



WORK WITHIN ROAD RIGHT-OF-WAY  
PERMIT APPLICATION

ALLEN COUNTY ENGINEERS OFFICE  
1501 N. SUGAR STREET  
LIMA, OHIO 45801-3136  
PHONE: (419) 228-3196 FAX: (419) 227-2920

Date: \_\_\_\_\_  
\*Must be completed within 180 days\*

PERMIT FEES (Non-refundable) (Check all that apply)

<input type="checkbox"/>	Small Project (400 linear feet or less):	\$ 200.00	Each
<input type="checkbox"/>	Road Bore:	\$ 500.00	Each
<input type="checkbox"/>	Road Cut:	\$ 500.00	Each
<input type="checkbox"/>	Large Project (more than 400 linear feet):	\$ 2,000.00	Each
<input type="checkbox"/>	Agricultural Purposes:	\$ 200.00	Each

TOTAL PERMIT FEE: = \$ \_\_\_\_\_

PERFORMANCE BOND (Refundable upon Allen County Engineer’s approval) (Check all that apply)  
(The Performance Bond may be in the form of a check or surety bond)

<input type="checkbox"/>	Small Project (400 linear feet or less):	\$ 800.00	Each
<input type="checkbox"/>	Road Bore:	\$ 2,000.00	Each
<input type="checkbox"/>	Road Cut: (Cost of asphalt repair made by Allen County Engineer will be deducted from bond returned)	\$ 2,000.00	Each
<input type="checkbox"/>	Large Project (more than 400 linear feet): _____ Linear Feet X \$5.00	= \$ _____	
<input type="checkbox"/>	Agricultural Purposes:	\$ NONE	Each

TOTAL PERFORMANCE BOND: = \$ \_\_\_\_\_

TOTAL PERMIT FEE + TOTAL PERFORMANCE BOND = \$ \_\_\_\_\_

The Allen County Standard Construction Drawings can be found on the Allen County Engineer’s website: <https://www.allencountyohengineer.com/standard-dwgs/>  
Allen County does not locate any roadside drainage tiles or structures. The location of all roadside tiles and structures are the responsibility of the contractor.

Applicant Name: \_\_\_\_\_  
(Please Print) (Same name as where bond is to be returned, when the permitted work is approved)

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Project location: on or along \_\_\_\_\_ Road in \_\_\_\_\_ Township.

☐ North ☐ South ☐ West ☐ East: of the closest intersection with \_\_\_\_\_ Road.

WORK TO BE COMPLETED  
(check all that apply)

- ☐ Dirt Work
- ☐ Utility Installation (see Sections 1, 2 & 3)
- ☐ Catch Basin Installation (see Sections 2 & 3)
- ☐ Tile Tap, perpendicular to pavement (see Sections 2 & 3)
- ☐ Tile Installation, parallel to pavement (see Section 3)
- ☐ Road Bore (see Section 4)
- ☐ Road Cut (see Section 5) (Also must complete the “SUPPLEMENTAL FORM TO OPEN CUT A ROAD”)
- ☐ Agricultural Purposes (see Section 6)

Briefly explain work to be performed: \_\_\_\_\_  
\_\_\_\_\_ and according to the attached plan.

Date that work is to begin: \_\_\_\_\_

Date that work is to be completed: \_\_\_\_\_

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**General Specifications:**

1. All construction must comply with the ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS.
  2. The Allen County Engineer assumes no liability for any damages that may occur to the applicant or their property as the result of any drainage obstruction directly or indirectly caused by the discharge of effluent into said tile.
  3. Traffic will be maintained at all times, unless permission is granted by the Allen County Engineer to do otherwise.
  4. The necessary lights, signs, barricades, flagmen and watchmen are maintained for the protection of traffic at all times, day and night, as instructed by the Allen County Engineer until work is completed.
  5. If the roadway pavement, roadside shoulders, tiles or ditches are damaged either by construction or equipment the property owner/contractor will completely restore the right-of-way and all infrastructure at their expense as deemed necessary by the Allen County Engineer.
  6. The performance bond for small project, road bore and road cut will not be returned to the applicant until the construction meets the specifications set forth by the Allen County Engineer, the Allen County Inspector, and the Allen County Standard Construction Drawings.
  7. The applicant and/ or contractor shall guarantee that the work shall be free from any defects in workmanship and materials for a period of not less than one (1) year from the date of completion thereof. The applicant and or contractor shall be responsible for the replacement or repair, without additional charge, of all work done or furnished in accordance with its permit which shall become defective within one (1) year after completion of the work done under this permit.
  8. The performance bond for large project will not be returned to the applicant until one (1) year after the construction meets the specifications set forth by the Allen County Engineer, the Allen County Inspector, and the Allen County Standard Construction Drawings.
  9. If the 180 day period between the date the permit is issued and the completion of the work is not met, the applicant will forfeit all permit fees. The permit holder must submit a new permit application along with all of the standard permit fees to the Allen County Engineer's Office. The performance bond from the original permit will be transferred to the new permit.
  10. Any and all pavement repair work on County Roads shall be performed by a qualified paving contractor using qualified materials, labor and equipment.
  11. All utilities placed under the roadway shall maintain a minimum of 36" of clearance below the surface of the ground and roadway.
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**Section 1: Utility Installation:**

1. State fully and completely on this permit application the type of utility installation proposed.
    - If pole line, give the following information:
      - Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement, and voltage, if power line.
    - If pipe, conduit or cable, give the following information:
      - Type of service (water, oil, gas, sanitary sewer, storm sewer, electric, telephone); if carrying liquid or gas under pressure, state pounds per square inch, internal diameter and kind of pipe, length of line; type of conduit or cable and length; and proposed location with respect to pavement or right of way line. If pipe, conduit or cable is to cross highway and crossing cannot be made without disturbing pavement, advise conditions requiring such method of installation. All utilities placed under the roadway shall maintain a minimum of 36" clearance below the surface of the ground and roadway.
  2. Give County Road or Township Road and distance from some geographical point, such as intersecting highways, city or village corporate limits, section lines, etc.
  3. Attach two (2) copies of plan showing proposed location with reference to pavement, right of way line, and owner's property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. Plan should also show information listed under item (2).
  4. Any installation which cannot be made without opening the pavement requires the applicant to do the following:
    - State conditions preventing the installation under pavement by driving or boring.
    - Give specific dimensions since pavement replacement costs will be checked against information.
    - Contractor performing work will at the applicants expense:
      - Replace the pavement, in accordance with all ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS.
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**Section 2: Tile Tap and Catch Basin Specifications:**

1. The proposed tile tap will be for the purpose of EFFLUENT DISCHARGE only from a septic system.
    - No permit will be issued which is intended to discharge effluent from downspouts or water softeners.
    - Sump pumps and other drainage outlets will be evaluated at the time of application.
  2. Solid Schedule 35 or HDPE Conduit and Connections with smooth interior walls must be utilized in the road right-of-way.
  3. The Connection shall be made by means of a manufactured "Y" Connection or directly into the basin as outlined in *ALLEN COUNTY STANDARD CONSTRUCTION DRAWING TAP-TY & CB*.
  4. The tile, catch basins, and manholes installed in the road right-of-way must be backfilled as outlined in *ALLEN COUNTY STANDARD CONSTRUCTION DRAWING BFT-2*.
  5. A storm sewer clean-out and cap must be installed at the existing road right-of-way line as outlined in *ALLEN COUNTY STANDARD CONSTRUCTION DRAWING TAP-TY & CB*.
  6. The applicant will notify the Allen County Inspector 24 hours prior to backfilling the trench. If this advanced notice is not made and the trench is backfilled, the applicant will forfeit \$100.00 of the bond, and the property owner/contractor will be required to expose the connection and the tile in the road right-of-way and then contact the Allen County Inspector for approval.
  7. The granting of this permit shall not release the applicant from his/her legal responsibility to meet all effluent quality standards required by the Allen County Health Department and the Ohio E.P.A..
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IF THE ALLEN COUNTY INSPECTOR IS NOT NOTIFIED WITHIN 24 HOURS PRIOR TO CONSTRUCTION, ADDITIONAL FEES MAY APPLY.

**Note:** This permit is only good for 180 days from the date the permit is issued. No extensions will be granted.  
If the construction is not completed within those 180 days, all permit fees will be forfeited. The permit holder must submit a new permit application along with the standard permit fees to the Allen County Engineer’s Office. The performance bond from the original permit will transferred to the new permit.

Signature of Applicant

Date

☐ Landowner☐ Contractor

OFFICE USE ONLY

Outlet Available: ☐ Yes ☐ No ☐ NA

By: 

Representative of the County Engineer

The permit to do this work under the conditions stated is hereby:

☐ Granted☐ Denied

By: 

Representative of the County Engineer

Date

Final inspection of this project has been performed by the Allen County Engineer’s Office and the Applicant is hereby released of all requirements set forth by this permit.

By: 

County Engineer Inspector

Date