

# DRIVEWAY & ROADSIDE PIPE POLICY

April 12, 2010

*FOR COUNTY AND TOWNSHIP ROADS  
IN HOCKING COUNTY*



WILLIAM R. SHAW, P.E., P.S.  
Hocking County Engineer

*WITH INSTRUCTIONS FOR  
DRIVEWAY CULVERT PIPE INSTALLATION*

## **PERMITS REQUIRED FOR DRIVEWAYS AND/OR YARD PIPE**

The construction or major alteration of any and all driveways to allow access to a residence, property, or business fronting on County or Township highways, or the installation or major alteration of any yard section pipe along said highways, shall be done only upon obtaining written permission in the form of a permit for such purposes.

The following is the Ohio law in regards to driveways:

### ***SECTION 5543.16 of the OHIO REVISED CODE***

The owners of land shall construct and keep in repair all approaches of driveways from the public road, under the **direction** of the *County Engineer*.

The State Office of Bureau of Inspection and Supervision of Public Offices have made the following rulings in the past:

1. “The culvert pipe must be deemed a part of the private driveway being constructed along the county highway. As the statute places on the owner of the land the duty to construct and repair a private driveway from a public road, it must be concluded that the county has no authority to furnish the culvert pipe for such a driveway”.
2. “In view of the fact that land owners are required by Section 5543.16, Revised Code, to construct such private driveways under direction of the County Engineer, it is evident that the County Engineer should determine the kind and size of the pipe needed”.
3. “The County Engineer likewise by reason of his supervisory authority, has power to determine the profile grade within the area of the road right-of-way”.
4. “The property owner has the duty of furnishing a replacement pipe for an existing driveway, since this section specifically requires such an owner to keep the driveway in repair”.

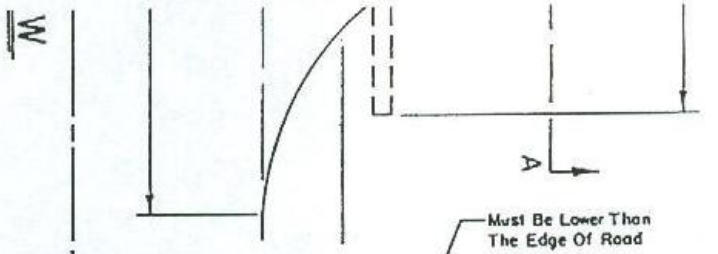
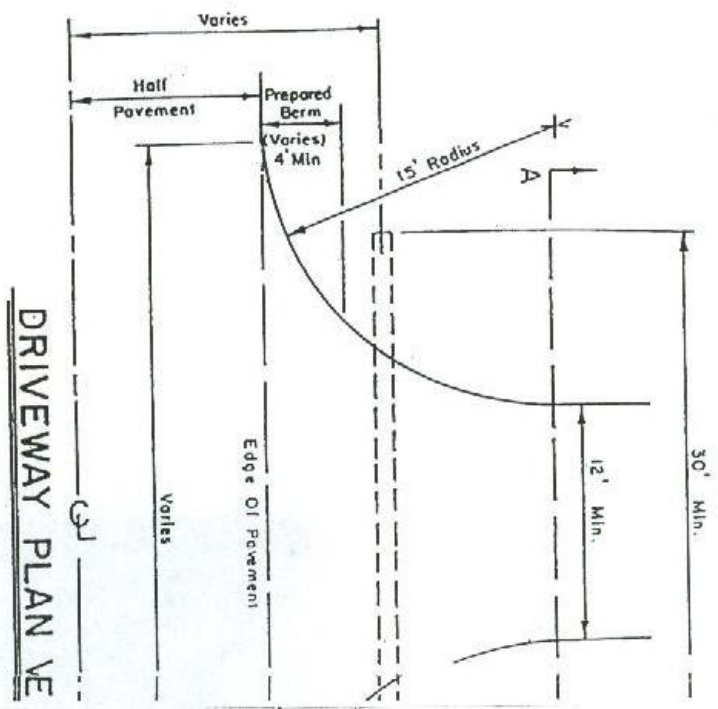
Applications for permits are available at the County Engineer’s Office, 1286 California Avenue, Logan, Ohio 43138, the County Commissioners’ Office, 1 East Main Street, Logan, Ohio 43138, and the Hocking County Health Department, 132 Hocking Mall, Logan, Ohio 43138.

The completed application form must be filled out in its entirety by the property owner and mailed or delivered to the Hocking County Engineer, 1286 California Avenue, Logan, Ohio 43138 (telephone #740-385-8543).

**DRIVEWAY AND CULVERT INSTALLATION**

Approved By: **William R. Shaw P.E. P.S.**  
 Hocking County Engineer

Scale: None  
 Drawn By: F. A. N.

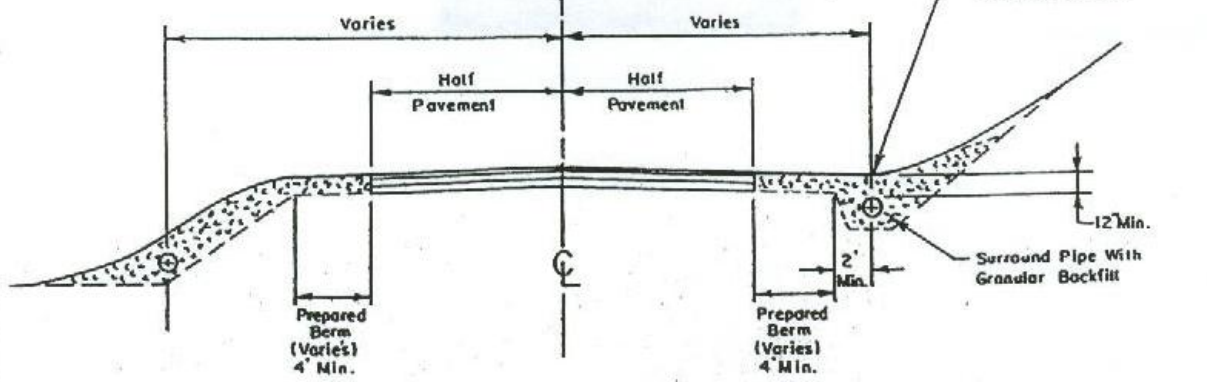


**SECTION -**

Ditches On Either Side  
 To Drain Water Into the  
 Ditch, Not Onto The Road

**- A**

of The Drive  
 to Roadside  
 Driveway.



**TYPICAL ROAD SECTION**

***STANDARD SPECIFICATIONS***

**FOR**

**RURAL RESIDENTIAL AND FIELD DRIVES ON COUNTY  
AND TOWNSHIP ROADS IN THE UNINCORPORATED AREAS  
OF HOCKING COUNTY**

**GENERAL DESIGN:**

**Intersection Angle:** New drives should intersect the highway at an angle from 70 to 90, if at all possible.

**Profile Grade:** Drive profiles on uncurbed roadways shall slope down and away from the pavement edge at the same slope as the treated shoulder. Beyond the roadside area, the driveway slope should not exceed ten (10%) percent, although an eight (8%) percent slope is preferred.

**Drives at the ditch line shall be lower than the edge of the road so that no water draining from the driveway enters the roadway.**

A vertical curve should be provided, outside the normal graded shoulder area, for transitions in profile grade. Vertical curve length should fall between ten (10) and twenty (20) feet.

Drive profiles on curbed roadways shall be evaluated, based on intended vehicle use.

**Site Distance:** Driveways, or approaches, should be located and designed to enable vehicles traveling at or near legal highway speeds to see a driveway or approach. Conversely, the driveway, or approach, should be placed in areas to allow vehicles, while within the approach area, to observe the through highway for a distance sufficient to make a safe entry onto the highway. The lengths adequate to accomplish the above vary with each installation and depend on the horizontal and vertical alignment of the highway, speeds along the highway and the location of existing objects, such as trees, signs, buildings, etc., which may restrict visibility along the highway.

The recommended sight distance shall be the Intersection Sight Distance (ISD) shown in the latest edition of the Ohio Department of Transportation (ODOT) "Location and Design Manual", corresponding to the legal speed of the roadway or design speed as determined by the Engineer. If this recommended sight distance cannot reasonably be met, the minimum sight distance shall be the Stopping Sight Distance (SSD) shown in the latest edition of the ODOT "Location and Design Manual", corresponding to the legal speed of the roadway or design speed as determined by the Engineer.

**GENERAL PIPE CRITERIA:** (applies to both driveway and yard section pipe)

Property owners shall purchase pipe and other related materials as well as install the pipe to county and township specifications. Property owners are required to maintain their driveways and approach. The property owner shall first seek permission through obtaining a permit from the county engineer who will be responsible to be sure the pipe is installed correctly to meet the correct needs of proper drainage.

- (1) Minimum diameter shall be 12"
- (2) Minimum length shall be 30'
- (3) Minimum cover shall be 12" (12" preferred - 6" acceptable with heavy wall steel casing)
- (4) Pipe will be hydraulically sized by the county engineer
- (5) Excavation, bedding, laying pipe, joining pipe, and backfilling shall meet as per section 603 of the ODOT specifications.

**DRIVEWAY PIPE:**

A driveway pipe is designed to carry water from one side of the drive to the other.

Driveway curbs may extend to the pavement edge only if the public road pavement has a curb.

**DRIVEWAY MATERIALS:**

**Field Drive:**

- (A) 6" Crushed Aggregate Base

**Residential Drive:** (the following guidelines are suggested for the owners who desire a structurally sound driveway installation with a longer life expectancy)

- (A) 8" Crushed Aggregate Base
- (B) 6" Concrete (reinforcing recommended)
- (C) 1-1/4" Asphalt Concrete over 3-3/4" bituminous aggregate base, or
- (D) 2" asphalt concrete over bituminous prime coat, over a 6" crushed aggregate base.
- (E) Geotextile fabric under base

**Commercial Drive:** Evaluate design based on need and intended use.

**A BARE EARTH DRIVE, ALLOWING MUD TO BE CARRIED ONTO THE COUNTY OR TOWNSHIP ROAD, WILL NOT BE PERMITTED. ALL DRIVES SHALL BE COVERED WITH STONE WITHIN A MAXIMUM OF SEVEN (7) DAYS.**

# DRIVEWAY PERMIT APPLICATION

Application is hereby made, requesting permission to work within the county or township right-of-way limits by:

Name \_\_\_\_\_ Driveway Construction Permit \_\_\_\_\_  
OWNER OF PROPERTY

Address \_\_\_\_\_ **CHECK ONE**

City \_\_\_\_\_ STATE \_\_\_\_\_ Preliminary Access Approval \_\_\_\_\_  
(Land Split)

ZIP \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

### INTENDED USEAGE OF REQUESTED DRIVEWAY: ( Please Check One)

\_\_\_ Residence                      \_\_\_ Utility                      \_\_\_ Temporary Entrance  
\_\_\_ Multi Residential              \_\_\_ Agricultural              \_\_\_ Business  
\_\_\_ Field Drive                      \_\_\_ Farm Drive              \_\_\_ Land Split # of Tracts \_\_\_  
\_\_\_ Other : \_\_\_\_\_

LOCATION OF PROPERTY: Township \_\_\_\_\_ Road Name \_\_\_\_\_

Nearest Intersection : \_\_\_\_\_ Distance from that Intersection \_\_\_\_\_ mile(s) on  
\_\_\_ Left \_\_\_ Right side of road.

\_\_\_ New House Number Requested \_\_\_ House Number Previously Issued \_\_\_ House Number NOT requested

**PLEASE NOTE:** THE PROPOSED LOCATION MUST BE MARKED WITH TWO **WHITE** STAKES, STAKE THE DRIVEWAY LOCATION INDICATING THE APPROXIMATE WIDTH. (30' minimum)

**USE WHITE ONLY.....THE USE OF ANY OTHER COLOR WILL NOT BE CONSIDERED FOR APPROVAL**

I, the undersigned, have read in detail and clearly understand the Driveway and Roadside Pipe Policy of Hocking County, Ohio. I, the undersigned also understand that the Hocking County Engineer and/or the Township Trustees assume(s) no responsibility or liability for the work done under this permit, and that all work shall be done at no cost to the County and/or the Township. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specification, the Ohio Manual of Uniform Traffic Control Devices, and any other supplemental or special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer and/or Township Trustees reserve(s) the right to order the removal, reconstruction, relocation, or repair any or all work performed under a permit at the owner's expense. The County Engineer, or his representative, or the Township Trustees may revoke or annul any permit or halt work at any time for non-compliance or non-performance of the conditions set forth in the application or permit. The County Engineer and/or the Township Trustees reserve(s) the right to hire an inspector to oversee the work.

I hereby agree to all terms, conditions and restrictions so far as they apply to the work to be done under the permit as issued and general provisions listed in the Driveway and Roadside Policy.

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

## **GENERAL INFORMATION & PROCEDURES**

One application per proposed driveway must be completed by the OWNER of the property.

With two white stakes, stake driveway location indicating the approximate width of the proposed driveway. (Minimum pipe length – 30’) Note: Consideration should be given for optimal sight distance when choosing a driveway location.

Once the location is marked with white ribbon, the application then is submitted to one of the following:

For ALL COUNTY ROADS: the application is mailed to the Hocking County Engineer, 1286 California Avenue, Logan, Ohio 43138 (#740-385-8543).

Once the County Engineer receives the application, an inspection of the proposed drive location will be completed to determine the size of the pipe (if any) and specifications for installation.

Once inspection has been completed and approved for construction, the County Engineer will mail the applicant the permit and/or pipe installation instructions. If the location is not approved, the County Engineer will mail detailed instructions as to why the location was not approved.

For ALL TOWNSHIP ROADS: the application is mailed to the Township Trustee in the Township that the driveway will be constructed.

A list of all Township Trustees is available at the Hocking County Engineer’s Website, <http://www.hockingcountyengineer.com>

Upon completion of the driveway a final inspection will be made. If the driveway does not meet all criteria, it will be “Denied”. A letter will be sent to the property owner stating why the driveway completion approval was denied with suggestions as to what needs to be completed before approval can be made.

If the driveway is “Approved” for final inspection, a letter will then be mailed to the property owner and the Hocking County House Numbering Office. Once the House Numbering Office receives the “Approved” letter signed by the County Engineer’s Office or a Township Trustee, only then will a house number be assigned.

Driveway must be completed and final inspection made within one year from the date of application. If final inspection is not made and approved within one year from the date of the original application, said application is null and void, and a new application must be submitted before approval can be made.

## **WAIVER OF POLICY REGULATIONS**

The County Commissioners, County Engineer, & Township Trustees reserve the right to waiver policies when the application of such would be detrimental to economic expansion or development or would create an unjust hardship in the construction or operation of a proposed facility, or would create a hazard in the operation of the highway. They further reserve the right

to establish such additional requirements, for unusual conditions, as may be necessary to prevent operational hazards along the highway.

### **DRIVE WIDTHS AND RADII:**

The minimum drive width should be twelve (12) feet. Special drives, such as combination drives between two properties, may be wider, but should not exceed twenty-four (24') feet. Field drives may be wider than 24' to prevent equipment operators from encroaching into traffic lanes while entering or exiting the drive.

Turnout radii should be a minimum of fifteen (15) feet. Radii may be increased, however, if it is determined that improved driveway operation will reduce traffic hazards.

All commercial drives will be designed to meet project needs and will be evaluated at the time of design.

Refer to Hocking County or Logan City Subdivision Regulations for drive width, radii, and curb requirements in platted subdivisions.

### **CONCRETE AND CURBED DRIVES:**

Driveway curbs and concrete drive approaches shall extend no closer to the pavement edge than eight (8) feet if no culvert is needed, or one (1) foot on the property side of the culvert, unless the concrete drive is constructed at least one (1) inch lower than the edge of the pavement where it meets the pavement, and concrete drive in the berm area is constructed so as not to interfere with maintenance equipment.

- (a) Drive must be along a county or township highway.
- (b) No headwalls above finished drive grade shall be permitted
- (c) Pipe joints shall be banded or sealed
- (d) Acceptable material shall be reinforced concrete, corrugated galvanized metal, heavy lined well casing, vitrified clay, (Type D conduit), and smooth interior corrugated polyethylene pipe
- (e) Property owners shall purchase pipe and all other related materials as well as install the pipe to county specifications. Property owners are required to maintain their driveways as well as the approach
- (f) The type of pipe, size, length required, cover and location of the driveway pipe must be approved by the county engineer. Minimum size of culvert diameter is 12"
- (g) Property owner must mark **EXACT** location by staking each end of the proposed location of the drive, making certain that stakes are flagged or marked in a manner that can be easily located.
- (h) All finished grading of dirt and seeding shall be the responsibility of the owner
- (i) Water draining from the driveway, at no time shall enter upon the county highway.  
Should the problem occur, the county engineer reserves the right to demand that the property owner correct such problem or remove and/or relocate the drive
- (j) All disturbed areas within the right-of-way **MUST** be graded and seeded within 7 days so as to assure that no sediment reaches the roadside ditch.
- (k) Grates across driveways should only be used as a last resort to eliminate water draining on to the roadway. If installed, a grate (12" minimum width) should be installed at the ditch line, with

the top of the grate being lower than the edge of the road. The landowner shall keep the grate clean of obstruction at all times.

**YARD SECTION PIPE:**

A yard section pipe is designed to carry water from one side of the property to the other and into the roadside ditch line.

- (a) A ditch or swale must be maintained over the top of the yard pipe to carry road and yard water runoff
- (b) Yard section pipe shall be joined or sealed
- (c) A standard surface water inlet or catch basin with an adequate opening and grate shall be placed on the upstream side of all drives. The county may require additional surface water inlets or catch basins if conditions exist that require drainage from other sources.
- (d) Any other pipes or tiles that need to enter yard pipe (such as curtain drains, down spout drains, etc., ) must have approved connected fittings. At no time will the yard pipe be allowed to have holes cut into the side of it and lateral tiles inserted.
- (e) Acceptable material shall be reinforced concrete, corrugated galvanized metal, heavy lined well casing, extra strength vitrified clay (as per ODOT type D conduit specifications) and corrugated polyethylene pipe, as per ODOT SS 944, a 12" minimum diameter.
- (f) All yard pipes and catch basins must be installed by the property owner and approved by the County Engineers
- (g) The property owner is responsible for the maintenance and/or replacement of the yard pipe and catch basins if required.

**OHIO UTILITIES PROTECTION  
SERVICE**

**CALL TWO (2) WORKING DAYS  
BEFORE YOU DIG**

**1-800-362-2764**

***(IT'S THE LAW)***



Color Codes of Underground Utilities

Red - Electric Power

Green - Sewer

Yellow - Gas

Blue - Water

White - Proposed Excavation