



ADDRESS APPLICATION
ACCESS PERMIT APPLICATION
DRIVEWAY 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

ITEMS REQUESTED UNDER THIS APPLICATION
(Check all that apply)

	PERMIT FEES (NON-REFUNDABLE)	PERFORMANCE BOND (REFUNDABLE)	TOTAL AMOUNT FEES + BOND
<input type="checkbox"/> Address (Complete Section 1):	NONE	NONE	\$ 0.00
<input type="checkbox"/> Access Permit (Complete Section 2):	NONE	NONE	\$ 0.00
<input type="checkbox"/> Driveway Permit (Complete Section 3):	\$ 200.00	\$ 800.00	\$ 1,000.00

Printed Name of Property Owner

Printed Name of Property Owner Representative/Contractor

Mailing Address:

(Street)

(City)

(State)

(Zip Code)

Phone #: ()

Fax #: ()

Email:

The Allen County Standard Construction Drawings can be found on the Allen County Engineer’s website: <https://www.allencountyohengineer.com/standard-dwgs/>

Section 1: Address:

The Allen County house numbering system is based on a grid system. House numbers correspond to a specific grid location determined by where the driveway enters the road. In order to ensure sequential numbering now and in the future it is extremely important that our office be able to accurately identify the precise location of the driveway to which the address will be associated. Please keep this information in mind, while filling out this address request form, providing as much detail as possible.

By obtaining this address for a property, you understand the following:

- If the property is located along a **County Road**, any further development of this property within the County Road right-of-way may require the need for one or more of the following permits from the County:
 - Access Permit: Access to roads that fall under the Allen County Access Management Plan.
 - Driveway Permit: Installation of a new driveway or reconstruction of an existing driveway.
 - Work within the Road
 - Right-of-Way Permit: Any construction work within the road right-of-way.
- If the property is located along a **Township Road**, any further development of this property within the Township Road right-of-way may require the need for additional permits from the Township.
 - Contact the Township for additional permitting information.
- If the property is located along a **State Route**, any further development of this property within the State Route right-of-way may require the need for additional permits from the State.
 - Contact the Ohio Department of Transportation (ODOT) for additional permitting information.

Requirements to obtain an address for properties **located** in a subdivision:

1. Must be the present owner of the property.
2. Must have the lot number.

Requirements to obtain an address for properties **not located** in a subdivision:

1. Must be the present owner of the property.
2. Must have a survey of the property approved by the Allen County Tax Map Office.
3. Must have the measurement from one of the property lines along the road frontage to the center of the proposed driveway.
4. It is required that a stake with colored ribbon, supplied by the Allen County Engineer’s Office, be driven at the centerline of the proposed driveway location. This stake will also assist in locating the driveway to size the drive pipe when the Driveway Permit section of this application is completed.

Lot # or Parcel #: _____ ☐ Property Survey Submitted

☐ The entire Lot or the entire Parcel or ☐ A part of the Lot or a part of the Parcel

Address is for what type of construction or building: _____

Township Name: _____ Road Name: _____ Side of Road: _____
N - S - W - E

Driveway site description (Note: changing the location of the driveway will necessitate changing the address):

Measurement in feet from one of the property lines along the road frontage to center of driveway:
_____ from _____ property line along _____
Feet N - S - W - E Road Name

☐ The stake with colored ribbon, (supplied by the Allen County Engineer’s Office) is driven at the centerline of the proposed driveway.

I/We have read and understand the above information and agree to comply with all the conditions, restrictions and regulations of the Allen County Engineer, and/or the Township and/or the Ohio Department of Transportation (ODOT).

Signature of Property Owner Date

Once the address section is completed you can mail it to the address above, drop it off at the address above or email it to Ace_permits@allencountyohio.com.

Section 2: Access Permit:

All requests for vehicular access connections (residential, commercial, industrial) are subject to the requirements and provisions of the **Allen County Access Management Plan**.

A copy of the **Allen County Access Management Plan** can be found on the Allen County Engineer’s website:
https://www.allencountyohengineer.com/wp-content/uploads/2016/02/Access_Management.pdf

Proposed Access Point(s)

Road Name: _____ Road Name: _____ Township: _____

Detailed description of location of proposed access point(s). (Attach survey and/or plans)

Residential Development

If the proposed access will serve residential development, what type (single family, apartment, townhouse) and number of units are in the proposed development?

Type of Units		Number of Units	
Type of Units		Number of Units	

Commercial or Industrial Development

If you are requesting a permit for Business, Commercial or Industrial Development, complete the following.

Applicants seeking permits for development generating high traffic volumes (over 100 trip ends in the peak hour) are advised to request a preliminary meeting with the Allen County Engineer, plus any other State, County, or Township officials prior to submitting a formal application for access.

If the proposed access will serve commercial or industrial development, what types and number of businesses are in the proposed development and what is the floor area square footage of each?

Type of Business		Square Footage	
Type of Business		Square Footage	

Number of vehicles using the access (Indicate if estimates):

Peak Hour = _____ Average Daily Volumes = _____

Number of Passenger Cars:	Number of Multi Units:	Total of all Vehicles:
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Consulting Firm: _____

Builder/Contractor: _____

Contact Person: _____

Contact Person: _____

Phone Number: _____

Phone Number: _____

For this permit to be granted, the following additional requirements may be requested:

- A: Map or plat showing property location, property lines, and amount of frontage on all abutting public roads
- B: Any existing access or easements of access on the property
- C: Roadway and driveway plan and profile
- D: Location of proposed access with respect to property lines and to the nearest roadway
 - It is required that a stake with colored ribbon, supplied by the Allen County Engineer’s Office, be driven at the centerline of the proposed driveway location..
- E: Design and type of construction of the proposed access
- F: Subdivision, zoning, or development plan, if applicable
- G: Traffic data, traffic impact study, and/or traffic control plan, if applicable

After an “Access Permit” has been issued, a “Driveway Permit” may also be required prior to construction of the driveway. If the access is along a County Road, apply for a “Driveway Permit” from the Allen County Engineer’s Office. If the access is along a Township Road, contact the proper township to see if a “Driveway Permit” is required. **If the access is along a State Route, contact the Ohio Department of Transportation (ODOT) to see what is required to apply for an “Access Permit” from them. The Allen County Engineer’s Office does not handle “Access Permits” along State Routes.**

I/We agree to comply with all the conditions, restrictions and regulations of the Allen County Engineer.

Signature of Applicant

Printed Name of Applicant

Title of Applicant

Section 3: Driveway Permit:

Address or detailed description of location of proposed driveway.

It is required that a stake with colored ribbon, supplied by the Allen County Engineer’s Office, be driven at the centerline of the proposed driveway location. This stake will also assist in locating the driveway to size the drive pipe, when the Driveway Permit section of this application is competed.

☐ The stake with colored ribbon, (supplied by the Allen County Engineer’s Office) is driven at the centerline of the proposed driveway.

Road: _____

Township: _____

Driveway type to be installed: ☐ grass ☐ stone ☐ concrete ☐ asphalt

I/We agree to comply with all the conditions, restrictions, specifications and regulations of the Allen County Engineer as listed on the next page:

Printed Name of Property Owner

Signature of Property Owner

Printed Name of Contractor

Signature of Contractor

(Make sure to read and initial next page)

If this permit is granted, I/we agree to the following conditions:

1. All Construction must comply with the **ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS**. The \$800.00 bond will not be returned to the applicant until the driveway meets all specifications set forth by the Allen County Engineer.
2. The restoration of the road frontage shall be equal to or better than its original state.
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, during the work provided for under this permit. I/we and my/our contractor will fully comply with all instructions given by the Allen County Engineer as to the handling of traffic.
5. If the roadway pavement or roadside drainage is damaged either by construction, construction equipment or by excessive weight, I/we and my/our contractor will complete the repairs as advised by the Allen County Engineer.
6. The driveway pipe (where it is required) must be installed concurrent with the construction of the driveway. The driveway pipe must be properly bedded as shown in the **ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS DW-2 AND DW-3** to prevent crushing by heavily loaded vehicles.
 - The size and type of driveway pipe specified by the Allen County Engineer must also be installed before the bond can be released.
7. The applicant will notify the Allen County Engineer 48 hours prior to the installation of any asphalt or concrete driveway.
 - If 48 hour notice is not made prior to the installation of any asphalt or concrete driveway, the applicant will forfeit \$100.00 of the \$800.00 bond.
8. The permit will be valid for 180 days. The permit holder shall keep the Allen County Engineer advised as to the status of the driveway on a monthly basis.
 - The Allen County Engineer will notify the permit holder 150 days after the permit was granted.
 - This notification will be mailed to the mailing address listed above.
 - This notification will serve as a courtesy reminder that the permit holder now has 30 days to complete the driveway.
 - Not receiving said notification does not exempt the permit holder from any associated “extension fees” as listed below.
9. If the 180 day period (from the date the permit is granted to the date the driveway is completed) is not met, extensions may be granted in 30 day increments.
 - There will be a fee of \$75.00 per 30 day extension.
 - This “extension fee” will be subtracted from the performance bond that is returned to the applicant upon completion and approval of the driveway.
10. If the permit expires and no extension is granted before the work has begun; a new application must be filed with the Allen County Engineer’s Office along with the associated fees.
 - The permit fee (\$200.00) (from original permit) will be retained by the Allen County Engineer
 - The performance bond (\$800.00) (from original permit) will be returned to the applicant.
11. If the driveway permit application is made after the driveway is installed, a late fee of \$100.00 will be assessed.
 - \$200.00 Permit Fee
 - \$100.00 Late Fee
 - \$700.00 Performance Bond (returned to applicant after final approval of the driveway by the Allen County Engineer).
12. The applicant will notify the Allen County Inspector upon completion of the driveway.
 - If notice of completion is not made, the applicant will forfeit \$100.00 of the \$800.00 bond.
13. If at any time in the future the driveway location is moved or the driveway is reconstructed with new materials, a new “Permit Application” must be submitted to the Allen County Engineer.
14. Only one (1) drive is allowed for each residential parcel of land.
 - U-shaped driveways are not permitted.
 - Parcels with more than 500 feet of roadside frontage may be evaluated for more than one (1) drive.
 - Agricultural parcels may be evaluated for an additional driveway for agricultural purposes.
15. All concrete driveways must stop a minimum of three (3) feet from the edge of pavement of the road.
16. All concrete driveways must be one (1) inch lower than the edge of pavement of the road, where the concrete stops.

Initial that you have read the above conditions on this permit application: _____.

ADDRESS:

Address Assigned: _____

Assigned By: _____
Representative of the County Engineer

Date

ACCESS PERMIT:

Permit for access under the conditions stated is hereby: ☐ Granted ☐ Denied

Approved By: _____
Representative of the County Engineer

Date

Final inspection of this access point has been performed by the Allen County Engineer’s Office.
The access point is located where specified in the permit.

Approved By: _____
Representative of the County Engineer

Date

DRIVEWAY PERMIT:

Minimum size drive pipe required: _____

Sized By: _____
Representative of the County Engineer

Date

Permit to do this work under the conditions stated is hereby ☐ Granted ☐ Denied

Approved By: _____
Representative of the County Engineer

Date

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

Approved By: _____
County Engineer Inspector

Date

Pipe Type Used: ☐ Reinforced Concrete Pipe ☐ Corrugated Metal Pipe ☐ Steel Casing ☐ Other: _____