HOLMES COUNTY ENGINEER

Road and Drainage Standards Holmes County, Ohio

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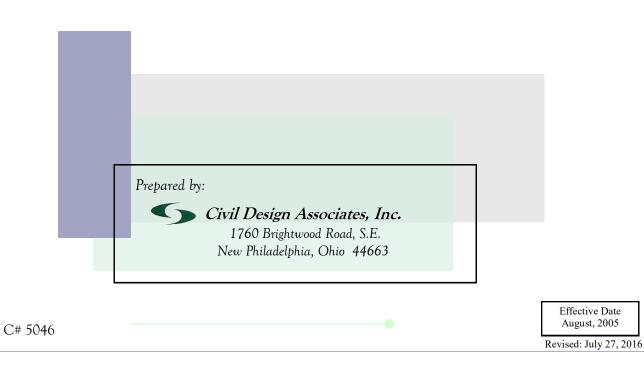


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SCOPE AND ADMINISTRATION

<u>Scope</u>. These standards and regulations shall apply to the construction of any roads, roadway improvements, or drainage improvements to be dedicated to Townships or County within the unincorporated areas of Holmes County, Ohio. These standards shall be applicable to any developer wishing to construct said improvements. Note: Private roads, private easements, or private drives are not the responsibility of the County Engineer's Office. (Please see the Holmes County Planning Commission)

<u>Purpose</u>. These standards and regulations shall be held to be the minimum requirements adopted for protection of the health, safety, and welfare of the traveling public.

<u>Administration</u>. Administration of the standards and regulations shall be the responsibility of the County Engineer insofar as granted by the County Commissioners.

<u>Submittal Requirements.</u> The developer shall submit a minimum of four (4) copies of the construction plans; including plan views, sections, profiles, details, quantities, reference specifications and standard drawings. Two (2) copies of drainage calculations shall be submitted. Two (2) copies of the engineer's construction cost estimate shall be submitted. All plans and calculations must be prepared by a professional engineer registered in the State of Ohio.

A construction bond and maintenance bond thru the Holmes County Planning Commission shall be required for all projects.

<u>Relation to Other Laws</u>. The provision of these regulations and standards shall supplement any and all laws of the State of Ohio, resolutions of Holmes County, or any and all rules and regulations promulgated by other authorities.

Amendments. The County Engineer may amend or supplement these regulations.

<u>Separability</u>. If, for any reason, any clause, sentence, paragraph, section or other part of these standards and regulations should be decided by a court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so held to be invalid.

<u>Permits</u>. Permits will be required for the following roadway uses within Holmes County. Permits shall be obtained from the County Engineer or from applicable Township Trustees.

- 1. <u>Right-Of-Way Permit.</u> Any person wishing to perform construction work within the roadway right-of-way, either crossing the road or parallel to it, will be required to submit an Application for Permit for approval by the County Engineer on County roads or applicable respective Township on Township roads prior to beginning any construction. This includes work by utility companies and landowners.
- 2. <u>Oversize/Overload Permit.</u> Any person wishing to use the County roadway system for transporting oversize or overweight loads shall be required to submit an Application for Permit for approval by the County Engineer and/or applicable Township if traveling on Township roads prior to transporting the load.
- 3. <u>Access Management Permit.</u> Any person wishing to construct a new driveway access and/or request a new address on County and/or Township roads shall be required to obtain a Driveway Access Permit from the County Engineer. This permit does have sight distance requirements that must be met.
- 4. <u>Special Road Use Permit.</u> Any person or company working in the oil and gas, mining, or timber industry shall obtain a Special Road Use Permit from the County Engineer, prior to moving any heavy vehicles into Holmes County for travel on the County or Township roadway system.

Copies of these permits are included in the Appendix of these standards.

<u>Fees.</u> Any or all County and Township permits may have fees associated with them. Copies of Permit Fee schedules are included in the Appendix of these standards.

ROADWAY DESIGN STANDARDS

<u>General Statement</u>. These guidelines and associated standard drawings shall control the manner in which public roadways and roadway drainage are to be designed within Holmes County. These design standards will help promote consistent roadway design and insure safe and convenient roadway travel and adequate stormwater controls.

The Holmes County Engineer has the responsibility for reviewing the design of each public roadway improvement early in its design development and to insure that all of the requirements are met.

<u>Roadway Design</u>. The alignment, character, extent, width, grade, and location of all roads shall be considered in their relation to existing and planned roadways, topographical conditions, and public convenience and safety; and in their appropriate relation to the proposed uses of the land to be served by such roads. The developer of the roadways shall provide the necessary right-of-way for the widening, and/or extending of an existing road or constructing a new road.

- 1. The road and right-of-way arrangement shall be such as not to cause hardship to owners of adjoining property when they plat their own land and seek to provide for convenient access to it.
- 2. A rural subdivision which has a common boundary with a municipality must coordinate the roadway layout with the road grid system of the municipality, i.e. the rural subdivision must connect its road system to the adjacent municipality's roads so as to not blockade an existing dead end road which is intended to expand the roadway grid system of the municipality. The final roadway layout is subject to the approval of the County Planning Commission, the County Engineer, the adjacent Municipality and the Township.
- 3. Offset roads should be avoided. Proposed offset roads will be reviewed for approval by the County Engineer on a case by case basis.
- 4. The angle of intersection between minor roads and major roads should not vary by more than ten degrees from a right angle. All other roads should intersect each other as near to a right angle as possible.

<u>Design Standards for Visibility</u>. The normal road shall be designed for a speed of 55 mph (through roads) or 25 mph (no outlet or residential roads). The standards for the design speed shall be in accordance with the Ohio Department of Transportation "Location and Design Manual Volume 1", latest edition, in regard to the following design conditions:

- 1. Maximum degree of curvature
- 2. Minimum horizontal visibility
- 3. Minimum vertical visibility
- 4. Minimum intersection sight distance. Note that the minimum intersection sight distance shall apply to the road being entered, which in many cases may be as high as 55 mph.

<u>Road Intersections</u>. The following regulations shall govern the design and layout of road intersections:

- 1. Sight distance is a direct function of the design speed which greatly influences the level of service on rural thoroughfares. Minimum stopping sight distance must always be provided as a safety requirement. Passing and decision sight distances influence the operational capability which provides the selected level of service. Provision for adequate sight distance on rural thoroughfares where both high speeds and high volumes can be factors is complex. The developer shall comply with the Ohio Department of Transportation design standards.
- 2. Multiple intersections involving junctions of more than two roads shall be avoided.
- The minimum pavement radius at intersections shall be twenty-five (25) feet; the minimum right-of-way radius shall be twenty (20) feet. A greater radius may be required by the County Engineer on a case by case basis.

<u>Road Grades</u>. Road grades shall be in conformance with Table 203-1 of the ODOT "Location and Design Manual Volume 1", or the latest update thereof, except that the 2% steeper grades as provided for in Footnote "B" will not be permitted and the maximum grade shall be 12%.

No road grade shall be less than 0.4 percent, and in no case shall a road grade be

more than 3 percent within 100 feet of an intersection, except under unusual topographic conditions which would be subject to the approval of the County Engineer.

<u>Special Road Types</u>. The following requirements shall apply to special road types:

A cul-de-sac shall be a paved turnaround having a minimum radius of 50 feet to the outer pavement edge or face of curb and a radius of 60 feet to the right-of-way line.

<u>Road Numbers</u>. New numbers are required for new roads in unincorporated areas; the numbers shall meet with the approval of the GIS Coordinator and the affected Township. No number shall be the same as that of an existing road in the same Township. Roads which are essentially continuous shall have the same number.

<u>Acceptance of New Public Roads</u>. The County Engineer shall check the road construction by stages and if the County Engineer finds that such road is constructed in accordance with specifications and that such road is in good repair, then the County Engineer shall recommend to the County Commissioners acceptance of the road for public use.

The Developer shall notify the County Engineer of all road construction activity.

Acceptance of Previously Constructed Private Roads, Private Easements, or Private Drives. Developers or property owners of private roads, private easements, or private drives who wish the roads to be turned over to the public must bring the road into compliance with these standards. The developers or property owners must have the existing road designed/redesigned by a professional engineer registered in the State of Ohio. The developers or property owners shall pay all cost associated with the design, construction, and inspection to bring the road in compliance with public road and drainage standards.

Upon inspection and approval of the required revisions and improvements the County Engineer shall recommend to the County Commissioners acceptance of the road for public use.

<u>Construction Inspection Fees</u>. Developers or property owners will be required to pay a fee for the various inspections required during the course of construction or roadway improvements. A list of required inspections and associated inspection fees is included in the Appendix.

MINIMUM REQUIREMENTS FOR CONSTRUCTION OF IMPROVEMENTS

<u>Construction Procedure and Materials</u>. The subdivider shall design and construct improvements to not less than the standards outlined in these regulations. The construction shall be done in accordance with the latest edition of the State of Ohio Department of Transportation, Construction and Materials Specifications. The work shall be done under County supervision and inspection and shall be completed within a mutually agreeable time between the developers, Township Trustees, and the County Engineer.

It shall be the responsibility of the County Engineer to inform the person or persons making improvements, to the effect, that, whenever the required improvements are properly made or otherwise secured as hereinafter mentioned, said Engineer will pass upon and recommend acceptance.

<u>Preconstruction Meeting.</u> A mandatory preconstruction meeting shall be held prior to start of any construction. The developer shall coordinate and schedule this meeting with the County Engineer.

<u>Road Improvements</u>. All roads and thoroughfares shall be graded to their full width, and improved in conformance with the standards set forth in these regulations.

<u>Road Subgrade</u>. The subgrade shall be constructed in accordance with ODOT Item 204, subgrade compaction, unless otherwise noted. The subgrade shall be free of sod, vegetative or organic matter, soft clay, and other objectionable materials for a depth of at least two feet below the finished surface of the subgrade. The subgrade shall be rolled with a roller of not less than seven (7) tons in weight twelve (12) inches beyond the edge of the pavement's surface. Sub-base grade tolerance shall be not more than one (1) inch in sixteen (16) feet. Sub-base construction shall be subject to the approval of the County Engineer.

<u>Road Base and Surface Courses</u>. Roadways shall be constructed with one of the following typical sections:

- 8 " Plain Portland Cement Concrete ODOT Item 452 or 6" Reinforced Concrete – ODOT Item 451 6" Aggregate Base - ODOT Item 304
- 1¼" Asphalt Concrete Surface Course -ODOT Item 448, Type 1 PG 64-22

Tack Coat for Intermediate Course –ODOT Item 407
1¾" Asphalt Concrete Intermediate Course -ODOT Item 448, Type 2 PG 64-22
5" Asphalt Concrete Base Course - ODOT Item 301
Prime Coat at 0.4 gal./sq.yd. - ODOT Item 408
6" Aggregate Base - ODOT Item 304

Pavement design and construction shall be approved by the County Engineer. The above pavement compositions are intended to be typical and may be varied only with the approval of the County Engineer.

<u>Concrete Curbs and Gutters</u>. Concrete curb and gutter when needed will be required on both sides of the road. The County may require concrete curb and gutter in special drainage situations as determined by the County Engineer.

<u>Seeding.</u> All disturbed areas must be seeded in accordance with ODOT Item 659, Seeding and Mulching. Holmes County Soil and Water Conservation District may have additional seeding requirements.

<u>Signs</u>. Road signs, and traffic control signs per the Ohio Manual of Uniform Traffic Control Devices and approved by the County Engineer, shall be erected by the subdivider at all intersections.

For a list of possible sign suppliers, you may contact the County Engineers Office.

DRAINAGE STANDARDS

<u>Control of Stormwater Runoff.</u> This design guide is premised on the policy that land uses and developments which increase the runoff rate or volume shall be required to control the discharge rate of runoff prior to its release to off-site land. The purposes of this policy are to:

- 1. Permit development without increasing the flooding of other lands.
- 2. Reduce damage to receiving streams and impairment of their capacity which may be caused by increases in the quantity and rate of water discharged.
- 3. Establish a basis for design of a storm drainage system on lands below undeveloped areas which will preserve the rights and options of property owners and assure the long-term adequacy of storm drainage systems.

<u>Drainage Improvements</u>. All drainage improvements shall be designed and constructed in accordance with ODOT standards presented in "Location and Design Manual, Volume 2", unless otherwise specified herein. Existing downstream drainage structures shall be evaluated as to adequacy and replaced if necessary by the developer. If new point drainage sources are created or the amount of drainage is increased, a drainage easement for downstream properties for a length of 500 feet will be required. The best available technology shall be used to minimize off-site stormwater runoff. If retention basins or similar measures are necessary and utilized, provision for maintenance shall be the developer's responsibility. All bridges shall be designed and constructed in accordance with ODOT standards presented in the Bridge Design Manual.

The developer shall be responsible for constructing all necessary facilities including underground pipe, catch basins, culverts, and open drainage ditches to provide for the adequate transport of subsurface and surface waters. A detailed drainage plan and calculations prepared by a registered professional engineer shall be submitted to the County Engineer showing the proposed scheme of surface drainage.

The following data shall be provided with the drainage plan:

- 1. Calculations
 - a. Tributary drainage areas entering and exiting the development area.

- b. Times of concentration
- c. Rainfall intensity
- d. Runoff coefficients
- e. Design Flow
- 2. Plans
 - a. Provide plans of all drainage ways to point of adequate outlet.
 - b. Show sizes and types of drainage improvements including all structures, including top of casting elevations and flow line elevations, typical sections, and easement widths.
 - c. Show sufficient contours and grading details to indicate proposed roadway grades and elevations.
- 3. Storm Water Pollution Prevention Plan

A Storm Water Pollution Prevention Plan (SWPPP) is required for all projects that disturb more than one acre of land area. The objective of the SWPPP is to reduce impact of stormwater runoff to the watershed during construction by intercepting sediment laden flows.

The SWPPP shall be prepared in accordance with OEPA requirements.

One (1) copy of the SWPPP shall be submitted to Holmes County Soil and Water Conservation District at 62 W. Clinton St., Millersburg, Ohio 44654 for review and approval. The developer shall be responsible for any fees associated for this approval.

DEFINITIONS

Interpretation of Terms or Words. Words in these regulations are used in their ordinary English usage. Certain terms or words used herein shall be interpreted and defined as follows and wherever used in these regulations shall have the meaning indicated in this section. The word "shall" is to be interpreted as mandatory and shall be complied with unless waived; "may" is to be interpreted as having permission or being allowed to carry out a provision; "should" is to be interpreted as expressing that the application of said criterion or standard is desired and essential unless commensurate criteria or standards are achieved. All words used in the singular shall include the plural, and all words used in the present tense shall include the future tense, unless the context clearly indicates the contrary. Any word or term not defined herein shall be given a meaning found in Webster's Dictionary.

<u>Contractor.</u> Any person, partnership or corporation or duly authorized agent who constructs or contracts to construct improvements.

<u>County</u>. Holmes County, State of Ohio.

County Engineer. The County Engineer of Holmes County, Ohio.

<u>Developer.</u> Any person, partnership or corporation or duly authorized agent who subdivides and/or improves land for the purpose of establishing site(s) intended for the placement of residential, commercial, industrial, or institutional structures, or other private and public betterments.

<u>Drainage Facility</u>. Any ditch, gutter, pipe, culvert, storm sewer or other structure designed, intended, or constructed for the purpose of diverting surface waters from or carrying surface waters off roads, public rights-of-way, parks, recreational areas, or any part of any subdivision or contiguous land areas.

<u>Drainage Plan</u>. A plan showing all present and existing surface and subsurface drainage conditions as described by grades, contours and topography with proposed methods and facilities to collect and convey said drainage.

<u>Driveway</u>. A minor vehicular right-of-way providing access between a road and a parking area or garage within a lot or property.

<u>Easement</u>. Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.

Engineer. Any person licensed to practice engineering in the State of Ohio.

<u>Future Right of Way.</u> (a) The right-of-way width required for the expansion of existing roads to accommodate anticipated future traffic loads; (b) a right-of-way established to provide future access to or through undeveloped land.

<u>Grade %.</u> Rise or fall in feet per 100 feet horizontal distance. (Example: 1'/100' = 1% grade)

<u>Improvements</u>. Any alterations or additions to the natural state of the land which increases its value or utility, including pavements, curbs, gutters, sidewalks, crosswalks, water mains, sanitary and storm sewers, landscaping and other appropriate facilities or plantings.

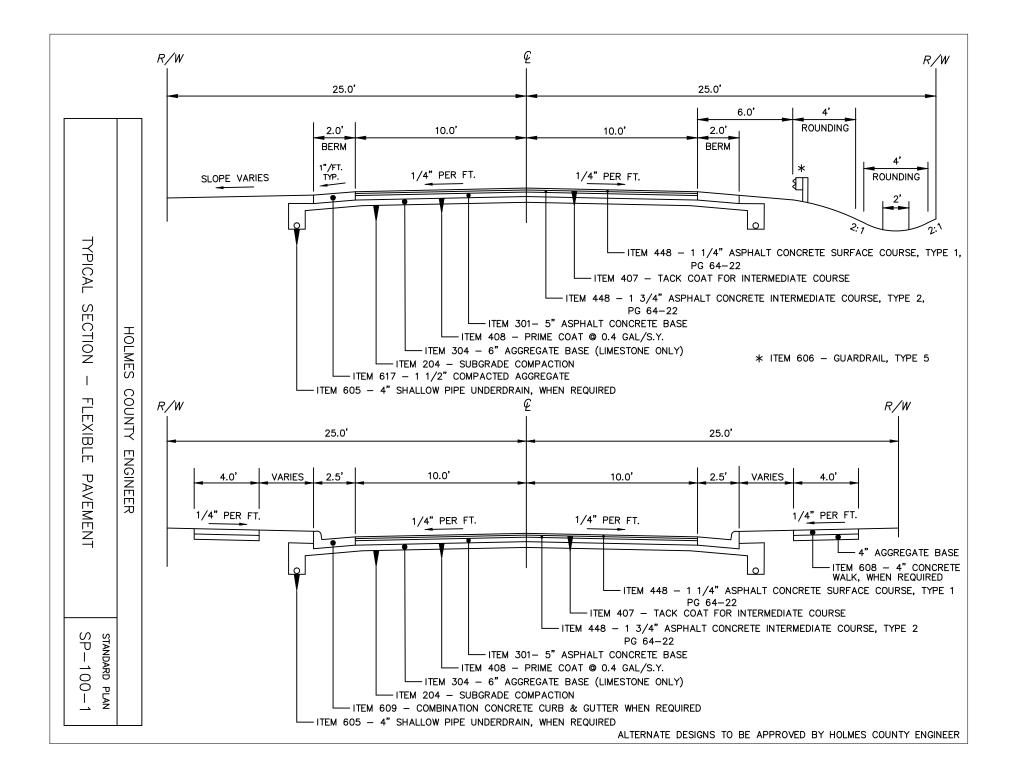
<u>Location Map</u>. A drawing at a reduced scale which shows legibly, by dimension and/or other means, enough area beyond the bounds of the proposed improvements to locate and orient the improvements within Holmes County and the relationship of the site to the community facilities which serve or influence the property.

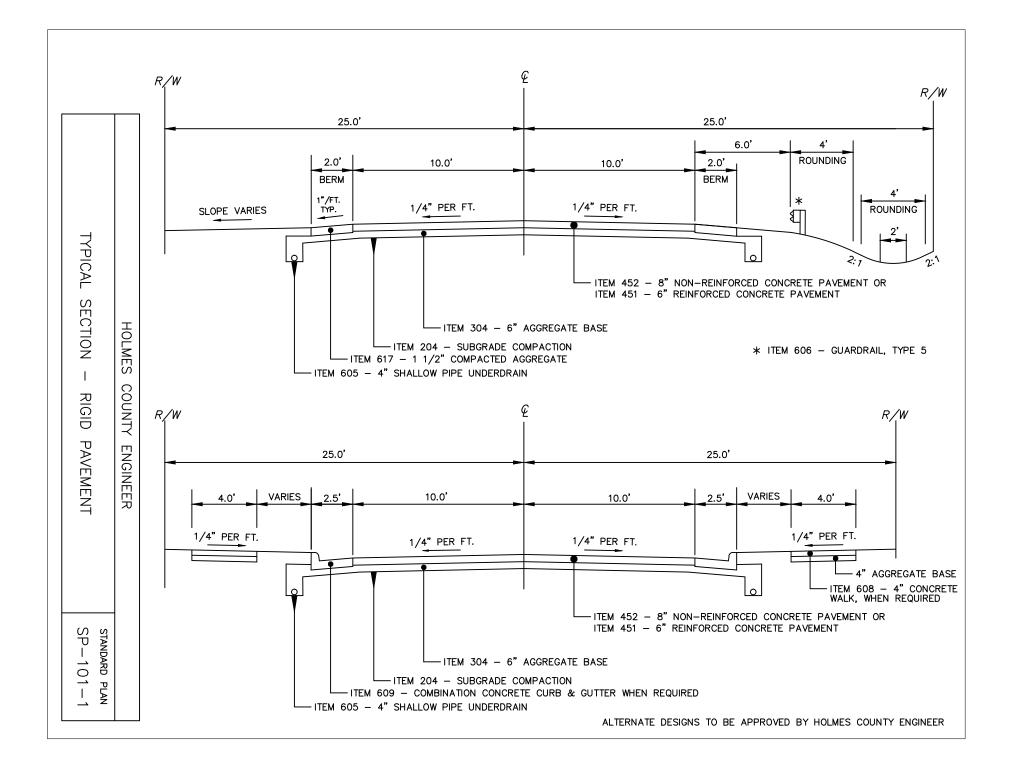
Parcel. Any piece of land described by a current deed.

<u>Performance Bond or Surety Bond Agreement</u>. An agreement by a subdivider or developer with the County for the amount of the estimated construction cost guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the agreement.

Surveyor. Any person licensed to practice surveying in the State of Ohio.

STANDARD DETAILS





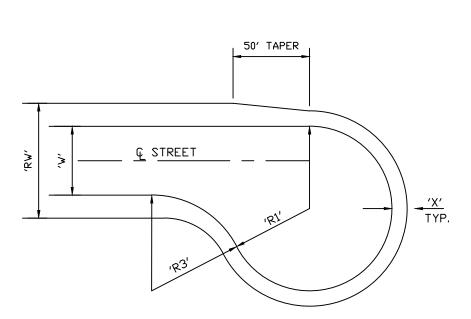
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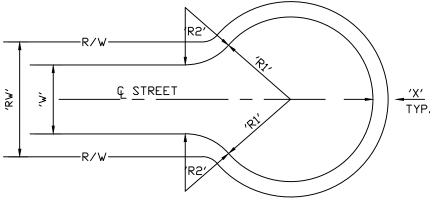
HOLMES COUNTY ENGINEER

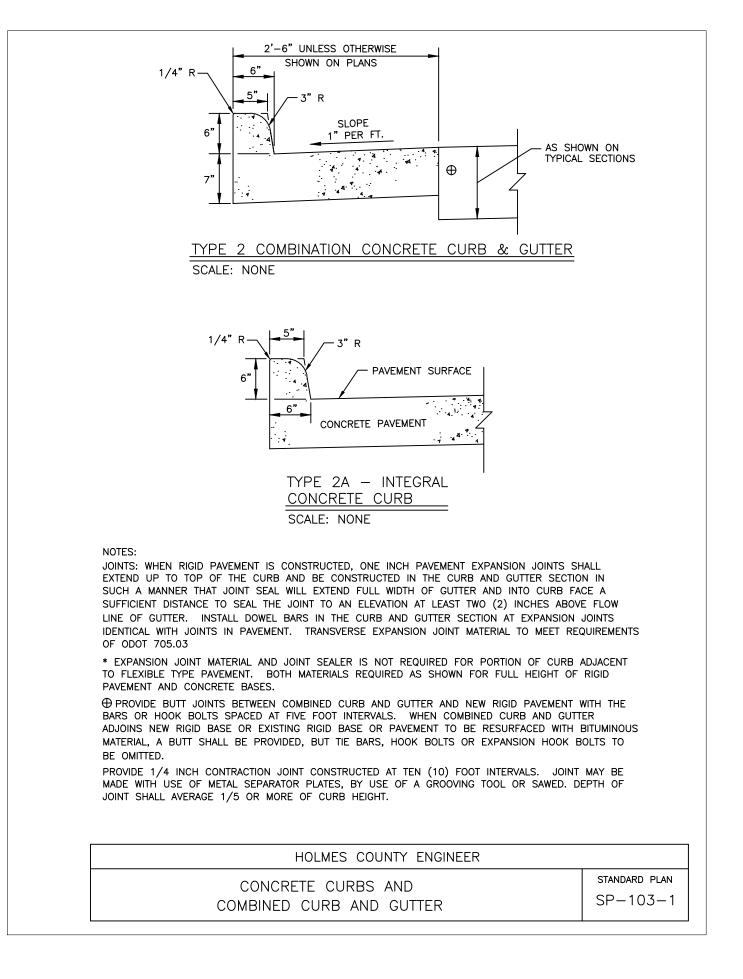
NDTE: W = EDGE DF PAVEMENT TD EDGE DF PAVEMENT

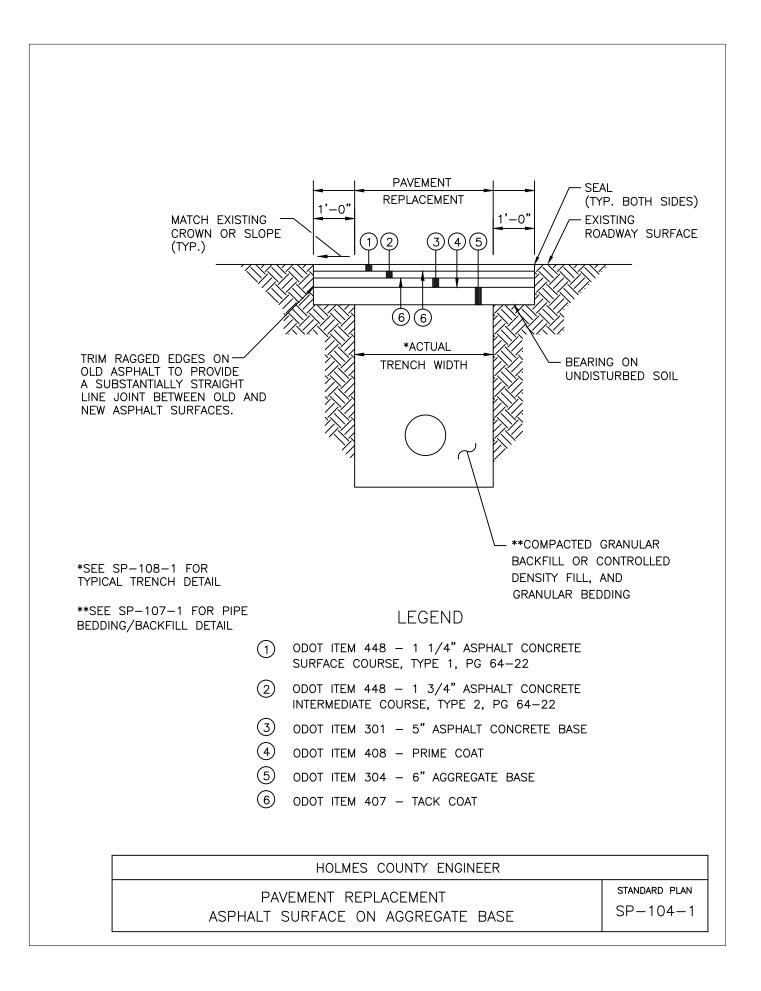
| ′RW′ | PAV'T WIDTH 'W' | RADIUS 'R1' | RADIUS 'R2' | RADIUS 'R3' | ′₩∕2' | ′X′ |
|------|-----------------------|----------------|----------------|----------------|-------|-----|
| 50′ | 20′ | 50′ | 30′ | 40' | 10′ | 10′ |

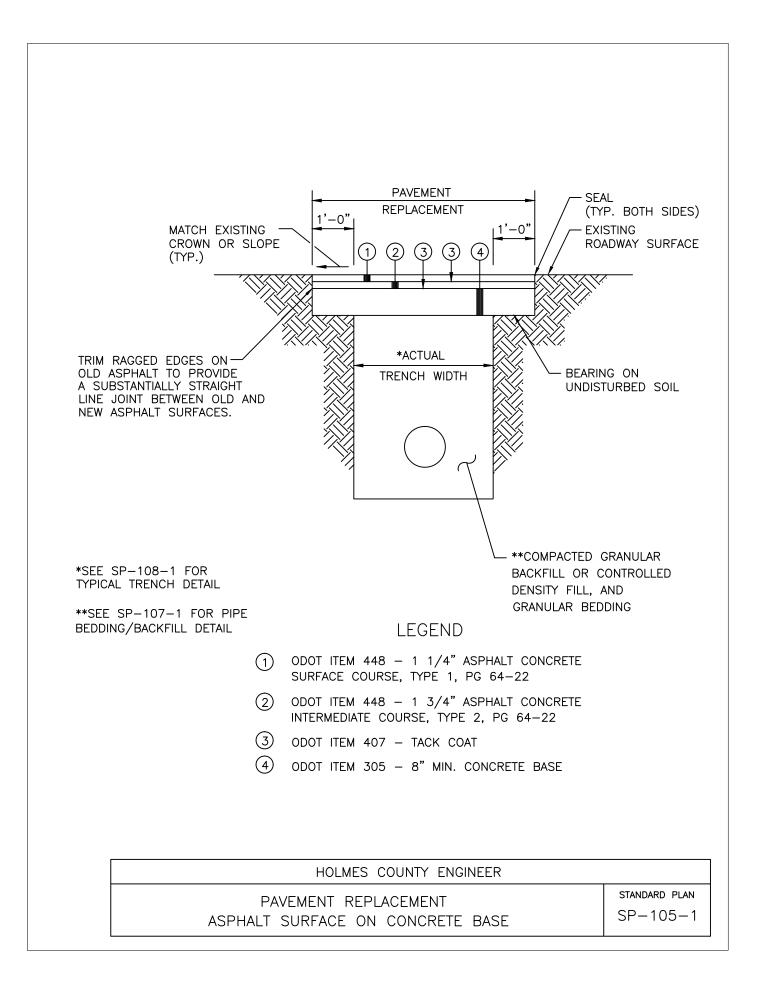
NDTE: TEAR DROP CUL-DE-SAC MAY BE CONSTRUCTED OPPOSITE HAND IF DESIRED.

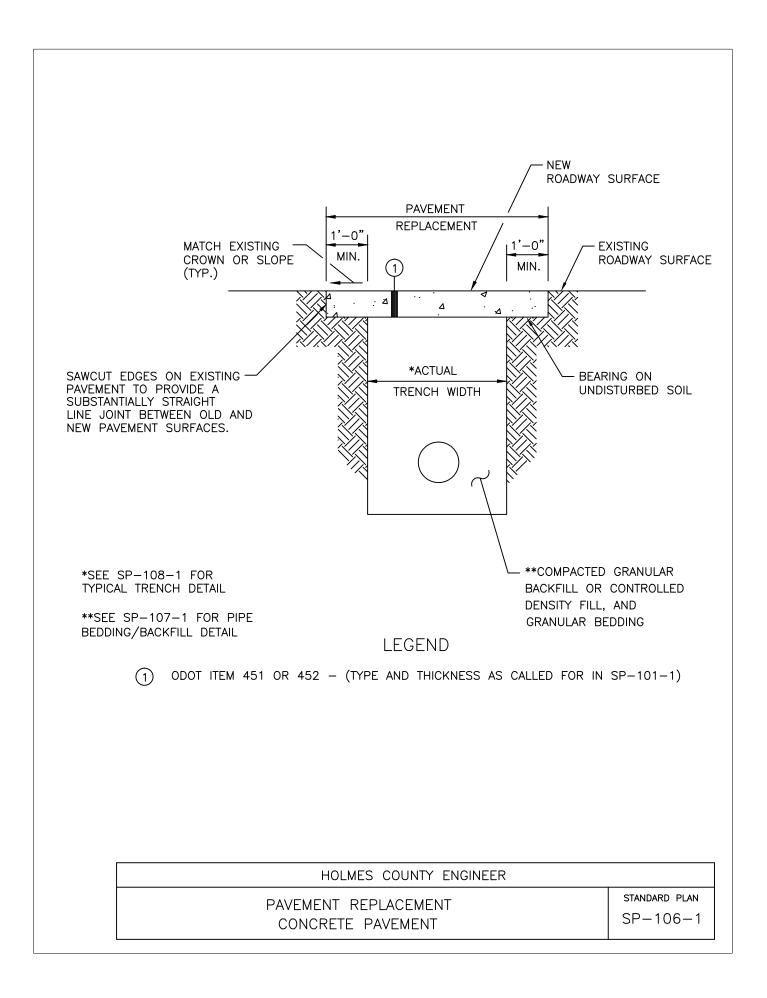


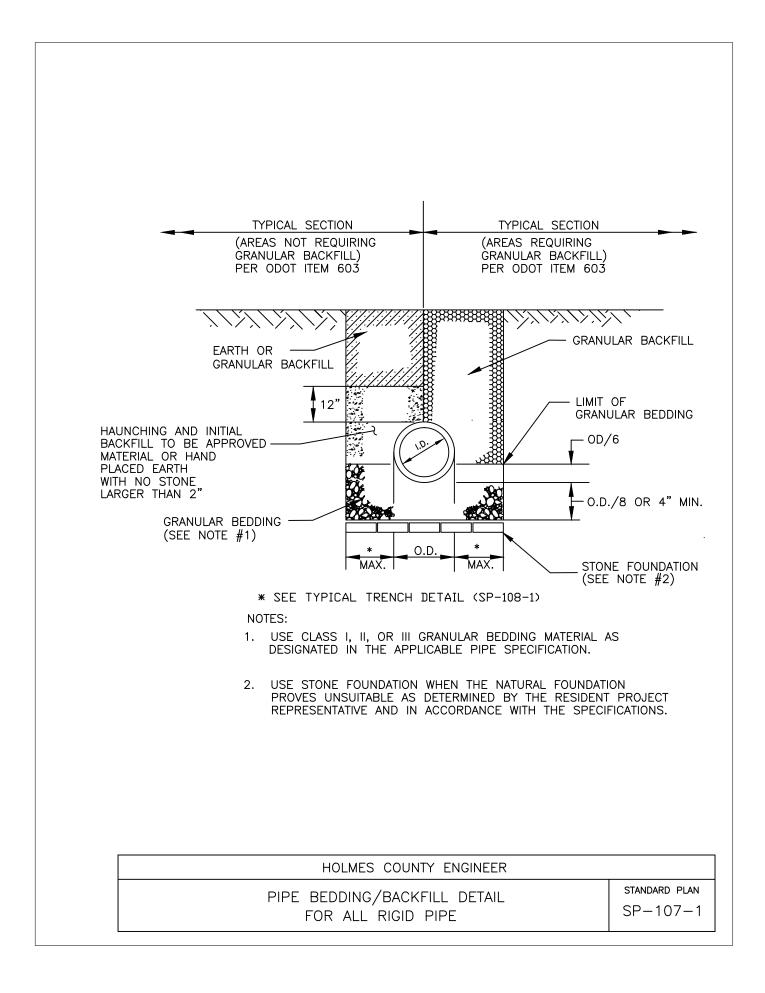


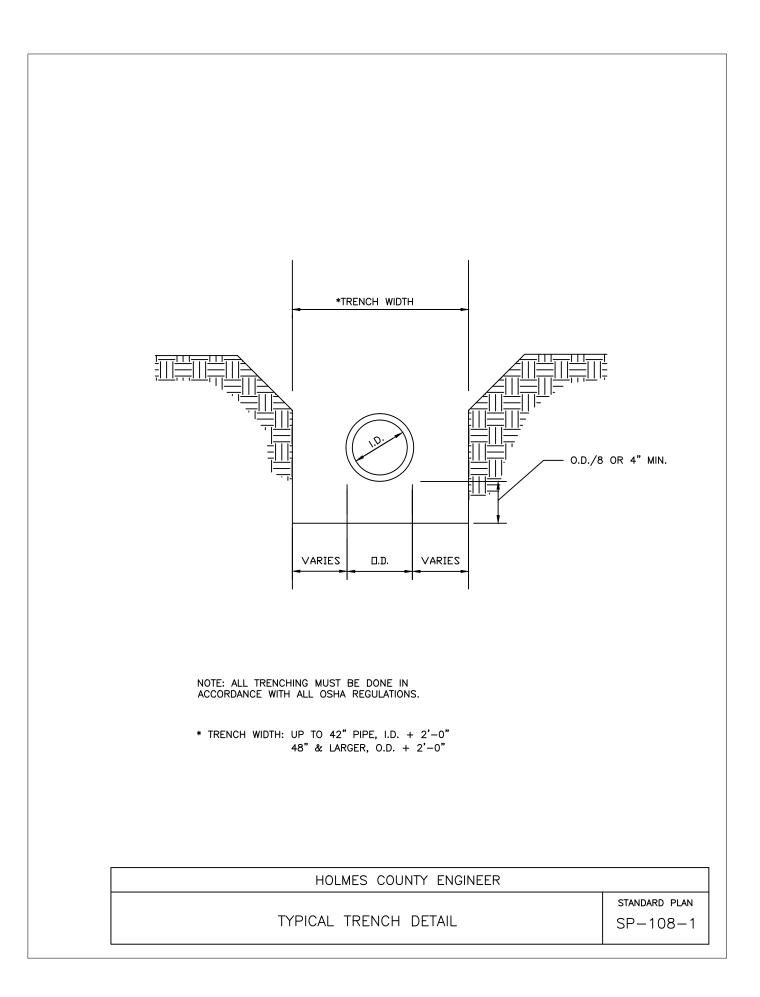


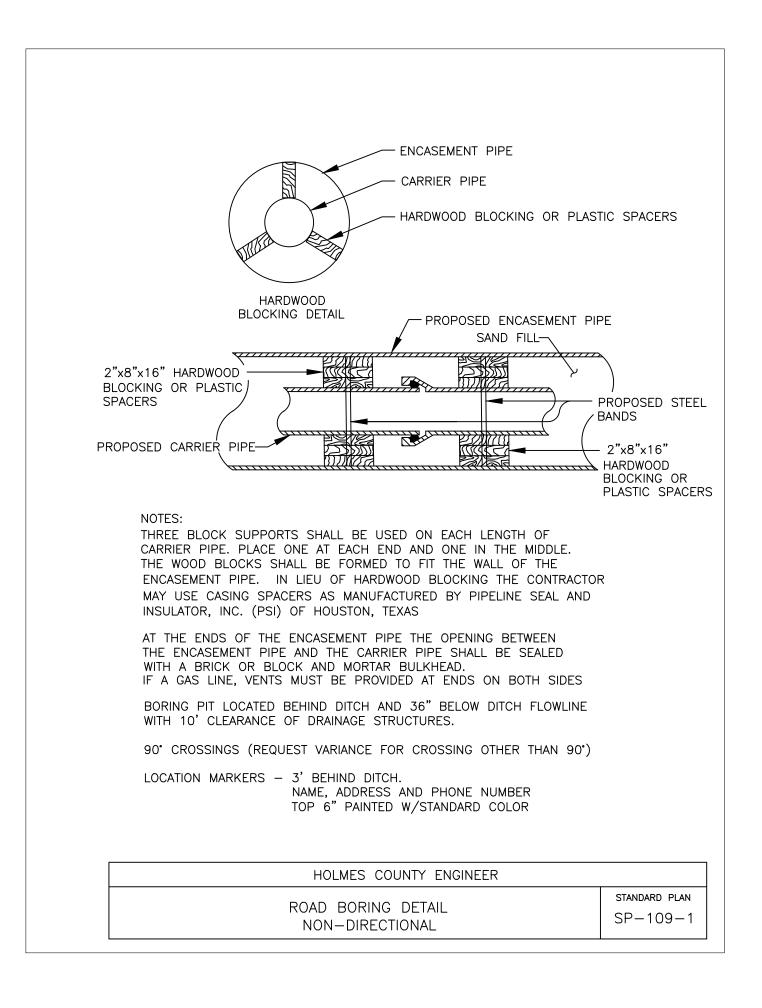












APPENDIX

RIGHT-OF-WAY PERMIT

Application is hereby made for a permit to perform construction work within the right-of-way of a County and/or Township Road.

Construction Planned: _____

Location: (Name of Residence, House Number, Road Number, etc.)

The proposed work shall conform to the specifications as set forth below.

It is to be understood by, and between, those who are to sign this permit that the following shall be in force forever:

- 1. Applicant agrees to repair any and all damages whatsoever to the county or township roadway, culverts and bridges from R/W line to R/W resulting from said work.
- 2. Applicant agrees to repair any and all damages whatsoever to any other utility or appurtenant, public or private, underground or aerial, from R/W line to R/W line, resulting from said work.
- 3. Applicant agrees to maintain traffic during construction as per the "Manual on Uniform Traffic Control Devices" as published by the United States Department of Transportation. If, in lieu of the above statement, the road is to be closed then it shall be closed as per signing standards listed in said manual. In the case of a closing, the applicant shall notify the County Sheriff's Office and either the County Engineer's Office or the applicable Township Trustees a minimum of forty-eight (48) hours in advance of closing.
- 4. If a lawsuit is filed against Holmes County, or one of its elected officials, or a Board of Township Trustees because of some work done by a permit holder for any reason whatsoever, a counter suit shall be filed against the application holder to recover damages.
- 5. If work granted by this permit is proceeding in a manner deemed as unsatisfactory to the County Engineer or the applicable Township Trustees, he/they shall reserve the right to stop work immediately.
- 6. A relocation of this utility necessary for any improvement or repairs undertaken by the County or Township shall be done within two (2) weeks of notice. All relocation expenses shall be born by the permit holder.
- 7. Any repair of damages done to this utility by the County or Township shall be at the expense of the utility owner if said installation was not done as per the conditions granted with this permit.
- 8. Applicant shall call the County Engineer's office (330-674-5076) or the applicable Township Trustees a minimum of forty-eight (48) hours prior to beginning work so that construction inspection can be planned.
- 9. This permit is not a substitute for satisfying the rights or obligations of any other party who may have an interest in the underlying fee interest.

Signed: _____

The above permit is approved under the following conditions:

Approved by _____

_____, Holmes County Engineer (if applicable)

County Commissioners or Township Trustees: _____

Date: _____

Holmes County Highway Department

Christopher R. Young, P.E., P.S. County Engineer

February 6, 2008

Dear Manufactured Home Transporter,

Prior to transporting your manufactured home on a Holmes County road, a permit must be issued by our office. Please find attached a copy of a permit for your use.

When traveling on a **Township Road** please contact the township trustees, as most of them have adopted this permit form. You will also need to contact the Ohio Department of Transportation at the local office (330-674-1906) for any permitting requirements they may have on **State Routes**.

If you need assistance filling out the permit or have any questions feel free to contact our office.

Sincerely,

Christopher R. Young, P.E., P.S. Holmes County Engineer

7191 S.R. 39 P.O. Box 29 Millersburg, OH 44654

Phone: 330-674-1856 Fax: 330-674-7918 E-Mail: engineer@co.holmes.oh.us

OVERSIZE/OVERLOAD PERMIT

Application is hereby made for a permit to move an oversize and/or overweight load on County and/or Township roads.

Road(s) to be used for this move:_____

The proposed movement shall conform to the specifications as set forth below.

It is to be understood by, and between, those who are to sign this permit that the following shall be in force:

- 1. Applicant agrees to repair any and all damages whatsoever to the county or township roadway, culverts and bridges from R/W line to R/W resulting from said move.
- 2. Applicant agrees to repair any and all damages whatsoever to any other utility or appurtenant, public or private, underground or aerial, from R/W line to R/W line, resulting from said move.
- 3. Applicant agrees to maintain traffic during movement as per the "Manual on Uniform Traffic Control Devices" as published by the United States Department of Transportation. If, in lieu of the above statement, the road is to be closed then it shall be closed as per signing standards listed in said manual. In the case of a closing, the applicant shall notify the County Sheriff's Office and either the County Engineer's Office or the applicable Township Trustees a minimum of forty-eight (48) hours in advance of closing.
- 4. It shall be further understood that in the event a lawsuit is filed against Holmes County, or one of its elected officials, or a Board of Trustees as a result of damages done by a permit holder for any reason whatsoever, a counter suit shall be filed against the application holder to recover damages.
- 5. It shall be further understood that, in the event that the movement granted by this permit is proceeding in a manner deemed as unsatisfactory to the County Engineer or the applicable Township Trustees he/they shall reserve the right to stop the movement immediately.

| Signed: | |
|--|--|
| The above permit is approved under the following conditions: | |
| | |
| | |
| Approved by | , Holmes County Engineer (if applicable) |
| County Commissioners or Township Trustees: | |
| Date: | (Revised: January 25, 2006) |

APPLICATION FOR DRIVEWAY ACCESS INSTALLATION & ADDRESS NUMBER

This application is for new driveway access and address assignment on unincorporated county, township, and private roads only. For new access onto a state route call ODOT at 330-674-1906. An approved ODOT access permit along with this completed application is needed to receive a new address on all state routes.

| Application fee: \$55.00 Holmes County Engineer's Office | | Checks payabl | e to: Holm | nes County Engineer |
|--|-----------------------------------|------------------------------|--------------|---------------------------|
| P.O. Box 29 | | USE ONLY | | |
| Millersburg, OH 44654 (330)674-1856 | Amt. Pd. | E | y:] | Date: |
| Fields A-D must be completed by applicant. | | | | |
| | | | | |
| VOID AFTER ONE YEAR | <u>To Be I</u> | Filled Out By A | pplicant (C | Check One): |
| A. Application: | | | | |
| | Nee | ed address only. | | |
| Owner: | | · | | |
| | Ac | cess Location Kn | own: Proce | eed with application. |
| Address: | | | | |
| | NC | Access Location | n Known: 7 | This indicates that you |
| City/State: Zip: | | | | el to ensure that a legal |
| | | | sts before t | transfer. Proceed with |
| Phone: | _ applicat | tion. | | |
| | | | | |
| | - | | | |
| B. Location: | | | | |
| Township: | Allotment: | | | Lot No |
| 1. The (Existing / New) driveway is located off (State / (Circle One) | County / Townshij (Circle One) | p/Private) Road | 1 # | |
| 2. The (Existing / New) driveway is located on which si (Circle One) | de of the road? N | ORTH / SOUTH (Circle One) | I / EAST / | WEST |
| 3. Is the proposed new driveway off an existing shared p | private drive? | □ Yes | □ No | |
| 4. Is an address needed for this location? | | ⊡s | ⊡о | |
| Measurements to locate proposed driveway. Note: This | s location shall be | Type of Structu | ire (choose | one) |
| measured from the centerline of the proposed driveway to | | Type of Birdett | ine (enoose | , one) |
| the nearest existing driveway with an address, or intersecti If you measure from an existing driveway on the opposite | | Single Fam | nilv Home | Apartment |
| do not include the width of the road in your measurement. | | Duplex | | |
| marker, such as a ribbon tied to a post, placed at the cer | | | | |
| access so the inspector can easily locate where you propo | | Mobile Ho | me | Industrial |
| driveway. Failure to do so may result in unnecessary dela | lys in processing | Condo | | Public Institution |
| your application. | | Other | | |
| The proposed driveway access is located | feet | | | |
| (N/S/E/W) of an existing drive that has an address of | | | | |

C. Procedure:

- 1. Owner, contractor, or surveyor fills out an application for a driveway access installation and returns to the Engineer's Office with application fee.
- 2. The Engineer's Office will inspect proposed driveway access location or access to proposed parcel and give recommendations according to the HOLMES COUNTY ACCESS MANAGEMENT REGULATIONS.
- 3. Upon preliminary approval of driveway access location, owner purchases required materials and completes all work necessary to install drive pipe as outlined on permit. The Engineer's Office will forward the information to the GIS Office where an address, if needed, will be assigned and sent back to applicant.
- 4. A driveway permit must accompany any deed submitted for approval for a subdivision to the Holmes County Planning Commission
- 5. After driveway access is constructed, the owner or contractor notifies Engineer's Office that they are ready for final inspection.

D. Permit:

Applicants Statement:

The applicant agrees to install or have installed a drive pipe of the type and size herein specified. The owner accepts full responsibility for the maintenance of this pipe forever. Failure to properly maintain this pipe shall void the owner's permit. The applicant must notify the Holmes County Engineer's Office at least 3 days in advance of starting the construction of the proposed driveway, so that a preliminary inspection can be scheduled. **Failure to completely fill out application could result in unnecessary delays in processing your application.**

NOTE: Two working days prior to beginning any excavation, the Ohio Utilities Protection Service (OUPS) must be contacted in accordance with ORC Section 3781.25 to 3781.32. OUPS can be reached at 1-800-362-2764. The applicant is solely liable for any damages done as a consequence of building this driveway.

Owner/agent certifies that he has a legal right, of record, to the aforementioned access for the property described in Section B hereinabove. Owner/agent agrees to indemnify and hold the Holmes County Engineer and the County of Holmes, their officers, agents and employees harmless from any and all claims that may arise as a result of owner/agent's afore stated claim of access being defective inadequate or inaccurate.

| | | Signed: Date: | , Owner/Agent | |
|----|--|--|--|----|
| E. | Field Inspection: | | | |
| | Inspector: | | Date: | |
| | Recommendations for | Pipe: | | |
| | Diameter: | | | |
| | | | | |
| | | | | |
| F. | Special Notes: | | | |
| | 2. There shall be no la end of the pipe. | r 4" of 304 gravel or limestone arge stones, blocks, curbing or ach end of pipe uncovered. | ny other protruding obstruction, higher than the road surface at eac | :h |
| G. | Final Inspection: | 1 1 | | |
| | This drive pipe installat | tion has been inspected and fou | nd to be | |
| | Satisfactory | | | |
| | | Remarks: | | |
| | | Signed: | | |
| | | | | |
| | | Date: | | |
| | | | Page 2 of | 2 |

APPLICATION FOR SPECIAL ROAD USE PERMIT HOLMES COUNTY, OHIO

| Application is hereby made by | _ for a |
|--|---------|
| permit to use Holmes County Road # and/or Township Road # | |
| for the purpose of transportation of vehicles used for the oil and gas, mining, or | timber |
| industry. Applicant understands that the terms of such permit are that applicant | t must |
| repair or provide for the repair of any and all damages to the County and/or To- | wnship |
| roads which the permit authorizes applicant to use. Applicant understands that | as the |
| permit holder, he is primarily responsible for all damages done to said roads by v | ehicles |
| or equipment used in said operation. Bond shall be posted pursuant to the terms | of the |
| Resolution containing the Rules, Regulations and Procedure passed by the Bo | oard of |
| Commissioners, Holmes County, Ohio, a copy of which is attached as Exhibit A. | |

| Applicant: | |
|------------------------|-----------------|
| Address: | |
| | |
| Person to contact: | |
| Telephone: | |
| | |
| Driller, Sub-Contracto | or, etc.: |
| Address: | |
| | |
| Person to contact: | |
| Telephone: | |
| | |
| Well Servicer, sub-Co | ntractor, etc.: |
| Address: | |
| | |
| Person to contact: | |
| Telephone: | |

SPECIAL ROAD PERMIT- BOND HOLMES COUNTY, OHIO

| Permit Holder: | |
|-------------------|--|
| Address: | |
| | |
| Location: | |
| | |
| Authorized Route: | |
| | |
| Amount of Bond: | |

- 1. This permit allows the above designated permit holder to transport the necessary vehicles and equipment in and out of the above specified site over the above specified route.
- 2. The permit holder agrees that he or it is primarily responsible for any and all damages caused by the vehicles and equipment necessary for this operation which travel over said roads. This responsibility attaches whether or not the permit holder owns the vehicles which have caused the damages or whether he has hired these vehicles.
- 3. The permit holder will guarantee payment for damages in the following manner (See #7 of the Holmes County Board of Commissioners Rules, Regulations and Procedures):
- 4. Arrangements for maintaining and restoring said roads are as follows: (See #8, 9, 10, and 12 of the Rules, Regulations and Procedures):
- 5. Estimated date all related operations will cease:

Holmes County Engineer

IMPORTANT NOTE: This permit is given on the condition that its terms are followed. Also the "Rules, Regulations and Procedures" for Special Road Permits set down by the Holmes County Board of Commissioners are incorporated by reference into the terms of this permit. If any of such terms are violated by the permit holder or any persons he has hired to complete the operations necessary for the work being done, this permit is subject to revocation without notice by the Holmes County Engineer.



HOLMES COUNTY COMMISSIONERS

2 COURT STREET, SUITE 14 MILLERSBURG, OHIO 44654-2001 PHONE (330) 674-0286 FAX (330) 674-0566 E-MAIL: HCC@VALKYRIE.NET WEBPAGE: WWW.HOLMESCOUNTY.COM/COMMISSIONERS/



Resolution #04-03-06-4

A RESOLUTION ADOPTING THE UPDATED SPECIAL ROAD PERMIT FOR USE BY THE HOLMES COUNTY ENGINEER

WHEREAS, this Board of Holmes County Commissioners has found that excessive use of the County and Township Roads by heavy vehicles used in the oil and gas business, the mining business and the timber business has damaged and continue to damage said roads, and

WHEREAS, the Board of County Commissioners for Holmes County have authority pursuant to Section 5577.08 and Section 5577.09 Ohio Revised Code to pass rules and regulations restricting the use of the County and Township Roads, and

WHEREAS, the load limits which this Board has placed on said roads so as to prevent them from being damaged will have the effect of prohibiting any use of said roads by the above mentioned businesses, and

WHEREAS, this Board wishes to cooperate with said businesses so as not to cause them undue hardship, and

THEREFORE BE IT RESOLVED, that the representatives of the oil and gas, mining, or timber business be permitted to use the County and Township roads if they file for a permit in accordance with Section 4513.34 subject to the following "Rules, Regulations and Procedure for Special Road Permits:"

- 1. Before moving any heavy vehicles into the County, the permit holder or his agent must apply to the Holmes County Engineer for a permit to use certain County and Township roads.
- 2. The County Engineer shall direct on what roads the permit holder's vehicles are permitted to travel. The criteria for the County Engineer's decision will be the weight capacity of said roads, and the present condition of said roads.
- 3. The permit holder is responsible for informing the operators of all vehicles and equipment used for this operation on what roads they are permitted to travel.
- 4. The County Engineer along with the permit holder or his representative shall then inspect the present condition of the designated roads for travel.

- 5. The County Engineer shall make an estimate of the amount of money it will cost to restore the road or roads to the condition existing immediately before the vehicles used for said operations began using said road or roads.
- 6. The County Engineer may then give the permit holder a special road permit allowing him to transport the subject vehicles on the designated roads.
- 7. A condition precedent for issuing said permit is that the permit holder makes arrangements to insure payment to the County and/or Township for the damage to said roads. Whether the financial arrangements are appropriate shall be left totally to the discretion of the County Engineer. His options include but are not limited to the following or any combination of the following:
 - (1) Require the permit holder to post a cash or surety bond for the entire amount of the estimated damage.
 - (2) Require the permit holder to post a cash or surety bond for part of the estimated damage
 - (3) Require the permit holder to post a cash or surety bond for part of the estimated damage, which would be added to if, in the opinion of the County Engineer, the balance was getting to low.
 - (4) Require the permit holder to file a financial statement with the County Engineer stating the present net worth of said permit holder and the identity, value and location of his assets permanently located in Holmes County.
- 8. The subject road or roads shall be adequately maintained during the course of all related operations so that a passing car can easily pass.
- 9. The County Engineer and permit holder shall decide, and the permit shall stipulate, who is responsible for providing or hiring the equipment and men to perform the maintenance and restoration of the road or roads.
- 10. Subject to the agreement between the County Engineer and permit holder, the County and/or Township may:
 - (a) Maintain and restore said road or roads and be reimbursed by the permit holder for labor, materials and equipment.
 - (b) The County and/or Township may hire private contractors to perform the maintenance and restoration. Said contractors could be paid out of the bond or cash deposit,
 - (c) The permit holder may hire private contractors and pay them out of the bond or cash deposit.
 - (d) Any combination of the above.

- 11. Regardless of the arrangements concerning who is to perform the maintenance and restoration of the roads, if the permit holder fails to cause the road or roads to be properly maintained or restored, the County or Township may do the work or cause it to be done and charge the amount of the labor, materials and equipment to the permit holder.
- 12. After all operations have ceased at the subject site or after the heavy vehicles cease to use the subject road or roads (whichever event occurs later), the road shall be restored to its previous condition. The County Engineer or his representative and the permit holder or his representative shall inspect the subject road or roads to insure said road or roads have been properly restored.
- 13. If the County Engineer determines that the restoration has been completed in a satisfactory manner, he shall release the balance of the bond or cash deposit.
- 14. The County Engineer shall have discretion over what size culvert pipe shall be placed in the ditch adjacent to the road when the approach or driveway into the well site is constructed. This shall be done as a part of the access management permit.
- 15. Although the permit holder is ultimately responsible for obtaining the permit and making arrangements for payment for restoration and maintenance of the subject road or roads, these rules and regulations in no way exempt the other participants in any operations connected to this permit from liability for the damages or responsibility of maintenance and restoration of the roads.
- 16. All the above Rules, Regulations and Procedures for Special Road Permits shall be incorporated by reference into all the permits issued.

Mr. Feicert moved for the adoption of the preceding Resolution. Mr. Hall seconded the motion. Upon call of roll, the vote was as follows:

| David L. Hall Daw C. Hall | vesno |
|---------------------------|--------|
| Joe D. Miller | yes/no |
| Ray L. Feikert Ry Fierher | yes/no |

The preceding Resolution is a true and exact copy of a Resolution adopted during the regular business day of April 03, 2006, and is recorded in Commissioners Journal 41 under that date.

usan Allaun

Susan L. Haun, Clerk Holmes County Commissioners

Fee Schedule - Miscellaneous

The following is a list of fee schedules for the County Engineer's Office. Please see the other departments for their fee structures.

| | <u>County Roads</u> | <u>Township Roads</u> |
|--|-------------------------------------|-------------------------------------|
| Right-Of-Way Permit | No Charge | Call Townships |
| Oversize/Overload Permit | No Charge | Call Townships |
| Drive Access & Address Permit | \$55 to County Engineer | \$55 to County Engineer |
| Special Road Permit | Bond Required to County Engineer | Bond Required to County Engineer |
| New Public Road Const. Inspection See Construction Inspection Fee See both County and Township Road co | | 1 |

These fees may be changed at any time.

Construction Inspection Fee Schedule

Holmes County Construction Inspection Permit Fee Schedule for Public Roads. This permit fee shall apply to any road to be turned over to a public road, which the County Engineer has the responsibility of inspection.

*Construction cost estimates shall be prepared by a Registered Professional Engineer or may be actual construction costs as approved by the Holmes County Engineer. These fees must be paid prior to start of construction. These cost estimates shall be based upon actual work in which the County Engineer has the responsibility to inspect.

| *Construction Cost Estimate | Permit Rate |
|-----------------------------|-------------|
| 149,999 or less | 3.8% |
| 150,000 to 249,999 | 3.4% |
| 250,000 to 349,999 | 3.1% |
| 350,000 to 449,999 | 2.8% |
| 450,000 to 549,999 | 2.6% |
| 550,000 to 649,999 | 2.5% |
| 650,000 to 749,999 | 2.4% |
| 750,000 to 849,999 | 2.3% |
| 850,000 to 949,999 | 2.2% |
| 950,000 to 1,499,999 | 2.1% |
| 1,500,000 to 2,999,999 | 1.9% |
| 3,000,000 to 4,499,999 | 1.6% |
| 4,500,000 to 5,000,000 | 1.5% |
| Above 5,000,000 | 1.4% |

Effective July 1^{st} , 2005 and may be adjusted as necessary to cover actual costs.

Note: Any road which has been built as a private road, drive, or easement and will be turned over to a public road after July 1st, 2005 will be subject to this fee schedule or actual consultant costs for post construction inspection testing, whichever is greater. These fees must be paid prior to the County Engineer hiring a testing firm.