

# TRUMBULL TOWNSHIP

Ashtabula County

## Highway Use Manual

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**RESOLUTION 10-19-2021 AUTHORIZING THE ADOPTION OF THE  
TRUMBULL TOWNSHIP, ASHTABULA COUNTY, HIGHWAY USE MANUAL**

The Trumbull Township Board of Trustees of Ashtabula County, Ohio ("Board"), met on the 10th day of October, 2021, in regular session. Chairman Ron Tamburrino and Trustees Willis Clay and John McMahan were present.

The following resolution was presented by Trustee Willis Clay, who moved its adoption, seconded by Trustee John McMahan.

WHEREAS, Chapter 5547 of the Ohio Revised Code imposes upon a board of township trustees the responsibility to control the placement of structures or objects within the bounds of township roads, bridges, and culverts other than on the state highway system; and,

WHEREAS, Section 1723.02 so far as the rights of the public therein are concerned, grants to the Board, as to Township Highways, to grant to companies organized for the purposes set forth in Section 1723.01, subject to the regulations and, restrictions that the Boards prescribes, the right to lay tubing, pipes, conduit, poles, and wires within the Township road; and,

WHEREAS, the Board in an effort to effectively control the use of highways under its jurisdiction, and to expeditiously administer sections of the Code for which it is responsible to administer, has established criteria which, in the Board's opinion if met, would be sufficient, absent a recommendation from the Ashtabula County Engineer that such not be granted to authorize the installation of the structure of placement sought under Chapter 5547, or 1723 of the Ohio Revised Code, or the movement requested under Section 4513.34 of the Ohio Revised Code; and,

WHEREAS, the rules and regulations the Board believes are necessary to authorize permits for installations within the road right-of-way under Chapters 5547 and 1723 of the Ohio Revised Code, and authorize special permits under Section 4513.34, are set forth in this manual titled, "Trumbull Township, Ashtabula County, Highway Use Manual" adopted October 19, 2021.

WHEREFORE, BE IT RESOLVED the Board hereby exercises its authority to require the issuance of permits under Chapter 5547, 1723, or Section 4513.34 of the Ohio Revised Code, pursuant to the Board's Trumbull Township, Ashtabula County, Highway Use Manual.

On call of the roll:

Chairman Ron Tamburrino Yes

Trustee Willis Clay Yes

Trustee John McMahan Yes

*Ron Tamburrino 10-19-21*  
*Willis Clay 10-19-21*  
*John McMahan 10-19-21*

Whereupon the resolution was declared adopted.

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SECTION 1

POLICIES FOR THE ACCOMMODATION OF UTILITIES IN  
TOWNSHIP MAINTAINED RIGHTS-OF-WAY

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SECTION 2

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

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SECTION 3

POLICIES AND PROCEDURES FOR THE INSTALLATION OF  
DRIVEWAY PIPES AND FRONTAGE TILE WITHIN THE  
RIGHT-OF-WAY ON TOWNSHIP MANTAINED HIGHWAYS

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TRUMBULL TOWNSHIP, ASHTABULA COUNTY, HIGHWAY USE MANUAL

SECTION 1  
POLICIES FOR THE ACCOMMODATION OF UTILITIES IN  
TOWNSHIP MAINTAINED RIGHTS-OF-WAY

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**SECTION 1**  
**POLICIES AND PROCEDURES FOR THE ACCOMMODATION OF**  
**UTILITES IN TOWNSHIP MAINTAINED RIGHTS-OF-WAY**

**A) INTRODUCTION**

The Board of Trumbull Township Trustees, Ashtabula County, has the responsibility to maintain public highways under its jurisdiction per ORC 5547 and 1723. With this responsibility comes the necessity to preserve the function, integrity and operating safety of these highways. Utilities occupy highways in various manners including but not limited to tubing, pipes, conduit, poles and wires both crossing and longitudinally occupying highway right-of-way. Since occupancy by utility infrastructure will affect the 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 provide conditions whereby utility companies may utilize the right-of-way of public highways under the jurisdiction of the Township Trustees, Ashtabula County. Through this policy the preservation of the existing investment, safe use by the public, maintenance requirements, proposed future improvements, and environmental concerns should be protected while affording maximum use of right-of-ways under the Board's authority. Recognizing the need for special consideration for unusual or hardship situations, this policy should provide uniform practices while expediting the processing of permits.

**B) SCOPE AND APPLICATION**

This policy shall apply to all utilities, as defined herein, with regard to construction, adjustment, or relocation on or across right-of-way under the jurisdiction of the Township Trustees, Ashtabula County, after the effective date of this policy.

The provisions of this policy are based on AASHTO publication GAU-3 "Guide for Accommodating Utilities in Highway Right of Way". In case of conflict with the foregoing publication, the guidelines set forth in this policy shall apply.

**C) DEFINITIONS**

- Auguring            The procedure for making a hole below the surface by the use of an earth auger.
- Average Daily Traffic (ADT)            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.
- Backfill            Replacement of acceptable soil or granular material in an excavation.
- Bedding            Organization of soil or other material to support an underground facility
- Berm                (see Shoulder)
- Board               Board of Trumbull Township Trustees
- 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 Zone	The area along a highway beyond the edge of pavement and available for safe use by errant vehicles.
Clear Zone Grading	The shaping of the roadside using 4:1 of flatter fore slopes and traversable ditches within the clear zone area.
Coating	material applied to or wrapped around a pipe.
Conduit	An enclosed tubular runway for protecting wires or cables.
Cover	Depth to top of facility below grade of 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.
Duct	An enclosed tubular runway for protecting wires or cables.
Encasement	Poured concrete, completely surrounding a pipeline or conduit installed in a trench.
Encroachment	Unauthorized use of the highway right-of-way or easements as for signs, fences, buildings 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	A general term used for 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 workmen 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
Permit	An agreement, by which the highway authority regulates and/or gives approval of the use and 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 transmission of liquids, gases and/or solids from one point to another using either gravity or pressure.
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%.
Road	(See Highway)
Roadside	The area between the outside edge of the graded shoulder and the right-of-way limits.
Roadway	The portion of the highway for vehicle use measured either between the outside edges of the graded shoulders or face of guardrail.
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	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 of highway structure.
Specified Minimum Yield Strength (SMYS)	The force per unit area, which will produce a stress sufficient to cause a permanent deflection or change in cross sectional area of a shape or rigid body. A.k.a. yield point. This stress is the limiting factor in pipeline design.
Street	(see Highway)
Traveled Way	The portion of the roadway for the movement of vehicles exclusive of shoulders or auxiliary lanes.
Trenches	Installed in a narrow open excavation.

Trenchless	Installation without breaking ground or pavement surface, such as by jacking, boring or tunneling
Tunnel	Enclosed excavation through which a utility is to be installed.
Unprotected	Underground utility line installed without provision of casing, encasement or gallery.
Untrenched	(see trenchless)
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, storm water 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 supplying the various commodities to the owner and not directly or indirectly serving the public, shall not be considered a “utility”.
Vent	Appurtenance to discharge vapors form casings.

## **D) GENERAL CONSIDERATIONS**

The following are general considerations for the safety, design and location of all utility installations within the right of way of township maintained highways in Ashtabula County.

### **1. SAFETY**

- a. Highway safety is important when accommodating utility facilities within highway right of way. The design, location, and manner in which utilities use and occupy highway right of way shall conform to the policies of the Township Trustees. Circumstances may require safety issues to be balanced with factors such as future highway improvements, highway constructability, operations, and maintenance.

### **2. LOCATION**

- a. New utility lines should be located to minimize the need for later adjustments thus accommodating future highway improvements and to permit servicing such lines with 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. The horizontal and vertical location of utility lines within the road right-of-way limits should be such that the clear zone is maintained in accordance with current ODOT design standards for the applicable system and specific conditions for the particular highway section involved.

- d. No time shall utility lines be allowed to utilize existing drainage culverts or drive pipes as a means of encasement.
- e. 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 safety factors.

### 3. DESIGN

- a. Highway and utility facilities, by tradition, practice and by law frequently co-exist within the same right of way. Therefore, it is essential that these services be compatibly designed and operated. Joint highway and utility planning and development efforts are encouraged. In the design of highway facilities, consideration should be given to the utility service needs of the area traversed where such service is to be provided from utility facilities on or near the highway. The potential impact on the highway and its use must be considered in the design and location of utility facilities within the highway right of way.
- b. The utility owner shall be responsible for the design of its facility including the depth, clearances, and separation between lines or the attachment to a highway structure, and the work shall be in accordance with this policy. The Township Trustees are responsible for the review of the utility's proposal with respect to location or attachment to structures and, may accept or reject the utility's proposal as submitted. Plans should address measures to be taken to preserve the safe and free flow of traffic, structural integrity of the roadway or highway structure, ease of highway maintenance, appearance of the highway and the integrity of the utility facility.

## **E. PIPELINES**

### 1. GENERAL

- a. The design of underground utility pipelines must be varied as necessary because of site conditions, type of utility, 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 office of the Township Trustees for the purpose of traffic safety.

### 2. LOCATION

- a. 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 the location beyond the ditch is not feasible, the line may be located between the edge of the pavement(or edge of traveled way)and the line should be normally located such that the distance between the edge of pavement (or edge of traveled way) and the inside edge of the trench is greater than the depth of the trench.

### 3. DESIGN

- a. Casing is required for pipelines crossing the highway and carrying petroleum or gas under pressure.

- b. Casing is not required for water and sewer lines crossing the highway. However, sewer lines shall conform to ODOT Construction and Materials Specification ITEM 611.
- c. The Township, reserves the right to require casing or equivalent alternative protection based on conditions or hazards involved.
- d. When not required by the township, casing may be used at the elevation of the utility when it is the policy of the utility to use casing.
- e. Determination of the need for strengthening or replacing an existing utility pipeline, which is to remain in its original position beneath a new highway facility, shall be based on the depth, strength and condition of the existing utility pipeline and upon the type of surrounding soil and the foundation soils. If a fill or surcharge is to be placed upon the existing ground above an existing utility pipeline, thorough investigation should be made and consideration given to such treatments as concrete cap, partial encasement, full encasement or replacement with stronger pipe. If the determination indicates that it is feasible to leave an existing utility pipe parallel under pavement, extensions for future service connections shall be made prior to the pavement being placed.

4. INSTALLATION

- a. Pipeline crossings of all highways shall be made without disturbing existing pavements. Open cut of pavement will be permitted only when approved by the Board.
- b. Where a pipe crossing or casing is installed, jacking, driving, auguring, or boring ahead of the casing shall be allowed where soil conditions permit. Water jetting will not be permitted.
- c. 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.
- d. Grade of the crown of an unprotected pipe or 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	3 feet
Under paved ditch	2 feet	2 feet
Under other surfaces	3 feet	2 feet

- e. Gas or other liquid petroleum transmission lines will require greater cover, in areas not under pavement, in accordance with Federal Minimum Pipeline Safety Standards.
- f. Additional depth of cover, or less than minimum, may be required to meet existing field conditions.
- g. When the highway is now, or is to be constructed, on an embankment or in a shallow cut, casings when used shall extend across the full width of the right-of-way. If significant saving would result,

the casing may be terminated beyond the outer edge of the ditch flow line, or the embankment slope if a ditch is not provided.

- h. When the highway is now, or is to be constructed in deep cut, casings 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 or edge of gravel road 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.

## **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 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 the National Electrical Safety Code. The Board 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 by the utility notifying the Ashtabula 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 round 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. Ground-mounted utility facilities should be placed as far as practical from the traveled way, beyond the clear zone, 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 zone. In the event that sufficient right-of-way is not available to meet the clear zone requirement, the utility facility should be placed 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 type of facility is involved.

### 3. OVERHEAD CROSSINGS

- a. 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.
- b. Conduits or casing shall extend beyond the outer edge of the ditch flow lines, or the embankment slope, if ditch is not provided. When the highway is constructed in a 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 the minimum depth of cover is as follows:

Under pavement surface	3 feet
Under sod ditches	2.5 feet
Under paved ditches	2 feet
Under other surfaces	2 feet

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

## **G. UTILITY INSTALLATIONS ON HIGHWAY BRIDGES**

### 1. GENERAL

- a. 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

- a. 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 superstructure revised to other than 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 shall 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 locations 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 locations within reasonable distance from each end of the bridge, and insulating wrap is provided, as required, to prevent sweating or freezing.
- 7.) The design of pipeline installations on bridge structures shall provide for a pipeline supports that will prevent vibration in the pipeline when traffic crosses the bridge.
- 8.) Power and communication conduits installed on bridges shall be equipped with access points at readily accessible locations within reasonable distance from each end of the bridge.

## **H. PERMITS**

### **1. GENERAL**

- a. Utilities shall obtain permits for the use or occupancy of all highway rights-of-way under jurisdiction of the Board

### **2. RESPONSIBILITY FOR PERMITS**

- a. The Board shall be responsible for receiving applications for permits; reviewing the applications and plans to ensure conformity to applicable Local, State and Federal regulations; issuing of permits; inspecting construction to ensure conformity to the permit; and maintaining records of all applications and permits.

### **3. GENERAL PROVISIONS APPLICABLE TO ALL PERMITS**

- a. 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.” Traffic control devices 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.

- b. Except as authorized under the permit, no excavation shall be made or obstacles placed within the limits of the highway.
- c. 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 Board, to take proper care of said drainage.
- d. If the party or parties to whom a permit is issued does anything 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, the Board may correct such work or remove such structure or material, and the party or parties to whom the permit is issued shall reimburse the Board for any expense incurred in correcting the work or removing the structure or materials.
- e. All the work contemplated under the permit shall be done under supervision and to the satisfaction of the Board, and the entire expense thereof shall be borne by the party or parties to whom the permit is issued.
- f. On completion of the work under the permit, the highway shall be left clean of all rubbish, excess materials, temporary structures and equipment. All parts of the highway shall be left in an acceptable condition.
- g. The granting of a permit does not in any way abridge the right of the Township 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 Board 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 Board.
- h. During the time any work is being performed, an inspector shall represent the interests of the Board, and the permit holder therefore shall pay all expenses wholly. The inspector shall determine from the nature and complexity of the job whether his continual presence is needed.
- i. The Board may require a performance guarantee, a Hold Harmless Statement and proof of Liability Insurance as a prerequisite to the issuance of a permit.
- j. 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 on the face of the permit shall apply.
- k. The acceptance of a permit or the execution of any work there under shall constitute an agreement between the Board and the party or parties to whom the permit is granted to comply with all the conditions and restrictions printed or written upon said permit.
- l. A permit may, at any time, be revoked and annulled by the Board for noncompliance with any of the conditions, restrictions and regulations thereof.
- m. When highway improvement contracts are awarded by the Board 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 to not 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

#### 4. WHEN PERMITS ARE REQUIRED

- a. **Underground Installations:**  
Utilities shall be required to obtain permits from the Board for the installation of all pipelines, 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 Board for the placement of poles or other structures, either temporary or permanent, to occupy 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."
- b. Should the proposed utility installation fail to meet the requirements as set forth in this manual or should the Board conclude that a permit should not be issued because the installation would jeopardize the integrity of the roadway of highway structure or endanger the traveling public, then the applicant may request granting of special permission from the Board by a separate resolution.

### **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 or occupancy of all highway rights-of-way under the jurisdiction of the Board.
- b. These procedures do not cover permits for the movement of overweight and/or oversize vehicles and loads on township highways.

- c. Issuance of permits in accordance with this section shall apply only to township highways outside municipal corporations unless the Board has, by agreement, assumed full maintenance of a section of highway that lies wholly or in part within a municipal corporation.
- d. Requests to locate utility facilities on township highways must be made in accordance with the policies and procedures set forth in this section.

## 2. APPLICATION FOR PERMIT

- a. Applications for permit forms and instructions are available by requesting same in writing from the Board at 2443 State Rt. 534, Geneva, Ohio, 44041 or online at [trumbulltownship.org](http://trumbulltownship.org).
- b. Completed applications containing all required information as outlined on the application form shall be returned to the Board 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 rights-of-way. The applicant's contractor may file the application form for the applicant. 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. If the plan contains more than two pages or any page of the plan exceeds 11"x17" then three copies will be required. The plan shall show the proposed location of the installation with reference to the pavement, right-of-way line and the owner's property lines. If the installation crosses the highway, show a cross section of the 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 Township Highway number and name
  - The distance from some geographical point (i.e. intersecting highway, city or village limit, state line, county line, or at minimum a house number)

## 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, so far as the rights of the public therein are concerned, the Board may grant, to such companies as described in Section 1723.01, the right to lay tubing, pipes, conduits, poles and wires within the rights-of-way of township roads. Included are those companies organized to store or transport natural gas or petroleum. The provision does not include the erection of any tank, station, reservoir, or building, nor more than one continuous pipe, conduit, or tubing.
- b. The following are additional items required from such companies. These items must be presented at the time the permit application is presented to the Board for processing.
  - 1.) A copy of a lease of an individually-signed statement from the property owners, their names, addresses, and the respective permanent parcel numbers over whose land the proposed line will run (if the road right-of-way is an easement for highway purposes) together with certification from the Company that each property owner has been advised of the location and the time of the proposed installation. A Company form with the information and signatures of the property owners is desirable.

- 2.) A signed agreement from the Company that it will maintain the pipes, tubing, conduit or wires installed, and will reimburse the 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 Board with their current business address and phone numbers of persons to be contacted in case of emergency. The Company shall also advise the Board of the Township Trustees of any change of address or phone number.
- 4.) The company shall advise the Board of any mergers, dissolution, or sale of the Company, which would affect the townships security for the installation allowed.

#### 4. ADDITIONAL REQUIREMENTS– GEOPHYSICAL EXPLORATION

- a. The Board may grant a license or permit to use the township easement for road purposes to a private firm for geophysical exploration only if such exploration is incidental to road purposes and is for a public purpose, or if such a firm has, by lease or otherwise, the consent of the abutting landowners and such use will not interfere with the road easement pursuant to ORC 5547.05. OAG 80-039
- b. It is understood that surveys of this nature occupy township rights-of-way for limited durations of two (2) days or less. Wires, cables and junction boxes may be temporarily placed along the rights-of-way. They shall be placed in such a manner that will not interfere with the townships road easement as stated in the preceding paragraph.
- c. The following are additional items required from a private firm for geophysical exploration. These items must be presented at the time the permit application is presented to the Board for processing.
  - 1.) A copy of a letter which was delivered to the township trustees of townships where geophysical exploration is to be conducted, stating the location and dates that the exploration activities are to take place, and a description of the method of exploration. (i.e. two- or three-dimensional seismic survey, vibriosis survey, etc.)
  - 2.) Copies of any permits required by the township in which the exploration is taking place in accordance with ORC 5571.02 and 5571.16.
  - 3.) An individually signed document from the property owners for each parcel affected by the survey. The form shall also contain the owner's name, address and the permanent parcel numbers of the property. The form indicates the owners are giving consent for the survey to take place on the township easement for road purposes that occupies their property.
  - 4.) The Company shall furnish the Board with their current business address and phone numbers of persons to be contacted in case of emergency. The Company shall also advise the Board of any change of address or phone number.
  - 5.) The company shall advise the Board of any mergers, dissolution, or sale of the Company, which would affect the Board's security for the survey activities.

#### 5. APPLICATION REVIEW AND SITE INSPECTION

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

- b. Review time will be dependent on the complexity of the proposed installation. The Board will make every effort to process applications expeditiously.
- c. If, after review, the Board determines the proposed location or type of construction of the utility will affect the appearance, operation or maintenance of the highway, a conference will be scheduled with the utility to discuss possible revisions to the location or type of construction.

## 6. PERFORMANCE GUARANTEE AND INSURANCE

- a. Prior to the issuance of a permit, the utility will be required to furnish the following:
  - 1.) Performance Guarantee:  
A performance bond, certified check or approved escrow account in the amount of, \$500.00 for each road crossing (bore) and/or \$5000.00 per mile for parallel use of the right of way (or other amount as set by resolution of the Board), to cover the cost of all possible damages and maintenance of the disturbed area sustained by the Board due to the failure of the utility to perform all or part of the work as specified in the permit. Said bond, certified check or approved escrow account shall remain in force for a period not to exceed ninety (90) days following the completion of the restoration of the highway right-of-way.
  - 2.) Liability Insurance:  
Upon request, the applicant shall provide evidence of liability insurance with minimum limits of \$500,000 bodily injury liability, \$1,000,000 bodily injury liability per occurrence and \$500,000 property damage liability. The insurance provided shall be of a comprehensive nature, covering any and all damages, which may arise during the installation of the project, including underground property damage.
  - 3.) Hold Harmless Statement:  
Each application will bear a hold harmless statement substantially in the following form: \_\_\_\_\_, as consideration for the authorization from the Board of Trumbull Township Trustees to occupy highway rights-of-way for the installation, construction, maintenance, operation, repair or removal of their property and appurtenant structures, hereby agrees to defend, indemnify, and hold harmless the Board, its elected and appointed public officials, employees, agents, and representatives for all demands, lawsuits, actions, or claims of any character, brought on account of any injuries or damages of any nature allegedly sustained by any person or entity, or to any property, property interest or right, arising out of or related to any conduct, misconduct, misfeasance, or malfeasance allegedly associated with the issuance or administration of this permit or the performance of any acts or failure to perform any acts related to the issuance of this permit or work related thereto.

## 7. ISSUANCE OF PERMITS

- a. After both the utility and the Board have agreed on the location and schedule of construction the Board may issue a permit.
- b. The Board, 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 Board and signed by Chairman of the Board or its designee.

- d. Issued permits must be in the possession of the employees in charge of the work at all times and must be shown upon request to any employee of the Board or the Ashtabula 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.

## **J. FEES**

### 1. GENERAL

- a. It is **not** the intent of the Board to collect fees for issuing permits or inspecting work for which permits are issued according to this manual. However, where proposed utility installations are of such magnitude that a detailed plan review is required for the approval of a permit application, or the installation requires the continual presence of an inspector, the Board may assess charges as follows for time in excess of four (4) hours:
  - 1.) Plan Review
    - 1) Employee's actual rate per hour
    - 2) Employee's benefits actual cost per hour
  - 2.) Inspection
    - 1) Inspector's actual rate per hour
    - 2) Inspector's benefits actual cost per hour
    - 3) 15% overhead

## **K. INSPECTION**

### 1. GENERAL

- a. Prior to any excavation for a utility, or any construction, installation, adjustment or relocation of a utility, as defined, on or across rights-of-way under the jurisdiction of the Board, the Board shall be notified. The utility owner will be required to advise the Board 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.

## **L. SITE RESTORATION**

### 1. GENERAL

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

### 2. OPEN CUT



- a. Open cutting of highways and pavements is generally not acceptable. If, however open cutting cannot be avoided the excavation must be approved by the Board or its designee. Approved excavations made within the traveled portion of the highway, in the berm or shoulder area within six feet (6') of established roadbed, or of the pavement edge, in street intersections or driveways shall be backfilled with granular materials as directed by the Board.
- b. Where work performed requires removal of pavement, the surface shall be cut with a masonry saw to a depth of three inches (3") or as required to provide a clean break. The width of pavement removal shall be 4 feet (4') wider than the trench and not less than six (6") deep. The width of the trench shall be a minimum of twelve inches (12"), or one pipe diameter plus nine inches (9"), whichever is greater.
- c. The contractor shall maintain one-way traffic during times of construction by using steel plates to cover the trench.

### 3. BACKFILL MATERIAL

- a. Trench excavations cut through pavement shall be back filled with "Low Strength Mortar Backfill as per ODOT Item 613. The mix shall be free flowing and be placed in trench around and over conduit. The material shall be brought up to no closer than six inches (6") of the finished grade.

### 4. PAVEMENT

- a. Pavement shall be replaced at a depth of not less than six inches (6") in two lifts. The first lift shall be a minimum of 4.5" of ODOT Item 302 Bituminous Aggregate Base Course, PG 64-22. The second lift shall be 1.5" of ODOT Item 441 Asphalt Concrete Surface Course, Type 1 (448), PG 64-22. Each layer shall be properly compacted as per specification. As an alternate, pavement replacement may be a minimum 6" of ODOT Item 451 Reinforced Portland Cement Concrete pavement. Any exceptions or alternatives to these methods shall be approved by the Board.

**TRUMBULL TOWNSHIP, ASHTABULA COUNTY, OHIO  
HIGHWAY USE PERMIT / APPLICATION**

TO: Board of Trumbull Township Trustees  
2443 State Rt. 534  
Geneva, Ohio, 44041

Date: \_\_\_\_\_

Application is hereby made by: \_\_\_\_\_  
(Owner of proposed installation - application by contractor not acceptable)

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number of Contact Person: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work will be performed by:     Owner/Applicant             Sub-Contractor

Describe work in detail, attach plan or drawings showing exact location, dimensions, type of installations and details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At the following described location: Located in the Township of Trumbull  **Across** and/or  **Along**

Road Number: \_\_\_\_\_ Name of Road: \_\_\_\_\_ and being  
\_\_\_\_\_ Miles \_\_\_\_\_ Ft.  **E**  **W**  **N**  **S** of \_\_\_\_\_

(Give Township, County Route and distance from some geographical point, such as intersecting highways, city or village limits, county or township highways. At a minimum provide a house number.)

Yes  No – **Road Bore?**  Yes  No – **Pole Installation?**  Yes  No – **Aerial?**  Yes  No – **Utility Line?**

Work shall commence on or about \_\_\_\_/\_\_\_\_/\_\_\_\_ and shall be completed on or about \_\_\_\_/\_\_\_\_/\_\_\_\_

Open cut of pavements **shall not be permitted** unless no reasonable alternate method is available. If the proposed installation requires the open cutting of the pavement give the following information: Conditions necessitating opening of pavement \_\_\_\_\_. The opening to be made in the pavement will be: \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide and \_\_\_\_\_ feet deep. Any pavement to be replaced shall be as directed by the Township. We hereby agree to backfill the trench of said opening in compliance with the standards of Trumbull Township as set forth herein using construction methods, materials, and workmanship so prescribed by the Trumbull Township Highway Use Manual. (Section 1, Part L)

A performance guarantee in the form of a bond, certified check or approved escrow account shall be required for all permits granted. The bond, certified check, or approved escrow account shall be posted prior to the issuance of the permit and shall remain in force for the period of ninety (90) days following completion of the restoration of Highway property. The bond shall be for the amount established by resolution of the Board of Trumbull Township Trustees to insure the complete restoration of any pavement, drainage, shoulder, sod or other items disturbed by the permittee.

All work requiring men or vehicles on the pavement 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.

We agree to comply with all the conditions, restrictions and regulations of the Board of Trumbull Township Trustees, Ashtabula Co., Highway use manual.

The undersigned, on behalf of the owner of the installation, as consideration for the authorization from the Board of Trumbull Township Trustees to occupy highway rights-of-way for the installation, construction, maintenance, operation, repair or removal of owner's property, and appurtenant structures, hereby agree to hold harmless, the Board of Trumbull Township Trustees, Ashtabula County, and all of its representatives from all suits, actions, or claims of any character, brought on account of any injuries or damages sustained by any person or property in consequence of any neglect or on account of any act or omission as a result of the issuance of this permit.



APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

By: \_\_\_\_\_ (signed)

PRINTED NAME: \_\_\_\_\_ Title: \_\_\_\_\_

T.H. \_\_\_\_\_ Sec. \_\_\_\_\_ ROAD NAME \_\_\_\_\_

WIDTH OF R/W \_\_\_\_\_ (FEET) WIDTH OF PAVEMENT \_\_\_\_\_ (FEET) TYPE OF SURFACE \_\_\_\_\_

DITCH DEPTH \_\_\_\_\_ RAISED CURB \_\_\_\_\_ BERM WIDTH \_\_\_\_\_

POSSIBLE FUTURE EXPANSION \_\_\_\_\_

WHAT IF ANY ADDITIONAL REQUIREMENTS ARE TO BE IMPOSED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

⊕ Performance Bond with \_\_\_\_\_

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

⊕ Certified Check

Amount \$ \_\_\_\_\_

⊕ Approved Escrow Account with \_\_\_\_\_

Amount \$ \_\_\_\_\_

**This application is hereby approved by the Board of Trumbull Township Trustees under the authority of the Resolution adopted by the Board of Trumbull Township Trustees on October \_\_\_\_, 2021. Permission is granted to do the work described herewith in accordance with this application including any amendments thereto required by the Township Trustees and in accordance with the requirements of the "Trumbull Township, Ashtabula County Highway Use Manual" dated October \_\_\_\_, 2021.**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Chairman of the Board of Township Trustees or designee of the Board of Township Trustees)

Trustee's Office Use Only:

Final Inspection by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommended Release Date: \_\_\_\_\_

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TRUMBULL TOWNSHIP HIGHWAY USE MANUAL

SECTION 2  
POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL HAULING PERMITS ON  
TOWNSHIP MAINTAINED HIGHWAYS

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**SECTION 2**  
**POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL HAULING PERMITS ON TOWNSHIP MAINTAINED HIGHWAYS**

**A. INTRODUCTION**

Section 4513.34 of the Ohio Revised Code, in part, grants permission to local authorities with respect to highways under their jurisdiction, to issue permits for the operation or movement of vehicles or combinations of vehicles of a size or weight of vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code.

The Board, in their effort to effectively control the use of Township maintained highways, have set forth the following conditions whereby permission may be granted to operate such oversize or overweight vehicles or move such oversize or overweight loads in a manner that will not materially affect the appearance, safe operation of vehicles upon, or maintenance of the highway.

**B. SCOPE AND APPLICATION**

This policy applies to the movement on or across any and all Board maintained highways of all vehicles and loads that exceed the maximum allowable weight, width, height, and/or length as described in Section 5577.04 and 5577.05 of the Ohio Revised Code.

**C. PERMITS**

1. GENERAL

- a. All persons, partnerships, companies, or corporations wishing to operate or move a vehicle or combination of vehicles of size or weight of vehicle or load exceeding the maximum specified in sections 5577.01 to 5577.09 of the Ohio Revised Code on any or all Board maintained highways must obtain a SPECIAL HAULING PERMIT from the Board.

2. RESPONSIBILITY FOR PERMITS

- a. The Board shall be responsible for receiving applications for SPECIAL HAULING PERMITS; reviewing application for completion; inspecting proposed routes; issuing permits; and maintaining records of all applications and permits.

3. GENERAL LIMITATIONS FOR THE USE OF A SPECIAL HAULING PERMIT

- a. The granting of a permit does not guarantee that the load described can be moved without damage to the pavement or structures; although the permit is granted on the assumption that the load can be moved without damage based on the best information available.
- b. The permittee will be held liable for any damage caused by the movement. The Board assumes no responsibility for damage to the permittee's equipment or load being moved due to any such failure. The permittee agrees to compensate the Board for any damage to a roadway or road structure and also to hold the Board harmless from all claims, damages or proceedings of any kind and from all responsibility for personal injury or property damages (public or private) caused directly or indirectly as a result of the transportation of said vehicle(s) or load(s).

- c. The original copy of the Special Hauling Permit shall be in the possession of the driver at all times during the progress of the transportation and will be shown on demand to any police officer, Ashtabula County Sheriff's Deputy, Ohio State Highway Patrol, or employee of the township, county or State Highway Department.
- d. The permission granted restricts the movement of the vehicle(s) or load(s) to the highways specified, between points designated, and within the time allotted. Permittee is responsible to check the route for abnormal, changed, or unknown/unusual conditions which may exist during any move.
- e. Notification of the exact time of the movement must be made to the Board office during normal working hours. A minimum of one hour is required between the time of notification and the start of the move.
- f. Permission to travel state highways must be obtained from the Ohio Department of Transportation. Permission to travel county highways must be obtained from the Ashtabula County Engineer. Permission to travel municipal streets must be obtained from the individual municipalities. The Board assumes no responsibility for the failure of the applicant to secure such applicable state, county or municipal permits.
- g. No vehicle(s) or load(s) being transported under a special hauling permit shall be left parked on the roadway either day or night except in case of an emergency, in which case adequate protection shall be provided for the traveling public. The vehicle(s) shall not be loaded or unloaded within the limits of the highway.
- h. If the vehicle is to cross a highway ditch and if a driveway culvert does not already exist then a driveway culvert must be provided by the permittee. The length of the driveway pipe shall be at least 75% of the longest vehicle that will use the driveway and not less than 30 feet. The driveway construction and material shall meet the standards of the Township.
- i. The operator(s) of the vehicle(s) must comply with all laws, rules, regulations or credentials covering the movement of traffic over highways and streets and commercial motor vehicle operations (i.e.; CDL, PUCO, IRP, FUT, SSRS, IFTA, Load Securement)
- j. Special Hauling Permits will not generally be granted for a built-up load that is divisible into a legal load, or load that has not been loaded to the least over dimension or the least overweight. Miscellaneous items may, however, be transported on the same vehicle with an over dimensional piece or pieces so long as the miscellaneous items do not add to the over dimension. It is not necessary to identify these miscellaneous items. If in the event of an extenuating circumstance, a Special Hauling Permit is issued for a divisible load in which two or more pieces add to the over dimension or overweight, such load will be adequately described.

#### 4. OPERATIONAL LIMITATIONS FOR THE USE OF A SPECIAL HAULING PERMIT

- a. A Special Hauling Permit is void at any time road, weather or traffic conditions make travel unsafe as determined by the State Highway Patrol or the Ashtabula County Sheriff.
- b. Any load with an overall height in excess of 14 feet 10 inches shall be required to coordinate the move with the owners of all overhead signs, signals, utilities, etc., which may obstruct safe, clear movement.



- c. Oversize or overweight loads shall be operated or moved at such speeds and in such a manner as to cause a minimum of interference with other traffic and minimum impact stresses on structures and pavements. No such movement is to exceed 40 miles per hour at any time, except upon that portion of a highway where the posted minimum speed is in excess of 40 miles per hour. The allowable maximum speed then becomes equivalent to the minimum posted speed.
- d. During periods when thawing or excessive moisture render some sections of Township Highways structurally inadequate to carry the maximum legal traffic loads, weight reductions up to fifty percent (50%) may be imposed.(O.R.C. 5577.07) Bridges that are found to be structurally deficient have reduced weight limits. Reductions in legal weight posted on roadways or bridges must be obeyed. **Contact the Ashtabula County Engineer's office immediately if your route includes bridges or culverts of greater than a 36" span.**

## 5. DAYS/HOURS OF OPERATION

- a. Overweight vehicles/loads that are not over dimensional, traveling under the authority of a Special Hauling Permit, will not be restricted as to travel hours or days so long as the overweight vehicle/load can move without obstructing the normal flow of traffic.
- b. With the exception of legal dimensioned overweight vehicles/loads noted in 5a. above, vehicles/loads traveling under the authority of a Special Hauling Permit shall be prohibited from movement on the following days/weekends: **New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.** Prohibitions begin at noon the day preceding and continue until one-half hour before sunrise the day following the holiday or holiday weekend, with the exception of Good Friday, when the prohibition is sunrise on Good Friday to sunrise the following Monday.
- c. With the exception of the limits noted in 5a. and 5b. above, permitted vehicles/loads may move daylight hours Monday thru Friday. Daylight hours are defined as one-half hour before sunrise until one-half hour after sunset.

## 6. WARNING FLAGS AND SIGNS

- a. Warning flags shall be displayed on all over dimensional vehicles and loads. Warning flags shall be 18 inches square, red or orange in color, in good repair and free of printing or other markings and shall be securely fastened by at least one corner or securely mounted on a staff.
- b. Over weight vehicles and loads shall bear two flags at the widest extremities of the vehicle or load as well as one flag at each corner of the vehicle or load. Warning flags are not required to be displayed on the tractor.
- c. Over length vehicles and loads or vehicles and loads with a rear overhang of 4 feet or greater shall display a single flag at the extreme rear if the over length or projecting part is two feet wide or less. Two flags shall be displayed if the over length or projecting part is wider than two feet and the flags should be located to indicate maximum width.
- d. Warning signs, when required, shall be in good repair, shall read "OVERSIZE LOAD" and shall be at least 7 feet long and 18 inches high. The signs' background shall be yellow with black lettering. Letters shall be at least 10 inches high with a 1.41-inch brush stroke. If series E Modified is used, the brush stroke is to be two inches. "OVERSIZE LOAD" signs shall be displayed on any vehicle or vehicle/load:

- 1.) exceeding the maximum legal length limit as set in the Ohio Revised Code, section 5577.05,
- 2.) with an overall width of 10 feet or greater
- 3.) with an overall height in excess of 14 feet 6 inches.

When required, OVERSIZE LOAD signs shall be displayed on the front and rear of the over dimensioned vehicle or vehicle/load.

## 7. LIGHTING

- a. All permitted vehicle's standard vehicle lighting system must be in operating order. The headlights must be on during the movement of any over dimensioned vehicle/load.

## 8. FLAGGERS AND ESCORT VEHICLES

- a. Loads having extremely large dimensions shall require additional protective measures when necessary for the safeguarding of other traffic. Due regard shall be taken of traffic in both directions and every possible effort shall be made to prevent traffic congestion. One or more flaggers, or an escort vehicle may be required.
- b. Escort vehicles, when required by a Special Hauling Permit shall display a warning sign, yellow with black letters, reading "OVERSIZE LOAD". The sign shall be 5 feet long by 12 inches high with 8 inch high letters and shall be in good repair. The escort vehicle shall be equipped with a roof mounted amber flashing or rotating light(s). It is recommended that escort vehicles maintain radio communications with the operator of the permitted vehicle. The driver of the escort vehicle may act as a flagger when needed.
- c. One rear escort vehicle shall be required for the transportation of any vehicle/load with an overall length in excess of 90 feet.
- d. One lead escort vehicle shall be required for the transportation of any vehicle/load with an overall width in excess of 13 feet.

## 9. PENALTIES FOR VIOLATIONS

- a. Non-compliance with the general or special provisions of a Special Hauling Permit, exceeding the weights or dimensions granted, or operating on dates or upon highways other than assigned shall render the Special Hauling Permit null and void, and the operator of the vehicle will be subject to enforcement action as provided in Sections 5577.02 to 5577.05 inclusive, of the Ohio Revised Code.
- b. Moving Violations for offenses that are relevant to the safe movement of a Commercial Motor Vehicle (for example, Speed, Reckless Operation, DUI, Improper Lane Change, etc.) shall render the Special Hauling Permit null and void, and the operator subject to additional enforcement action.

## **D. SPECIAL HAULING 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 to operate or move vehicles or combinations of vehicles of a size or weight exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on or across any and all Township maintained highways.

- b. Issuance of Special Hauling Permits shall apply only to Township maintained highways outside municipal corporations unless the township has, by agreement, assumed full maintenance of a section of a highway that lies wholly or in part within a municipal corporation. Permits to move over state highways must be obtained from the Director of Transportation. Permits to move over county highways must be obtained from the Ashtabula County Engineer. The Township Trustees assume no responsibility for the failure of the applicant to secure such applicable state county or municipal permits.

## 2. APPLICATION FOR PERMIT

- a. Special Hauling Permit application forms are available at the office of The Township Trustees,
- b. Completed applications containing all required information as outlined on the application form shall be returned to the office of The Township Trustees for processing.
- c. All applications must show the exact axle spacing and weights. The form must be complete, even though not for an overweight movement. Applications shall bear the signature and title of the person (or his/her authorized representative) assuming full responsibility for the proposed move.

## 3. APPLICATION REVIEW AND INSPECTION

- a. After receiving the application, the Board will review the form for completeness. The Board or an authorized representative will inspect the proposed route, examine the roadway and structure conditions.
- b. Review time can vary due to the amount of weight and size of vehicles or loads to be moved together with the length of the proposed route and impact the move will have on the highway. Generally, processing any application will not exceed seven (7) working days.
- c. If, after reviewing the application, and inspecting the proposed route, the Board determine that the proposed move would materially affect the appearance, operation or maintenance of the highway, a conference will be scheduled to discuss possible revisions to the proposed route and/or reductions in size and weight of the load.

## 4. BONDS AND INSURANCE

Prior to the issuance of a Special Hauling Permit, the applicant shall be required to furnish one of the following:

- a. A Contractual Endorsement to a Liability Insurance Policy for Vehicles Operating Under a Special Hauling Permit Issued by the Township of Trumbull, Ashtabula County, Ohio (see form at the end of this section).
- b. A Surety Bond, certified check or an approved escrow account in an amount of \$200,000 to pay for damages that may occur to all township maintained highways, and township and county bridges and culverts. All Surety Bonds must be submitted on forms available from the Board or forms that are essentially the same as the forms available from the Board (see form at the end of this section).

## 5. ISSUANCE OF PERMITS

- a. After all necessary insurance's, bonds, certified checks or approved escrow accounts have been posted and after both the applicant and the Board has agreed on the time of the move and the route, the Board may issue the permit.
- b. The Board 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 Board and signed by the Chairman of the Board or its designee.
- d. Single Trip Permits and Single Trip & Return Permits shall remain in effect for the period specified by the permit. The permit shall become void immediately thereafter. Annual permits shall be in effect for 365 days from the date of issuance. Seasonal permits shall be in effect for the number of months specified.

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**ENDORSEMENT TO LIABILITY INSURANCE POLICY FOR VEHICLES  
OPERATING WITH A SPECIAL HAULING PERMIT ISSUED BY THE BOARD OF TRUMBULL TOWNSHIP TRUSTEES,  
ASHTABULA COUNTY, OHIO**

Issued to (Insured/Applicant) \_\_\_\_\_

of (Address) \_\_\_\_\_

Insured's Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Federal Employer I.D. # or S.S. # \_\_\_\_\_

Amending Policy Number \_\_\_\_\_

Effective From (Date) \_\_\_\_\_ Until 12:01 A. M. \_\_\_\_\_

Name of Insurance Company (Insurer) \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

(Insurance Company Representative Authorized to Issue Policy Amendments)

The policy to which this endorsement is attached provides primary or excess insurance, as indicated by "X", for the limits shown:

The insurance is primary and the company shall not be liable for amounts in excess of \$ \_\_\_\_\_ for each accident.

The insurance is excess and the company shall not be liable for amounts in excess of \$ \_\_\_\_\_ for each accident

in excess of the underlying limit of \$ \_\_\_\_\_ for each accident.

Whenever required by the Township of Trumbull(Township), the insurer (company) agrees to furnish the Township a duplicate of said policy and all its endorsements. The company also agrees, upon telephone request by an authorized representative of the Township, to verify that the policy is in force as of a particular date. **The telephone number to call is (440-474-0090) or (440-474-6500).**

Cancellation of this endorsement may be accomplished by the company or the insured by giving (1) 35 days notice in writing to the other party, and (2) by providing 30 days' notice to the Township (said 30 days' notice to commence from the date it is received by the office of the Board of Township Trustees, 2443 State Rt. 534, Geneva, Ohio, 44041.

The insurance policy to which this endorsement is attached provides (automobile) liability insurance and is amended to assure compliance by the insured, within the limits stated herein, with the contractual agreement between the insured and the Township which results from the issuance of a Special Hauling Permit to the insured by the Board of Township Trustees. This contractual agreement includes the following provision:

"Permittee will be held liable for any damage caused by the movement. The Township assumes no responsibility for damage to the permittee's equipment or load being moved due to any such failure.

The permittee agrees to compensate the Township for any damage to a roadway or road structure and also to indemnify, save harmless and defend the Township from and against all and any liabilities, losses, obligations, claims, damages, penalties, suits, actions, judgments, costs and expenses of whatsoever nature are incurred or brought against the Township as the result of injury to or death of persons or damages to or loss of property caused by acts or omission to act by the Permittee, its agents, servants and employees in the performance of movements under this permit, except to the extent that the negligence of the Township is the sole proximate cause of the damage..

In consideration of the premium stated in the policy to which this endorsement is attached, the insurer (company) agrees to pay to the Township, within the limits of liability described herein, any final judgment recovered against the insured for all damage to the roadway or road structures occurring during a movement authorized by the issuance of a Special Hauling Permit. The insurer (company) further agrees to be bound by the indemnification agreement included in the contractual agreement between the insured (permittee) and the Township. It is understood and agreed that no condition, provision, stipulation or limitation contained in the policy, this endorsement, or any other endorsement thereon, or violation thereof, shall relieve the company from liability or from the payment of any final judgment, within the limits of liability herein described, irrespective of the financial condition, insolvency or bankruptcy of the insured. However, all terms, conditions and limitations in the policy to which the endorsement is attached shall remain in full force and effect as binding between the insured and the company.

It is further understood that the limits of the company's liability for the amounts prescribed in this endorsement apply separately to each movement made under a Special Hauling Permit and any payment under this endorsement as the result of any one movement shall not operate to reduce the liability of the company for the payment of final judgments resulting from liability arising out of any other movement.

The minimum level of liability insurance is two hundred thousand dollars. This minimum liability level has been established by the Board of Trumbull Township Trustees under Section 4513.34 of the Ohio Revised Code. It is the responsibility of the insured to obtain liability insurance in amounts equal to or exceeding these minimum amounts as evidence of financial responsibility.

File with:

Board of Trumbull Township Trustees  
2443 State Rt. 534, Geneva, Ohio, 44041

For Information

Telephone: (440) 474-0090

Email: mrohrbau@windstream.net

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**TOWNSHIP OF TRUMBULL, COUNTY OF ASHTABULA**

**BOND**

**Bond No.** \_\_\_\_\_

**Covering Any and All Permits Issued to Principal for Movements of Excess Loads  
Over Township Highways**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, being

\_\_\_\_\_ of

\_\_\_\_\_  
*(Insured's complete address)*

Insured's telephone no. (\_\_\_\_\_) \_\_\_\_\_ and Federal Tax ID no. \_\_\_\_\_

as principal, and \_\_\_\_\_, of \_\_\_\_\_

as surety, are hereby held and firmly bound unto THE TOWNSHIP OF TRUMBULL, ASHTABULA COUNTY, OHIO, in the penal sum of TWO HUNDRED THOUSAND AND NO/100 DOLLARS (\$200,000.00), good and lawful money of the United States, for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, by these presents.

WHEREAS the above-named principal has made application to the Board of Trumbull Township Trustees for a permit to move one or more loads in excess of the legal limitation over certain township highways and may make further applications, and as a condition precedent to granting such applications, the Board of Trumbull Township Trustees has established the requirements of the furnishing of a penal bond in the sum of 200 thousand Dollars by each applicant.

NOW, THEREFORE, the condition of the above obligation is such that if the above named principal shall move the loads described in any and/or all of the applications filed by the above named principal on and after the date of the execution of this obligation over the township highways, bridges and culverts of Trumbull Township in the manner prescribed in the permit therefore duly issued by the Board of Trumbull Township Trustees and shall well and truly pay for all damages to said highways, bridges and culverts, which are and/or may be caused by the movement of such loads by the above named principal over or upon the highways, bridges and culverts of this township, and all other claims for damage lawfully accruing in favor of the township resulting there from, and any fines or penalties to which the said principal shall become liable to pay, and shall save the Township of Trumbull harmless in and/or from any and all suits, claims for damages and/or proceedings arising out of the movement or movements of any of said excess loads over said highways, bridges and culverts, and shall observe all terms and conditions of the permit or permits or any of them issued to said principal on and after the date of this obligation, then this obligation to be void, otherwise to remain in full force and effect.

(over)



PROVIDED, HOWEVER, that the said Surety may cancel this bond at any time by giving THIRTY (30) DAYS notice in writing by Registered United States Mail, addressed to the office of the Board of Trumbull Township Trustees, 2443 State Rt. 534, Geneva, Ohio, 44041, and that THIRTY DAYS AFTER the actual receipt by the Board of Trumbull Township Trustees of such written notice, there shall be no further liability to the Surety for defaults hereunder, provided, however, that the service of such written notice shall not be construed to waive, release or forego any obligation which may have arisen prior to the effective date of such written notice.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of

\_\_\_\_\_, A.D. \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

By \_\_\_\_\_  
(Name) (Title)

(For Use Where Principal Is A Corporation)

CERTIFICATE - This is to certify that the Board of Directors of \_\_\_\_\_  
by resolution duly adopted on \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_ did  
authorize \_\_\_\_\_ being \_\_\_\_\_ of said  
(Title)  
corporation to sign the name of said corporation to a surety bond in the sum of \$200,000.00  
payable to the Township of \_\_\_\_\_ for Damage resulting from the movement of excess  
loads over the highway, bridges and culverts of said township.

\_\_\_\_\_  
(Corporation Name)

By \_\_\_\_\_  
(Secretary)

Signed \_\_\_\_\_  
(Surety)

By \_\_\_\_\_  
(Name) (Title)

TRUMBULL TOWNSHIP, ASHTABULAL COUNTY, OHIO

APPLICATION FOR SPECIAL HAULING PERMIT

FOR TOWNSHIP HIGHWAYS

(In accordance with section 5571.01 to 5577.99 incl.)

TYPE PERMIT REQUESTED:  Single Trip  Single Trip & Return  Annual  Seasonal \_\_\_\_\_ months

Permission is hereby requested by: \_\_\_\_\_ Date: \_\_\_\_\_

(address): \_\_\_\_\_ transport the following equipment and load:

MAKE AND MODEL	LICENCE NUMBER	STATE	WEIGHT (Empty)
<u>Tractor lbs.</u>			
<u>Semi-trailer lbs.</u>			
<u>Other trailer lbs.</u>			
<u>Description of load lbs.</u>			
Give make and model number of excavators, dozer, crane or other equipment			Net Load
<b>Maximum total gross weight of equipment and load to be transported</b>			<b>= _____ lbs.</b>

Number of Axles

A B C D E F G

Number the axles as they apply to the hauling equipment

AXLE SPACING		MAXIMUM AXLE LOADS			TIRE SIZES		DIMENSIONS
Space	Distance Between Axles	Axle No.	Actual Axle Load	Gross Axle Load	Tires on Axle No.	Size	Vehicle and Load Overall
A		1	lbs	lbs.			Length
B		2	lbs	lbs.			Height
C		3	lbs	lbs.			Width
D		4	lbs	lbs.			Load Only
E		5	lbs	lbs.			Length
F		6	lbs	lbs.			Height
G		7	lbs	lbs.			Width
		8	lbs	lbs.			
<b>TOTAL</b>			lbs.	lbs.			

FROM:

TO:

LOCAL POINTS AT WHICH HAUL BEGINS AND ENDS ON STATE HIGHWAYS BY DISTANCES OVER THE FOLLOING ROUTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If haul or move is to be made over village or city streets or any part of the state highway system, permission must be obtained from the proper authorities.

MOVEMENT TO BE STARTED: \_\_\_\_\_ AND WILL BE COMPLETED: \_\_\_\_\_  
DATE DATE

THIS FORM MUST BE SIGNED AND NOTORIZED ON PAGE 2 IN THE SPACE PROVIDED.  
 NO MOVEMENT SHALL BE MADE ON HOLIDAYS, SUNDAYS, OR AFTER NOON ON SATURDAYS.  
 MOVEMENT SHALL BE MADE DURING DAYLIGHT HOURS.



SECTION 3  
POLICIES AND PROCEDURES FOR THE INSTALLATION OF DRIVEWAY PIPES AND  
FRONTAGE TILE WITHIN RIGHT-OF-WAY ON TOWNSHIP MAINTAINED HIGHWAYS

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**SECTION 3**  
**POLICIES AND PROCEDURES FOR THE INSTALLATION OF**  
**DRIVEWAY PIPES AND FRONTAGE TILE WITHIN THE RIGHT**  
**OF WAY ON TOWNSHIP MAINTAINED HIGHWAYS**

**A. INTRODUCTION**

It is the responsibility of the landowner to construct or repair entrances to property adjacent to public right of way. The Board or its designee shall direct this construction or repair with a permit issued by the Board on forms it prescribes. The determination of whether or not to issue a permit for a specific location will be based upon site distance, hydraulics, the physical properties of the proposed entrance and the surrounding area, and other considerations that may impact safety. (ORC 5543.16)

**B. SCOPE AND APPLICATION**

The construction of driveways to allow and/or to improve access to residences or businesses, including but not limited to the paving of any portion of a driveway that lies within the road right-of-way, or the tiling of frontage (i.e. the closing of ditch with pipe) within a Township maintained right-of-way may be performed only with the written permission of the Board.

**1. GENERAL**

- a. For rural type highways with open ditches, the Board or its designee shall field check the area of installation to determine the diameter and length of driveway pipe that will be required. The diameter of the pipe will be determined through the use of available hydrological data. The minimum acceptable driveway pipe diameter shall be twelve (12) inches. The length of the driveway pipe shall be the sum of the width of the proposed driveway and four (4) times the depth of the existing ditch. The minimum driveway pipe length shall be thirty (30) feet.
- b. The Board or its designee shall perform one or more site inspections to determine the diameter and length of driveway pipe and the length of curb cut (if applicable), and to observe the clear-sight distance. Driveway pipes shall be purchased and installed by the owner or developer, or their contractor, after the Board or its designee calculates the driveway pipe size required. In cases where a curb must be removed, the Board shall mark where the curb and pavement must be cut.
- c. In all cases, whether the highway is of rural type with open ditches or of the urban type with curbs and gutter, the Board shall field check the area of installation to observe the existing conditions at the proposed driveway location. Because the geometrics of many of the roads within the Township cause the sight distance to be very limited, special attention should be given to clear-sight distance for approaching traffic. A driveway located with 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 Board, all efforts by the owner, developer, or their contractor to establish a safer driveway location have been exhausted.

- c. If the driveway is to be constructed on a rural type highway with open ditches, or the ditch is to be closed in by yard tile, the profile of the slope from the edge of the roadway toward the driveway or ditch line must slope away from the existing roadway in accordance with the minimum standards shown on the Ashtabula County “Driveway Culvert Standard” or “Frontage Tile Standard” detail drawings (See Figures 1 and 2 below). Additionally, the driveway must be constructed and maintained such that no water drains off the driveway onto the roadway, utilizing a driveway crown, driveway side ditches and catch basins, or other methods approved by the Board as part of the permitting process.
- e. Driveway aprons (that portion of the driveway between the edge of the roadway and the outside edge of the road right-of-way) on rural type highways may be constructed of asphalt, concrete, limestone or gravel. Driveway aprons on urban type highways shall only be constructed of either asphalt or concrete. Paved aprons must extend to the edge of the existing roadway surface but may not protrude above it. No curbs or headwalls that could create hazards or hamper maintenance operations, such as snow plowing, shall be constructed in the shoulder area.
- f. The property owner is required to maintain the driveway approach as originally permitted and is required to pay all expenses for such maintenance. Existing driveway pipes that have deteriorated or have been damaged, restricting the flow of water in the roadside ditch, must be repaired or replaced. If at any time the Board, after a field check, determines that such repair or replacement of a deteriorated or damaged existing driveway pipe is necessary, the Board shall provide written notice to the property owner that repair or replacement is required. Within thirty (30) days from receipt of such notice, the owner shall obtain a permit if required, and in any event shall complete the work required. Failure of the owner to timely complete the required repair or replacement of deteriorated or damaged driveway pipes after receipt of such notice from the Board shall be considered just cause for the Board or its designee to remove the deteriorated or damaged driveway pipe, in which event the property owner may apply for a permit to re-establish the driveway approach with a new driveway pipe. When deteriorated or damaged driveway pipes present an immediate safety hazard or other danger to the roadway and/or to the traveling public, directly or indirectly, then immediate removal of the deteriorated or damaged driveway pipe by the Board without notice shall be justified, and the property owner may thereafter apply for a permit to re-establish the driveway approach with a new driveway pipe.
- g. When conditions warrant the installation of unusually large structures, the owner or developer shall make the installation pursuant to plans approved in advance by the Ashtabula County Engineer.
- h. Work performed pursuant to a permit issued shall be completed within a reasonable amount of time, not to exceed one (1) year from date of issuance of the permit. If the 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. At the discretion of the Board, the expiration date for a permit may be extended.

## **C. PERMITS**

### **1. APPLICATION FOR PERMITS**

- a. Applications for permits are available at the office of the Board, 2443 State Rt. 534, Geneva, Ohio, 44041, and online at [trumbulltownship.org](http://trumbulltownship.org). Completed applications containing all required information and permits along with a check made out to Trumbull Township Trustees for \$50.00 dollars shall be returned to the Board by mail or in person at a Board regular session meeting. 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 rights-of-way.

The applicant's contractor may file the application form for the applicant. However, the signature of the contractor on the application form is not an acceptable signature. Additionally, the applicant shall set two (2) stakes to identify the edges of the proposed driveway prior to submitting a completed application. In the event that 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. These stakes must be in position before the application can be processed.

## 2. GENERAL PROVISIONS OF PERMITS

In requesting a permit for driveway pipe installation or the tiling of frontage, 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 provisions are as follows:

- a. The granting of this permit does not in any way abridge the right of the Board in its jurisdiction over the township highways. If, in the process of any future work or for the benefit of the traveling public, it becomes necessary, in the opinion of the Board to order the removal, reconstruction, relocation, or repair of any of the fixtures, or work performed under this permit, said removal, reconstruction, relocation, or repair shall be wholly at the expense of the owners thereof, and be made as directed by the Board.
- b. The Board or its designee shall act for and on behalf of the Township in the issuance and the carrying out of the provisions of all permits.
- c. The Board or its designee shall have full authority to ensure that the provisions of this permit are fully complied with; and retains the right to reject any materials or workmanship in the restoration of township highway facilities. Failures on the part of the permittee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Board reasonably deems necessary.
- d. If any party to whom this permit is issued does anything contrary to the direction of the Board and after due notice, fails to correct such work or to remove such structure or material as he or they may be directed to remove, the Board may, with or without notice, correct such work or remove such structures or material; and the party or parties to whom this permit is issued shall immediately reimburse the Board for reasonable expenses incurred in correcting the work or removing the structure or materials.
- e. All the work herein contemplated shall be done under the supervision and to the satisfaction of the Board, and the entire expense thereof, shall be borne by the party or parties to whom this permit is issued.
- f. Except as herein authorized, no excavation shall be made, or obstacle placed within the limits of the highway in any manner as to interfere with the travel over the road.
- g. If any grading, sidewalk, or other work done under this permit interferes with the drainage of the highways in any way, the permittee must install such catch basins and construct outlets as may be necessary to properly direct such drainage away from the roadway and into the road ditch.
- h. The acceptance of this permit or the performance of any work there under shall constitute an agreement by the party or parties to whom the permit is granted to comply with all the conditions and restrictions printed or written herein.



- i. All of 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.
- j. Highway property disturbed by the permittee shall be restored using materials, design and workmanship in conformance with the Trumbull Township Highway Use Manual.
- k. All work requiring men or vehicles on the pavement or shoulders shall comply with all of 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 by the Board or its designee until the proper traffic controls have been provided.
- l. The permittee upon completion of the work shall leave the highway clean of all rubbish, excess materials, temporary structures, and equipment, and all parts of the highway shall be left in an acceptable condition.
- m. The permittee shall defend, indemnify, and hold harmless the Board, its elected and appointed public officials, employees, agents and representatives respecting all demands, lawsuits, actions, or claims of any character, brought on account of any injuries or damages of any nature allegedly sustained by any person or entity, or to any property, property interest or right, arising out of or related to any conduct, misconduct, misfeasance, or malfeasance allegedly associated with the issuance or administration of this permit, the performance of any acts or failure to perform any acts related to the issuance of this permit whether such acts or failure to act occurs, prior to or after the issuance of this permit.

## **INSTRUCTIONS**

### **DRIVEWAY PERMIT PROCEDURE**

The following procedure shall be followed to obtain a permit and install or replace a driveway along a roadway maintained by Trumbull Township:

1. Obtain the Driveway Permit application and Driveway Pipe Standard by mailing a request to the Board of Trumbull Township Trustees, 2443 State Rt. 534, Geneva, Ohio, 44041, or obtain them online at [trumbulltownship.org](http://trumbulltownship.org).
2. Complete the top portion of the application and return all copies to the Board including the permit, and a check make out to Trumbull Township Trustees for \$50.00 dollars. The address of the property must be included. If no address has been assigned by the Ashtabula County Planning Commission, applicant must contact them to obtain an address for the property. The driveway location must be clearly defined on the application as well as physically marked for the Board or its representative to locate the site.
3. Within thirty (30) days after receipt of a completed application, the Board or its designee shall view the site and return the application to the owner indicating the required pipe sizes and installation requirements.
4. The owner shall notify the Board forty-eight (48) hours prior to the start of construction.
5. After the installation has been completed in accordance with all permit requirements, the owner must certify in writing to the Board completion of the permit installation requirements, including but not limited to designation on the face of permit documents the name and contact information for the contractor (if any) and pipe sizes and type of pipe installed, and arrange for a final inspection by the Board or its designee.
6. The Board will review the foregoing certifications and the permit documents, arrange for a final inspection by the Board or its designee, and issue the permit upon final approval after the final inspection.

## **INSTRUCTIONS (CONT.)**

### **DRIVEWAY PERMIT PROCEDURE**

1. The pipe length shall be at least the driveway width plus 4 times the depth of the existing ditch. The minimum pipe length shall be 30 feet.
2. The depth of the existing ditch shall be defined as the vertical height as measured from the existing road berm to the bottom of the existing ditch.
3. The bedding shall be No. 8 stone, No. 6 stone, No. 411 stone, No. 304 stone, pea gravel, screened bank gravel (O.D.O.T. 410) or other material approved, by the Board or their designee.
4. The pipe material shall be galvanized corrugated steel (16 Ga. min.), reinforced concrete pipe, American standard steel pipe (3/8" min. wall thickness), Polyethylene double wall (smooth interior), Hancor HI-Q, ADS N-12 or equal.
5. The amount of bedding required under a pipe larger than 18" in diameter shall be determined on a case-by-case basis, depending on site characteristics and on the pipe, material being used. In no case shall the bedding be less than 4" thick for a pipe larger than 18" in diameter. Polyethylene pipe shall have granular bedding to 3/4 of its diameter in addition to the 2" below the pipe.
6. The length of pipes for commercial and industrial property driveways, including but not limited to driveway approaches used by loggers, shall be 75% of the longest vehicle that can reasonably be expected to use the driveway. All such commercial and industrial driveways must be constructed of limestone material approved by the Board or its designee so as to permit safe ingress and egress of trucks without backing off the roadway and to prevent the dragging of dirt, mud, or other debris onto the roadway.
7. It is the responsibility of the landowner to purchase and install the driveway pipe.
8. The flow line shall be established by the Board or its designee.
9. The pipe diameter shall be determined by the Board or its designee. The minimum pipe diameter shall be 12".
10. The pipe shall be backfilled with screened bank gravel (O.D.O.T. 410) or other material approved by the Board or its designee.

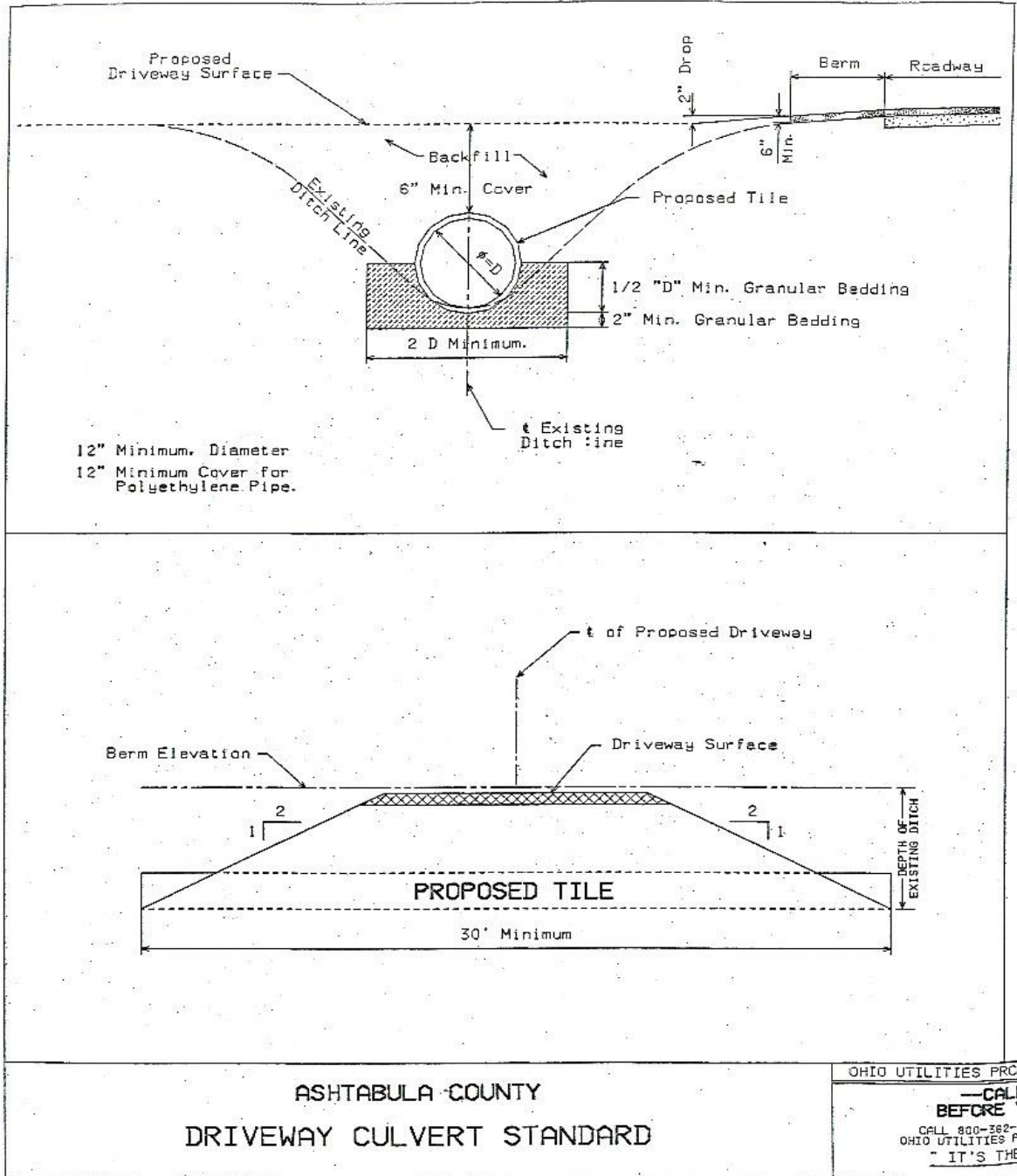
NOTE: Tile for road frontage shall be installed according to tiled frontage requirements.

2 of 3

**(FIGURE 1)**

**INSTRUCTIONS (CONT.)**

**DRIVEWAY PERMIT PROCEDURE**



3 of 3  
**(FIGURE 1)**

## **INSTRUCTIONS**

### **YARD TILE PERMIT PROCEDURE**

The following procedure shall be followed to obtain a permit and install or replace a yard tile along a roadway maintained by the Board of Trumbull Township Trustees:

1. Obtain the Yard Tile Permit application and Yard Tile Standard from by mailing a request to the Board of Trumbull Township Trustees, 2443 State Rt. 534, Geneva, Ohio, 44041, or obtain them online at [trumbulltownship.org](http://trumbulltownship.org).
2. Complete the top portion of the application and return all copies to the Board including the permit, and a check make out to Trumbull Township Trustees for \$50.00 dollars. The property address must be included. If no address has been assigned by the Ashtabula County Planning Commission, applicant must contact them to obtain an address for the property. The driveway location must be clearly defined on the application as well as physically marked for the Board or its representative to locate the site.
3. Within thirty (30) days after receipt of a completed application, the Board or its designee shall view the site and return the application to the owner indicating the required pipe sizes and installation requirements.
4. The owner shall notify the Board forty-eight (48) hours prior to the start of construction.
5. After the installation has been completed in accordance with all permit requirements, the owner must certify in writing to the Board completion of the permit installation requirements, including but not limited to designation on the face of permit documents the name and contact information for the contractor (if any) and pipe sizes and type of pipe installed, and arrange for a final inspection by the Board or its designee.
6. The Board will review the foregoing certifications and the permit documents, arrange for a final inspection by the Board or its designee, and issue the permit upon final approval after the final inspection.

## **INSTRUCTIONS (CONT.)**

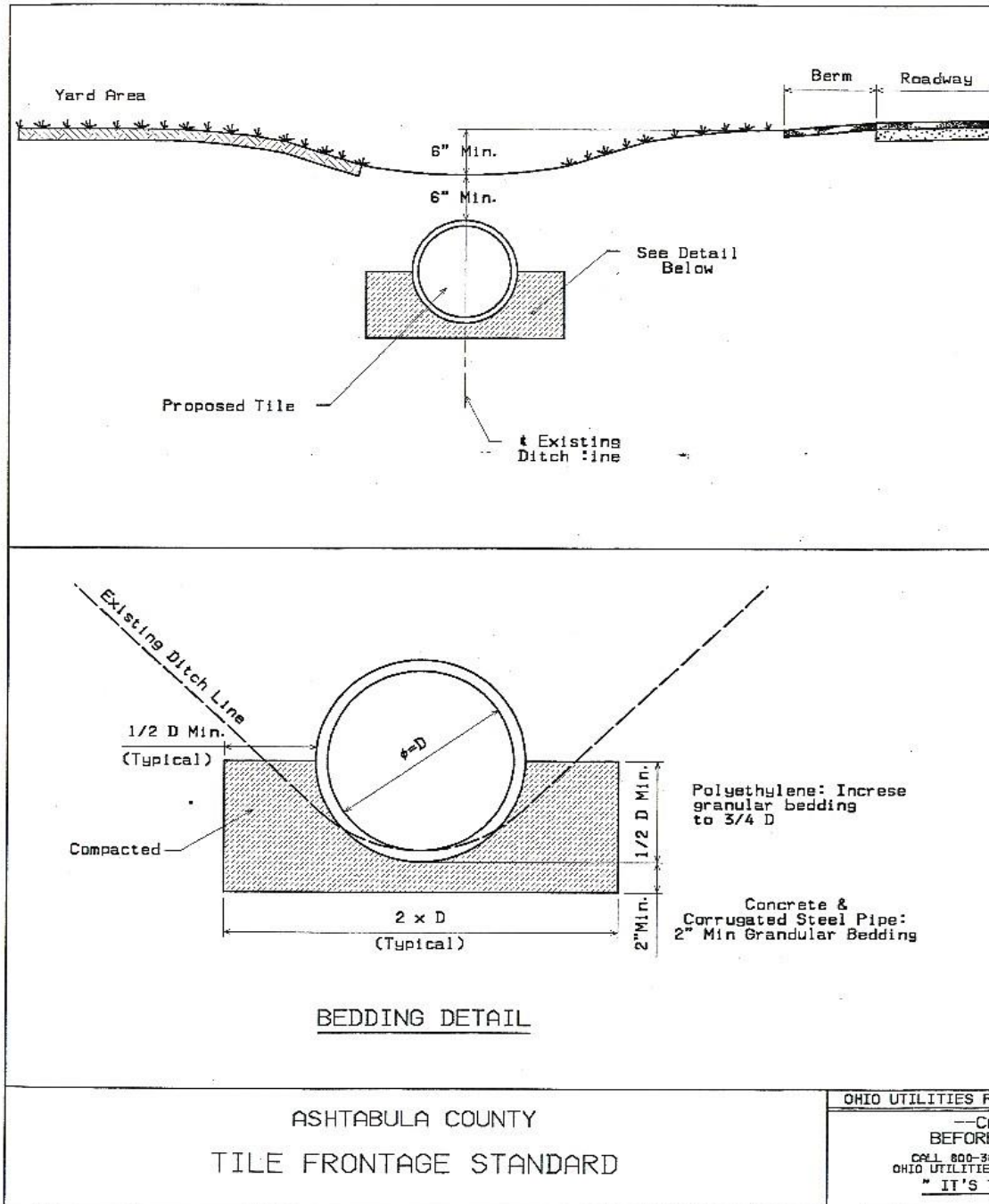
### **YARD TILE PERMIT PROCEDURE**

1. Granular backfill and bedding shall be No. 8 stone, No. 6 stone, No. 411 stone, No. 304 stone, pea gravel, screened bank gravel, or other material approved in writing by the Board or its designee.
2. A 6" deep swale shall be maintained at all times to prevent water from running onto the roadway surface.
3. The tile shall be galvanized corrugated steel, reinforced concrete or corrugated polyethylene pipe. Polyethylene pipe must be double wall (smooth interior), Hancor HIQ, ADS N-12 or equal. Perforated pipe is recommended.
4. The amount of bedding required under a pipe larger than 18" in diameter must be determined on a case-by-case basis, depending on site characteristics and the pipe material being used. In no case shall bedding be less than 4" thick for a pipe larger than 18" in diameter. Polyethylene pipe shall have compacted granular bedding to 3/4 of its diameter in addition to the bedding beneath it.
5. The flow line shall be established by the Board or its designee.
6. The pipe diameter shall be determined by the Board or its designee. The minimum pipe diameter shall be 12". For crest of hill situations 6" minimum diameter pipe may be used a distance of 100' each way from the break in drainage.
7. Catch basins shall be required on the upstream side of all driveways. The maximum distance between catch basins shall be 200', unless otherwise approved in writing by the Board or its designee.

NOTE: Tile under driveways shall be installed according to driveway pipe requirements.

# INSTRUCTIONS (CONT.)

## YARD TILE PERMIT PROCEDURE



3 of 3  
**(FIGURE 2)**

**DRIVEWAY/YARD TILE PERMIT  
TRUMBULL TOWNSHIP**

APPLICATION FOR       DRIVEWAY                       NEW  
                                  YARD TILE                       REPAIR/REPLACEMENT

LOCATION \_\_\_\_\_

USE (House, Field, Etc.) \_\_\_\_\_

OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

DAYTIME

CITY / STATE / ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

I HEREBY REQUEST A  DRIVEWAY PERMIT  YARD TILE PERMIT FOR THE ABOVE LOCATION.  
I HAVE OBTAINED THE APPLICABLE DRIVEWAY PIPE STANDARD AND/OR YARD TILE STANDARD  
WHICH SHALL BE COMPLIED WITH.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED AS FOLLOWS: MINIMUM PIPE DIAMETER REQUIRED: \_\_\_\_\_

\_\_\_\_\_

EXISTING DITCH GRADE:  OK  FLOW LINE SET BY TOWNSHIP  OTHER \_\_\_\_\_

\_\_\_\_\_

NOT APPROVED REASON: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

I HEREBY DECLARE THAT THE INSTALLATION HAS BEEN COMPLETED ACCORDING TO THE  
STANDARDS AND REQUIREMENT AS SET FORTH.

NAME OF CONTRACTOR: \_\_\_\_\_

PIPE DIAMETER \_\_\_\_\_ LENGTH \_\_\_\_\_ TYPE \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

(FRONT)



GENERAL PROVISIONS APPLICABLE TO THE  
WORK TO BE DONE UNDER THIS PERMIT  
(See Sec. 5547.04 Ohio Revised Code)  
General Provision Applicable to All Permits

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

The Board or their designee shall act for and on behalf of the Township in the issuance and the carrying out of the provisions for all permits.

The Board or its designee shall have full authority to ensure that the provisions of this permit are fully complied with; and retains the right to reject any materials or workmanship in the restoration of township highway facilities. Failures on the part of the permittee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Board reasonably deems necessary.

If any party to whom this permit is issued does anything contrary to the direction of the Board and after notice, fails to correct such work or to remove such structure or material as he or they may be directed to remove, the Board may, with or without notice, correct such work or remove such structures or material; and the party or parties to whom this permit is issued shall immediately reimburse the Board for reasonable expenses incurred in correcting the work or removing the structure or materials.

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

Except as herein authorized, no excavation shall be made or obstacle placed within the limits of the highway in such manner as to interfere with the travel over the road.

If any grading, sidewalk, or other work done under this permit interferes with the drainage of the highways in any way, the permittee must install such catch basins and construct outlets as may be necessary to properly direct such drainage away from the roadway and into the road ditch.

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

All of 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.

Highway property, disturbed by the permittee, shall be restored using materials, design and workmanship in conformance with the Trumbull Township Highway Use Manual.

All work requiring men or vehicles on the pavement or shoulders shall comply with all of 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.

The permittee upon completion of the work shall leave the highway clean of all rubbish, excess materials, temporary structures, and equipment, and all parts of the highway shall be left in an acceptable condition.

The permittee shall defend, indemnify, and hold harmless the Board, its elected and appointed public officials, employees, agents and representatives respecting all demands, lawsuits, actions, or claims of any character, brought on account of any injuries or damages of any nature allegedly sustained by any person or entity, or to any property, property interest or right, arising out of or related to any conduct, misconduct, misfeasance, or malfeasance allegedly associated with the issuance or administration of this permit, the performance of any acts or failure to perform any acts related to the issuance of this permit, whether such acts or failure to act occurs prior to or after issuance of this permit.

(BACK)