

# Clark County Engineer's Office

4075 Laybourne Road  
Springfield, Ohio 45505-3613  
(937) 521-1800 (937) 328-2473 fax  
[www.clarkcountvohio.gov/engineer](http://www.clarkcountvohio.gov/engineer)

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## Application for Drive Permit

### Type of Driveway:

- |   |                                      |   |                                    |
|---|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Field Drive | <input type="checkbox"/> Replacement      | <input type="checkbox"/> Extension |
| <input type="checkbox"/> Secondary Access | <input type="checkbox"/> Commercial  | <input type="checkbox"/> Cluster Lotsplit | <input type="checkbox"/> Temporary |

*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.

## 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 Drainage crew perform the culvert installation or to hire a private contractor to do the work. The Drainage 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 Drainage 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.

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March 13, 2014

## Standards for Rural Mailboxes

### Foreword

It is the duty of the County Engineer to provide the safest possible highway system for the traveling public of

Clark County. Section 5547 of the Ohio Revised Code provides for the removal of obstructions within the county highway system rights-of-way. The Federal Highway Administration has adopted the following standards for rural mailboxes. Mailboxes not in compliance with these standards are a safety hazard and an obstruction to the safe use of the highway and should be removed.

### Requirements for the Installation of Mailboxes

All mailbox units, attachments, decals, supports and installation thereof are to be in strict accordance with

United States Postal regulations and in compliance with the following specifications and standard drawings.

1. The mailbox unit shall be constructed entirely of plastic and/or lightweight galvanized steel attached to the support unit with sufficient strength to prevent the box from separating from the post top if struck by a vehicle.
2. The support structure (post) shall be either a wooden post (no larger than 4 inch x 4 inch square or 4 inch diameter round) or a metal post with a strength no greater than a 2 inch diameter standard strength steel pipe (with a weight not in excess of 2.6 lbs. per foot). No support structure shall be embedded more than 24 inches into the ground. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface. Mailbox supports shall not be set in concrete.
3. The unit shall be placed at an offset from the edge of the pavement so that the road-side face of the mailbox is no closer than 3 feet from the edge of the pavement. When a mailbox is installed in the vicinity of an existing guardrail, it shall be placed immediately behind the guardrail unless otherwise approved by the County Engineer.
4. Multiple mailbox units of more than two boxes shall not be mounted on one support. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support. Multiple posts shall be placed no less than 3 feet apart.
5. Designs not described in this brochure will be acceptable only if written approval is granted by the Clark County Engineer's Office.
6. The owner shall assume responsibility for and shall hold Clark County harmless and defend any and all claims for personal injury and property damages that might be brought as a result of this work.

## **Mailbox Damage Replacement Policy**

Mailboxes are sometimes struck by County Highway Maintenance Vehicles such as snowplows and mowers. However, it is usually the snow coming off a plow that actually causes damage to the mailbox, sometimes making the box inaccessible to the Postal Service. If you believe your mailbox was damaged by County Highway Maintenance Vehicles call the Highway Maintenance Facility at (937) 521-1800. A Highway Department representative will take your address information and dispatch someone to visit your property in order to validate your claim. Our current policy regarding mailbox repair/replacement is:

When a mailbox is directly damaged during snow removal or mower operations, the County Highway Maintenance Department will:

1. Repair, if possible

OR

2. Replace with a standard mailbox and post,

The repairs and/or replacement of a mailbox/post by the Highway Department may take several days depending on storm conditions and workload.

***WARNING:*** *Following are excerpts from a 1992 Ohio Supreme Court ruling:*

"WHERE AN ABUTTING LANDOWNER OR OCCUPIER USES THE HIGHWAY RIGHT-OF-WAY IN A MANNER INCONSISTENT WITH A HIGHWAY PURPOSE, AND WHERE SUCH USAGE CONSTITUTES AN UNREASONABLE HAZARD TO USERS OF THE HIGHWAY, THE LAND OWNER OR OCCUPIER MAY BE LIABLE FOR DAMAGES PROXIMATELY CAUSED BY THE IMPROPER USE OF THE RIGHT-OF-WAY." "A LAND OWNER OR OCCUPIER IS UNDER OBLIGATION TO KNOW THE BOUNDARIES OF THE PROPERTY. THE BORDER OF THE RIGHT-OF- WAY IS A BOUNDARY LINE LIKE ANY OTHER."

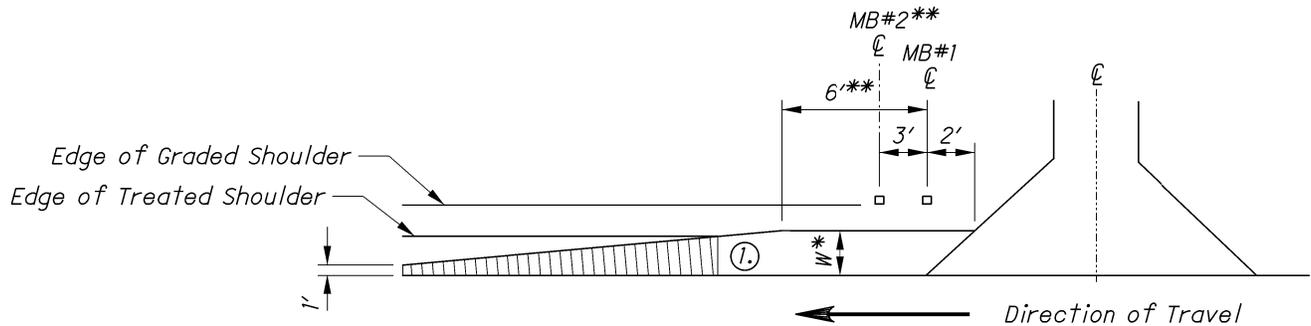
To reduce the liability exposure of land owners or occupiers and Clark County, we have an obligation to inform you that anything which you cause to be placed, or cause to remain, on the right-of-way, you should make arrangements to have them removed.

# MAILBOX FACILITIES

## 803-1

REFERENCE SECTION

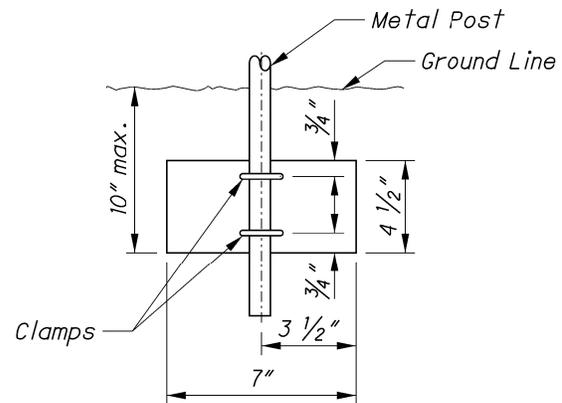
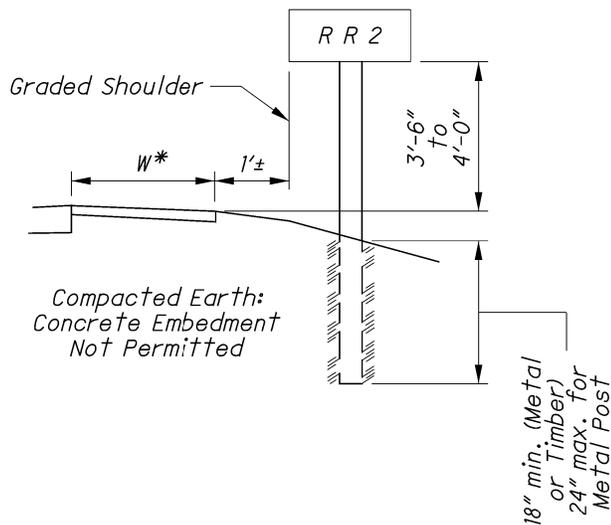
## 803.1



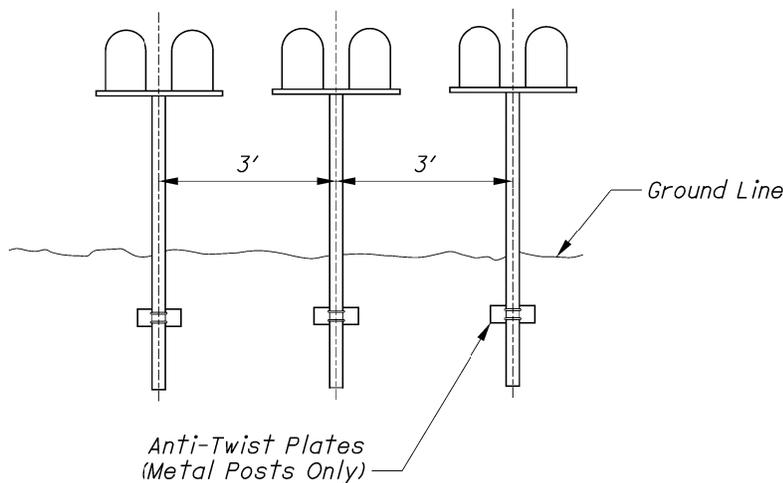
① End mailbox turnout at edge of treated shoulder or 1' which ever is greater

\* 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**