



155 Rehl Road  
Zanesville, Ohio 43701  
Phone - 740-454-0155  
Fax - 740-455-7180

Mark J. Eicher, P.E., P.S. - Muskingum County Engineer

Engineer@mceo.org

### Driveway Permit Application

Permit # \_\_\_\_\_

\*please contact Musk Co GIS for address (740)455-7195, once Permit# is assigned.

#### Installations of Private or Commercial Driveway and Approach (Private Access to a County Highway)

Application is hereby made by \_\_\_\_\_  
(printed name of owner)

to install a driveway culvert to establish a private entrance onto a county highway. The private entrance is located (address/county road name/number):

\_\_\_\_\_

If the county engineer or representative determines that a culvert is necessary for proper drainage along the roadway, the property owner shall make payment to the Muskingum County Engineer for all materials required to adequately install any culverts and/or any aggregate for backfill, etc. Payment shall be made in advance of the pipe installation by the county. Material cost will be based on current year prices. Checks should be made payable to: Muskingum County Engineer, 155 Rehl Road, Zanesville, OH 43701.

Private contractors are permitted, in lieu of county crews, at the property owner's cost. General guidelines and regulations for driveway culvert installation, hereto attached, shall be followed by the contractor.

The property owner acknowledges that he/she shall hereby be responsible for maintenance or future improvement of the driveway, including but not limited to replacement and repair of the culvert pipe and catch basins.

The Engineer's Office authorizes the improvements under the conditions above.

I agree to comply with all the conditions, restrictions, and regulations of the county engineer, including the general provisions, hereto attached, and I understand that the granting of this permit does not in any way abridge the rights of the County Engineer's Office in their jurisdiction over county highways.

Submitted by: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax/Email

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

Driveway site inspected and approved by: \_\_\_\_\_

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

If culvert required:

Diameter: \_\_\_\_\_ Length: \_\_\_\_\_

Backfill: \_\_\_\_\_

Labor/Equipment: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

# Installations of Private or Commercial Driveway and Approach (Private Access to a County Highway)

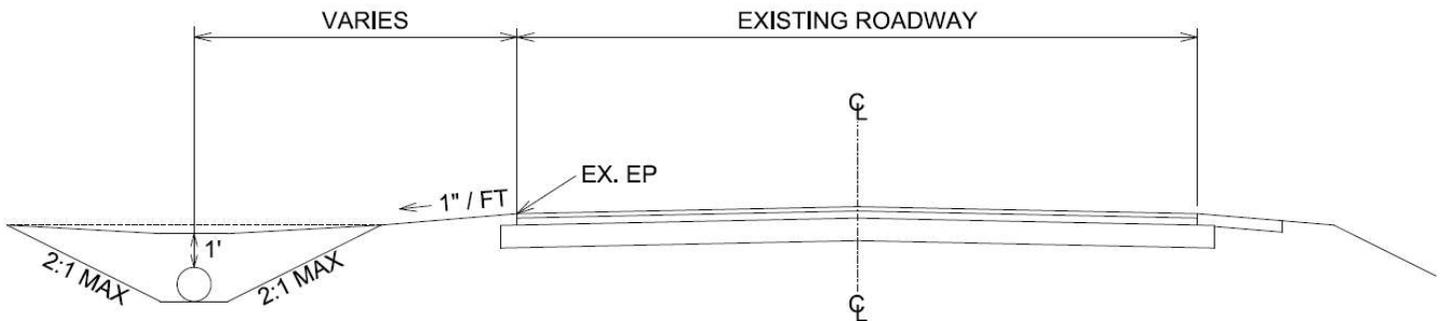
## GENERAL PROVISIONS

### I. RESPONSIBILITY

- A. Section 5543.16 of the Ohio Revised Code provides “The owners of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer.
- B. Following the culvert installation, all material, labor, and equipment necessary for the future maintenance of the driveway and approach shall be the responsibility of the property owner.
- C. If at any time the culvert ceases to function properly, it may be removed by the county in order to insure proper drainage, at the property owner’s expense.

### II. DESIGN REGULATIONS

- A. Drive and approach to be constructed to avoid wash out of loose surface material and so that no surface water will be drained onto county road. Driveway approach shall be constructed with a gradual slope (1“ per foot) to allow proper shoulder drainage, which will result in the development of a recessed approach or swale of appropriate length below the elevation of the shoulder edge. Individual conditions will vary.
- B. If required, culvert for drive shall be placed to line and grade of adjacent roadside ditch or as specified by the county or its representative.
- C. Pipe size shall be a minimum of 12 inch diameter (15 inch recommended) by 30 feet in length or as specified by the county or its representative.
- D. Recommended pipe: highway grade corrugated polyethylene smooth lined pipe (double wall plastic), or approved equivalent.
- E. Cover over pipe will vary according to individual conditions, however, a minimum of 12 inches is recommended.



## **TYPICAL DRIVEWAY CULVERT INSTALLATION DETAIL**

NOT TO SCALE



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### Water Management and Sediment Control Permit

Property Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_  
Filing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Requirements:

**A Fee of \$250.00 by Cash or Check made payable to: Muskingum County Engineer**

Provide one hard copy of a report and one 11" x 17" and one 22" x 34" or 24" x 36" site drawings as described herein.

The Site Plan shall be a scaled drawing(s) showing the following:

1. Vicinity map at a scale of not less than two thousand (2,000) feet to the inch locating the site in relations to the surrounding area
2. Limits of earth-disturbing activity
3. Property dimensions and acreage (boundary lines and property owners must be shown)
4. Local Streets
5. Area draining onto the property (entire watershed must be shown)
6. Storm water discharge points from property
7. Existing drainage patterns including watershed lines, directions of flow, and watershed acreage
8. Existing and proposed Types of Surfaces (Soil Types must be shown on map overlaid on tributary areas)
9. Erosion and sediment control practices (location, basins drawn to scale with basic dimensions, and detail drawings of control structure(s))
10. Existing and proposed contours at 2-foot intervals
11. Proposed finish floor elevations
12. Ponding limits
13. Proposed flood routing path
14. Bench marks
15. Profiles of existing and proposed storm drainage structures within the site
16. General notes and details
17. Estimate of quantities for public improvements
18. Proposed utilities that may affect erosion and sediment control practices

The report shall include the following:

1. Existing and proposed storm water discharge flow rates with calculations (the Mid-Ohio Regional Planning Commission (MORPC) Stormwater Design Manual shall be used as the design criteria)
2. Descriptions of proposed changes to the surface and storm water drainage facilities
3. Drawings and specifications of proposed changes
4. Master storm plan delineating tributary boundaries and acreage for both pre-development (no credit is granted for existing improvements on the property) and post-development conditions
5. The schedule of major construction operations as related to implementing erosion and sediment control practices and permanent storm water management facilities.
6. Maintenance requirements for temporary and permanent erosion and sediment control practices: sediment levels necessitating clean out; person to perform maintenance; the name, address and telephone number of the WMSC plan designer and the owner or person(s) responsible for the development area
7. The person or entity responsible for maintenance of the storm water control structures
8. Permanent access and access easements required to perform inspection and maintenance of control structures and conveyance systems

All proposed changes to storm water drainage shall meet the requirements of the Water Management and Sediment Control regulations, adopted March 16, 2000. Record drawings shall be submitted for all projects including the approved plans in digital form. NOTE: Any site with one acre or more of disturbance will require submittal of an EPA Notice of Intent (NOI) and may require submittal of a NPDES Permit to the OHIO EPA. A copy of the NOI and/or NPDES submittal shall be provided to the Muskingum County Engineer before the permit can be approved. **ALL Water Management and Sediment Control Plans shall be certified by a professional engineer registered in the State of Ohio. I have read all of the conditions and understand that by failing to meet these conditions that I may be subject to fines and/or charges of misdemeanors.**

Property Owner (Print Name): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Permit No.: \_\_\_\_\_ - \_\_\_\_\_ (Permit valid for 18 months after approval date)