

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

AUTHORIZATION FORM

(PLEASE CHECK BOX)

DRIVEWAY CULVERT DITCH

APPLICATION TO WORK WITHIN A TOWNSHIP RIGHT OF WAY

OHIO REVISED CODE CHAPTER 5547. AUTHORIZED BY ST. CLAIR TOWNSHIP BOARD OF TRUSTEES RESOLUTION 97-MAR-144

TOWNSHIP ROAD NAME AND NUMBER _____

TOWNSHIP _____ **SECTION NUMBER** _____

PROPERTY ADDRESS

MAILING ADDRESS

NAME: _____

NAME: _____

STREET: _____

STREET: _____

CITY: _____

CITY: _____

ZIP CODE: _____

ZIP CODE: _____

HOME PHONE: _____

WORK PHONE: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

PROPERTY OWNER'S SIGNATURE: _____ **CALL BEFORE YOU DIG (2 WORKING DAYS)**

800-362-2764

IT'S THE LAW

OHIO UTILITY PROTECTION SERVICE

**** PLEASE MARK THE WORK AREA WITH A STAKE OR FLAG ****

RETURN YOUR COMPLETED AUTHORIZATION FORM ALONG WITH SKETCH TO THE ROAD DEPARTMENT VIA FAX OR MAIL:

ST. CLAIR TOWNSHIP - ROAD DEPARTMENT

15442 PUGH ROAD, SUITE 1

EAST LIVERPOOL, OH 43920

PHONE (330) 385-5509 - FAX (330) 385-5510

(FOR TOWNSHIP USE ONLY)

ROAD SUPERVISOR INSPECTION DATE: ____/____/____

CULVERT SIZE REQUIRED: _____

No. OF CATCH BASINS NEEDED: _____

TOWNSHIP OR PRIVATE CONTRACTOR: _____

ROAD SUPERVISORS SIGNATURE: _____

VALID FOR 90 DAYS FROM THIS DATE: ____/____/____

**ST. CLAIR TOWNSHIP
ROAD DEPARTMENT
15442 PUGH ROAD, SUITE 1
CALUCTTA, OH 43920**

Driveway Culvert & Ditch Authorization Form Instructions

PLEASE COMPLETE THE TOP PORTION OF THE AUTHORIZATION FORM AND SIGN ON THE LINE INDICATED

TOWNSHIP ROAD NAME: THE TOWNSHIP ROAD NAME AND NUMBER

SECTION NUMBER: THE TOWNSHIP SECTION NUMBER

ADDRESS: THE PROPERTY OWNERS NAME AND MAILING ADDRESS
INCLUDE PROPERTY ADDRESS IF DIFFERENT FROM MAILING ADDRESS

PHONE: YOUR HOME PHONE NUMBER AND A PHONE NUMBER THAT YOU CAN BE
REACHED AT BETWEEN THE HOURS OF 8:00 A.M. – 3:00 P.M.

DESCRIPTION: WHAT YOU WOULD LIKE TO HAVE DONE

PROPERTY OWNER: PROPERTY OWNERS SIGNATURE

SKETCH: A SKETCH IS REQUIRED. THE SKETCH SHOULD SHOW THE ROAD, ANY EXISTING
DRIVEWAYS, PROPERTY LINES, MAIL BOXES, POWER POLES, EXISTING
DRAINAGE CULVERTS, ETC.... AND THE LOCATION OF THE WORK TO BE
COMPLETED

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

AFTER THE AUTHORIZATION FORM AND SKETCH ARE COMPLETE AND RETURNED TO THE TOWNSHIP ROAD SUPERVISOR THE WORK AREA WILL BE INSPECTED. THE ROAD SUPERVISOR WILL DETERMINE THE CULVERT SIZE AND MATERIALS NEEDED FOR THE CONSTRUCTION. THE DECISION OF THE TOWNSHIP ROAD SUPERVISOR IS FINAL. THE CONSTRUCTION AND MATERIALS MUST MEET OR EXCEED HIS RECOMMENDATIONS. IF THE CONSTRUCTION AND MATERIALS DO NOT MEET THE REQUIREMENTS OF THE ROAD SUPERVISOR, THEN THEY WILL BE REMOVED BY THE TOWNSHIP.

St. Clair Township, Columbiana County, Ohio
Board of Trustees

DITCH AUTHORIZATION GENERAL INFORMATION:

All property owners who want to pipe a ditch closed must have a valid township permit. The size of the pipe and the number of catch basins necessary to complete the work shall be determined by the township Road Supervisor.

The township will not pipe a ditch closed for the property owner. This work must be performed by the property owner or a private contractor. The township's standards and the specifications for the work must be strictly adhered to by the property owner. Failure to meet the township's standards will result in the removal of the pipe by township work forces. All associated costs of this removal may be charged to the property owner.

STANDARDS AND SPECIFICATIONS:

- 1) Pipe size shall be determined by the township Road Supervisor.
- 2) A catch basin shall be installed every 120 ft of pipe.
- 3) A clean out shall also be installed for every sixty (60) feet of pipe.
- 4) The number of catch basins shall be determined by the township Road Supervisor.
- 5) The materials for the project must be approved by the township Road Supervisor.
- 6) The installation must be inspected by the township Road Supervisor before the pipe is backfilled. Failure to have the installation inspected may result in the township removing the pipe.
- 7) Catch basins shall have a **minimum of four (4) square feet of opening (2x2 grate)**
- 8) Clean out shall have a minimum of one (1) square foot opening.
- 9) Every ditch must have a 6" inch swale below the berm of the road for water drainage to the catch basin or cleanout.
- 10) Water cannot backup on the roadway or berm (this is just cause for pipe removal).

APPROVED MATERIAL:

The property owner will provide double walled, smooth lined polyethylene plastic pipe **ONLY** and all other necessary items for the installation of pipe.

MINIMUM DIAMETER FOR THE PIPE WILL BE 12 INCHES

The property owner shall provide one of the following types of catch basins, and all necessary items for the installation of the catch basin.

- 1) Precast concrete catch basin / or clean out
- 2) Concrete block catch basin / or clean out
- 3) Plastic polyethylene catch basin / or clean out

MAINTENANCE

The property owner shall be responsible for all maintenance of the pipe and the catch basins. If the pipe is not properly maintained by the property owner, it will be removed by the township work forces.

St. Clair Township, Columbiana County, Ohio
Board of Trustees

DRIVEWAY CULVERT AUTHORIZATION GENERAL INFORMATION:

ALL driveways entering a township road right of way shall have a driveway culvert installed to facilitate roadway drainage.

Driveway culvert size shall be determined by the township Road Supervisor.

The township Road Department will install driveway culvert when:

- 1) A valid authorization form has been issued to the property owner (Road Supervisor's signature required)
- 2) The property owner supplies the culvert (size determined by the Road Supervisor)
- 3) The township is doing work in the area of the culvert
- 4) The property owner pays for the culvert. The township will provide backfill material and install the culvert free of charge. ***The township WILL NOT be responsible for the replacement of blacktop or concrete for driveways.*** The township will cut the driveway to make a neater repair, but the property owner will be responsible for the replacement of the blacktop or concrete to original condition.
- 5) The township will install **up to forty (40) feet** of pipe for a driveway
- 6) A steel or plastic grate is required to be installed at the end of any solid driveway with a slope grade of 5% or greater. The required grate size shall be 75% of the total width of the bottom of the driveway with a 6" inch swale (this would be determined by the Road Supervisor by the length and width of the driveway).

A private contractor may install driveway culverts when:

- 1) A valid permit has been issued to the property owner (Road Supervisor's signature required)
- 2) The property owner or contractor supplies the culvert (size determined by the Road Supervisor)
- 3) All costs are to be paid by the property owner.

NOTE: If a private contractor installs the driveway culvert, the township Road Supervisor must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling the trench may result in the township removing the driveway culvert.

MAINTENANCE:

After installation of the culvert, all future maintenance becomes the responsibility of the property owner. The township will in no way be held responsible for future maintenance.

DRIVEWAY CULVERT EXCEPTIONS:

A driveway culvert may not be needed if the drive is located on the crest of a hill.