

# Application To Work Within A Township Right-Of-Way

Please complete the attached forms and submit them to the Administration office for approval by the Board of Trustees.

You may submit the Application by mail:

St. Clair Township  
Administration  
15442 Pugh Road, Suite 1  
Calcutta, OH 43920

Or email [ddawson@stclairtwp.com](mailto:ddawson@stclairtwp.com)

Or email [cbeverly@stclairtwp.com](mailto:cbeverly@stclairtwp.com)

Or drop it off at the Administration office.

Questions? Please call: 330.382.1022 Deb Dawson, Fiscal Officer

330.382.1004 Carolyn Beverly, Administrative Assistant  
to the Fiscal Officer

Thank you.

St. Clair Township - Columbiana County, Ohio  
15442 Pugh Road, Suite 1  
Calcutta, OH 43920  
Phone (330)382-1004 Fax (330)386-1248

**APPLICATION TO WORK WITHIN A TOWNSHIP RIGHT OF WAY**

OHIO REVISED CODE CHAPTER 5547. AUTHORIZED BY COLUMBIANA COUNTY COMMISSIONERS RESOLUTION VOL.44, PG. 325

TOWNSHIP ROAD NAME AND NUMBER \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ SECTION NUMBER \_\_\_\_\_

**UTILITY OWNER'S NAME AND ADDRESS:**

**BUSINESS MAILING ADDRESS**

**PROJECT ADDRESS**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

CITY: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate date to begin: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approximate date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

HAS THE WORK AREA BEEN MARKED WITH A STAKE OR FLAG? YES / NO (CIRCLE ONE)

**\*\* PLEASE INCLUDE A PLAN OF THE PROJECT \*\***

CALL BEFORE YOU DIG (2 WORKING DAYS)

800-362-2764

IT'S THE LAW

OHIO UTILITY PROTECTION SERVICE

(FOR TOWNSHIP USE ONLY)

**APPROVAL SIGNATURES: (2 TRUSTEE SIGNATURES REQUIRED)**

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE APPROVED

VALID FOR 90 DAYS FROM THIS DATE

Phone (330)382-1004

Fax (330)386-1248

**St. Clair Township  
Board of Trustees**  
15442 Pugh Road, Suite 1  
Calcutta, Ohio 43920

**APPLICATION TO WORK WITHIN A TOWNSHIP RIGHT OF WAY INSTRUCTIONS**

PLEASE COMPLETE THE TOP PORTION OF THE APPLICATION AND SIGN ON THE LINE STATING AUTHORIZED SIGNATURE

TOWNSHIP ROAD NAME: THE TOWNSHIP ROAD NAME AND NUMBER

TOWNSHIP: THE TOWNSHIP IN WHICH THE PROJECT IS LOCATED

SECTION NUMBER: THE TOWNSHIP SECTION NUMBER

ADDRESS: THE UTILITY OWNER'S NAME AND MAILING ADDRESS INCLUDE PROJECT ADDRESS OF NEAREST PROPERTY OWNER TO THE PROJECT

PHONE NUMBER: YOUR BUSINESS PHONE NUMBER

DESCRIPTION: INCLUDE ALL PERTINENT INFORMATION ABOUT THE PROJECT

SIGNATURE: PROJECT MANAGERS, COMPANY OFFICER, ETC....

PLAN: A PLAN IS REQUIRED. THE PLAN SHOULD SHOW THE ROAD, ANY EXISTING DRIVEWAYS, PROPERTY LINES, MAILBOXES, POWER POLES, EXISTING DRAINAGE CULVERTS, ETC... AND THE LOCATION OF THE WORK TO BE DONE

MARKING: A STAKE OR FLAG SHALL BE PLACED IN THE LOCATION OF THE WORK AREA, SO THE TOWNSHIP ROAD SUPERVISOR CAN LOCATE THE AREA.

**AFTER THE APPLICATION AND PLANS ARE COMPLETE AND RETURNED TO THE TOWNSHIP FISCAL OFFICER, A TOWNSHIP OFFICIAL WILL INSPECT THE WORK AREA. THE ROAD SUPERVISOR WILL DETERMINE IF THE PROJECT WILL CONFORM TO THE CONSTRUCTION STANDARDS ESTABLISHED BY THE TOWNSHIP.**

**NO OPEN CUTTING OF ANY TOWNSHIP ROADWAY SHALL BE PERMITTED**