Clark County Engineer's Department

Johnathan A. Burr P.E., P.S.
Clark County Engineer

4075 Laybourne Road
Springfield, Ohio 45505-3613
(937) 521-1800 (937) 328-2473 fax
www.clarkcountyohio.gov/engineer

Application for Drive Permit

Type of Driveway:

❑ New Construction ❑ Field Drive ❑ Replacement ❑ Extension

❑ Secondary Access ❑ Commercial ❑ Cluster Lotsplit

Please Print

Applicant Name _____

Present Address _____

City, State, and Zip _____

Telephone _____

New Address _____

City, State and Zip _____

Township _____

Authorized Signature _____ Date _____

GENERAL REQUIREMENTS

All driveway installation requests must be submitted to the County Engineer, be inspected, and have a permit issued by the County Engineer. Where site distance is a problem, an inspector will locate the driveway entrance. Cluster Lotsplit must meet all requirements noted in Clark County Subdivision Regulations.

DRIVEWAY PIPE

Minimum pipe diameter shall be twelve (**12**) inches. Minimum length shall be twenty (**20**) feet. Acceptable materials shall be riveted, corrugated metal, reinforced concrete, and smooth-lined plastic. Smooth-line plastic may be used when adequate cover is available or as directed by the County Engineer. **No corrugated plastic tubing, spiral metal, water line or sanitary sewer will be permitted.**

Please make a sketch of location and distance to nearest intersection. Mark entrance with stakes or flags.

Paul W. DeButy, P.E., P.S. – Chief Deputy
Kenneth D. Fenton, P.S. – Deputy Engineer
William Pierce, P.S. – Tax Map Director

Ned G. Weber – Deputy Operations/Maintenance
Thomas Bender, P.E. – Project Design Engineer
Mark Niccolini – Drainage Maintenance Supervisor

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Drive and Yard Pipe Policy and Enclosure Requirements

GENERAL REQUIREMENTS

All driveway and yard section installations must be submitted to the County Engineer, be approved by the Inspector, have a permit issued by the County Engineer.

Upon receiving said permit, the property owner shall purchase pipe and materials and install according to Clark County Policy.

- The pipe will be hydraulically sized by the County Engineer.
- The pipe flow line shall match flush with the existing roadside ditch elevation and gradient.
- Excavation, bedding, laying, joining, and back filling shall be as per Section 603 of the ODOT Construction and Material Specifications.

DRIVEWAY PIPE

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

- Minimum pipe diameter shall be 12 inches.
- Minimum length of pipe shall be 20 feet. Longer pipes may be necessary due to width of driveways or tie-ins to existing driveways.
- Acceptable materials shall be riveted corrugated metal, reinforced concrete, and in some cases smooth-lined plastic pipe.
- Smooth-lined plastic pipe shall be permitted only when adequate cover is available or as directed by the County Engineer.
- **Corrugated plastic tubing, spiral metal pipes, water line and sanitary sewer pipe will NOT be permitted.**

YARD SECTION PIPE

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

- Yard section pipe shall be jointed and opened.
- A yard drain or catch basin (ODOT acceptable) shall be placed on the upstream side of the driveway and have a minimum opening of 12 inches.
- Acceptable materials shall be reinforced concrete, non-reinforced concrete, and smooth-lined plastic pipes.
- **Corrugated plastic tubing or spiral metal pipes will NOT be permitted.**

DRIVEWAY CULVERT INSTALLATION

It is the option of the property owner to have the Clark County Engineer's Gradall crew perform the culvert installation or to hire a private contractor to do the work. The Gradall crew will install driveway culverts the first full week of every new month. It will be the responsibility of the property owner to have the appropriate sized pipe at the work site.

Any installation by a private contractor will have to follow Clark County "DRIVEWAY AND YARD PIPE POLICY."

OUPS will have to be notified and the work area marked before the Gradall crew will perform the installation. OUPS will need two (2) working day's notification in advance.

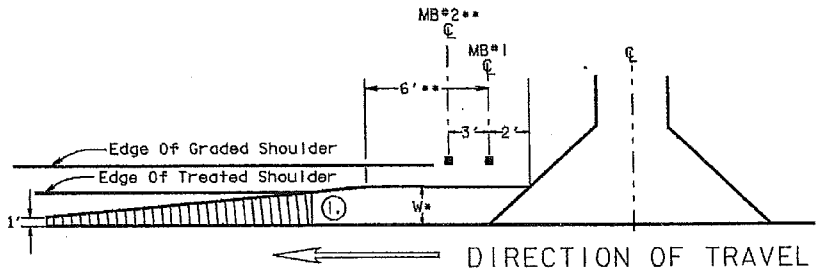
Please call the Clark County Engineer's Office at (937) 521-1800 when the pipe has been delivered.

October 1992

MAILBOX FACILITIES

803-1

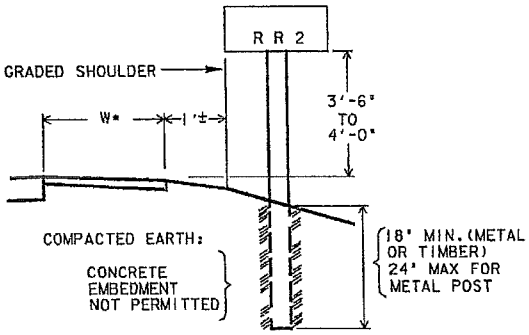
REFERENCE SECTION 803.1

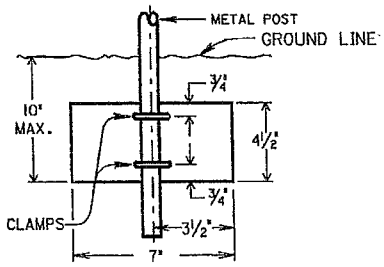


1. End mailbox turnout at edge of treated shoulder or 1' which ever is greater

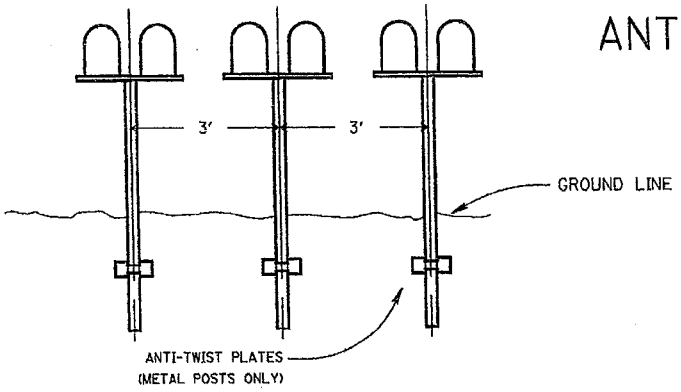
* Where posts are behind guardrail, turnout shall extend to face of guardrail. Where no guardrail is required, turnout width shall be 6' minimum.

** Add 3' for each additional mailbox





ANTI-TWIST PLATE



GROUP MAILBOX INSTALLATION