of \_\_\_\_\_ (Nearest Road Intersection).
2. Approximately \_\_\_\_\_ +/- feet of curb will need to be cut down as part of this driveway installation.
3. **Note:** Curb cuts shall be saw cut or curb removed and reconstructed with a curb drop to a point no less than one and one-half (1-1/2) inches above the surface of the pavement and shall not exceed \_\_\_\_\_ feet in length.

**UTILITIES:**  Gas (\$25)  Electric (\$25)  Cable (\$25)  Fiber Optic (\$25)

R.C. 5547.04/1723.02

Description: \_\_\_\_\_

**ROADWAY:**  Open Cut (\$350)  Road Bore (\$350)  Storm Tap (\$100)

R.C. 5543.09

**Storm Tap:** (Complete the following information)

1.  Size for the pipe for footer tile, sump pump or general lot/parcel drainage to \_\_\_\_\_ (Location description).
2. Notes or Alternate Description \_\_\_\_\_.

**Open Cut/Road Bore**

1. Size and slope of the conduit shall be as set by the WCE. Plastic pipe must be 12 inches minimum in diameter, have a minimum of six (6) inches of back fill over the conduit and 18 inches of additional cover.
2. Construct the final surface to drain and slope away from the edge of pavement.
3. Install a temporary wearing surface of three (3) inches of Asphalt Cold Mix immediately after backfilling all trenches to maintain disturbed road surface.
4. Install permanent replacement pavement to match existing asphalt/stone composition or the WCE minimum pavement replacement (standard of four (4) inches of asphaltic concrete on twelve (12) inches of aggregate base), whichever is greater.
5. Submit a maintenance bond for \$7500.00 to the Wood County Commissioners for 12 months.
6. See General Conditions attached for other relevant requirements.

**PERMITS ARE VALID FOR ONE HUNDRED EIGHTY (180) DAYS.**

Application made by: \_\_\_\_\_  
 (Printed)

\_\_\_\_\_  
 (Signature) (Date)

Please select how you would like to receive your permit:  US MAIL  EMAIL

By signing this permit Application, the Applicant/Owner, Permit Holder, their successors-in-interest, employees, contractors, agents, or assigns agree to indemnify and hold Wood County, the Wood County Engineer, the Board of County Commissioners, their employees, agents and assigns, and the Board of Township Trustees of the Township harmless for injuries or death to persons or property resulting from the work performed under the permit and will indemnify them against any and all liability, loss, damages, cost or expense which they may incur, suffer or be required to pay by reason of the work performed under this permit.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
**John M. Musteric, P.E., P.S.**  
**Wood County Engineer**

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

## General Conditions

For purposes of the Application(s) and General Conditions, "Wood County Engineer (WCE)" means the elected official or a duly authorized employee of the WCE's office.

Applicants/permit holders shall comply with the following:

1. Attach detailed plans and drawings, including elevations and materials to be used, for work performed under the permit. Describe briefly and include a sketch of the traffic control and maintenance anticipated for this project.
2. Submit a schedule of all work to be performed in the public right-of-way two (2) weeks prior to starting work. If schedule changes, contact WCE at (419)260-7318 or (419)354-9060. Failure to timely submit a schedule of work can result in revocation of the permit.
3. Notify the WCE (419)354-9060 three (3) working days prior to commencing the work under the permit or if you are requesting grade stakes. Notify the WCE seven (7) days prior to commencing work if a detour is necessary.
4. Keep the permit in the possession of the person in charge of the work site who shall produce the permit upon request by WCE personnel.
5. Obtain prior WCE approval of any revisions to the work described in the application or the attached plans.
6. Perform all work in accordance with Ohio Department of Transportation's (ODOT) current edition of Construction and Material Specifications, this permit and all special conditions and attachments.
7. Keep all pavements, drive areas, etc. clean within work and haul areas and to restore all disturbed areas to the condition that existed prior to performing the work or better, and to the satisfaction of the WCE.
8. Furnish and maintain lights, signs, barricades and flagger's necessary for the protection of traffic at all times, day and night, during the work listed under this permit. All traffic control devices, flaggers, traffic maintenance methods and other operations to provide for protection of traffic shall conform to the requirements of the ODOT Construction and Materials Specifications, Current Edition and the ODOT Manual of Uniform Traffic Control Devices for Streets and Highways, current edition, including all applicable revision.
9. Backfill all trenches under pavement, berms, sidewalks and all trenches within five (5) feet of the edge of pavement/berm using granular material (ODOT Item 703.11, Type 1 and Type 3) and to meet ODOT compaction requirements.
10. Call the WCE for approval of work prior to any backfilling or covering of work and for final inspection and approval at the completion of the project.
11. Replace or repair at the Applicant/Permit Holder's expense any right-of-way feature or structure determined to be damaged by the work performed under this permit and discovered within one year of the WCE final inspection and approval of the work.

If the permit holder or his agent(s) performs work contrary to the approved plans and, after notice from the WCE fails to correct such work or remove such structure or material as directed, the WCE may, with or without further notice, correct the work, remove such structure or material, and/or place protective material, device or flaggers at the permit holder's expense.

If a road-related public improvement in the right-of-way requires the relocation or removal of work performed or equipment installed by a permit holder within the public right-of-way, the permit holder, after notice from WCE, must remove and/or relocate work and structures at the permit holder's expense. Removal and relocation shall be under the direction of the WCE, shall be performed in a timely fashion. Any additional cost due to delay, removal, or relocation by permit holder shall be assessed to the permit holder.