

WORK WITHIN ROAD RIGHT-OF-WAY
PERMIT APPLICATION
Marion Township Trustees
5405 Kiggins Rd.
Delphos, OHIO 45833

Phone (419) 692-8846

Date:_____

Must be completed within 180 days

Permit Fees (Non-refundable) (Check all that apply)

☐ Small Project (400 linear feet or less):	\$ 200.00	Each
☐ Road Bore:	\$ 500.00	Each
☐ Road Cut:	\$ 500.00	Each
☐ Large project (more than 400 linear feet):	\$2,000.00	Each
☐ Agricultural Purposes:	\$ 200.00	Each
☐		

Total Permit Fee = \$_____

Performance Bond (Refundable upon Marion Township Road Foreman’s Approval)
(Check all that apply)

☐ Small Project (400 linear feet or less):	\$ 800.00	Each
☐ Road Bore:	\$2,000.00	Each
☐ Road Cut:	\$2,000.00	Each
☐ Large project (more than 400 linear feet):_____Linear Feet x \$5	\$ _____	
☐ 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://allencountyohengineer.com/standard-dwgs/> Marion Township does not locate any roadside drainage tiles
or structures. The location of all roadside drainage tiles or structures are the responsibility of the contractor.

Applicant name:_____
(Please Print) (Same name as where bond is to be returned)

Mailing Address:_____
(Street) (City) (State) (Zip Code)

Phone #: (____) _____ Email:_____

Project Location : on or along _____ Road
☐North ☐ South ☐ East ☐ West: 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 Tap, Parallel to pavement (See section 3)
- ☐ Road Bore (See section 4)
- ☐ Road Cut (See section 5)
- ☐ Agricultural Purposes (See section 6)

Briefly explain work to be performed:_____
_____and according to attached plan.

Date work is to begin:_____

Date work is to be completed:_____

General Specifications:

1. All construction must comply with the ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS.
2. MARION TOWNSHIP 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 MARION TOWNSHIP 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 MARION TOWNSHIP 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 MARION TOWNSHIP.
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 MARION TOWNSHIP, the MARION TOWNSHIP 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 three (3) years after the construction meets the specifications set forth by the MARION TOWNSHIP, the MARION TOWNSHIP 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 MARION TOWNSHIP. The performance bond from the original permit will be transferred to the new permit.
10. Any and all pavement repair work on Township 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.

Section 1: Utility Installation:

1. State fully and completely on this permit application the type of utility installation proposed.
 - a. If pole line, give the following information:
 - i. Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement, and voltage, if power line.
 - b. If pipe, conduit or cable, give the following information:
 - i. 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:
 - a. State conditions preventing the installation under pavement by driving or boring.
 - b. Give specific dimensions since pavement replacement costs will be checked against information.
 - c. Contractor performing work will at the applicants expense:
 - i. Replace the pavement, in accordance with all ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS.

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.
 - a. No permit will be issued which is intended to discharge effluent from downspouts or water softeners.
 - b. 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 the ALLEN COUNTY STANDARD CONSTRUCTION DRAWING TAP-TY & CB.
 6. The applicant will notify the MARION TOWNSHIP 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 MARION TOWNSHIP 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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Section 3: Tile Installation Specifications:

- 1. Backfill all tile installations as outlined in ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS BFB-1, BFT-1& BFT-2. The standard Construction drawings have specific instruction on the type of backfill to be used based on the location of the opening in relation to the roadway.
- 2. Place a minimum of six (6) inches of asphalt as a wearing surface (Done by Township/County Engineer, if needed (cost will be taken out of bond)).

Also include the following information:

- a. Distance construction will occur off edge of pavement_____feet.
- b. Average width of open trench_____feet.
- c. Average depth of open trench._____feet.

Section 4: Road Bore Specifications:

- 1. Place a minimum of six (6) inches of asphalt as a wearing surface (Done by Township/County Engineer, if needed (cost will be taken out of bond)).

Also include the following information:

- a. Distance bore pits will be constructed off edge of pavement_____feet.
- b. Size of bore pits:_____feet long by_____feet wide by_____feet deep.

Section 5 Road Cut Specifications:

- 1. It is the contractor's responsibility to place and maintain signs on the road-during construction as per the Ohio Manual of Uniform Traffic Control Devices (O.M.U.T.C.D.).
- 2. The contractor will saw cut the road on both sides of the trench, one foot wider than the trench on each side (a minimum of four feet wide, as outlined in ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS RC-1).
- 3. Place a minimum of six (6) inches of asphalt as a wearing surface (Done by Township/County Engineer, if needed (cost will be taken out of bond))
- 4. The contractor must provide plates to cover the exposed trench from the time it is excavated until the Township/Allen County Engineer places the asphalt (within 5 working days).

Also include the following information:

- a. Conditions necessitating open cutting of pavement.
- b. The opening in the pavement will be approximately _____feet long by_____feet wide by _____feet deep.

Section 6: Agricultural Purposes Specifications:

- 1. The applicant must give at least twenty four (24) hour notice prior to closing the road.
- 2. Contractor will erect the "Road Closed" signs on the day of the closure.
- 3. The road shall only be closed during daylight hours.
- 4. The road cannot be closed until all school buses have passed in the morning (if school is in session).
- 5. The road must be open to allow school buses to pass in the afternoon (if school is in session).
- 6. The road must be open to allow emergency vehicles to pass at all times.
- 7. The applicant may close the road for a maximum of four (4) hours every six (6) months and no more than two (2) times per.
- 8. The applicant agrees to protect the traveling public at all times and indemnify and save harmless Marion Township against damage that may occur through the use of this permit.

Also include the following information:

This application is requesting a permit to close_____Road in the following location
Between_____Road and_____Road.
The road will be closed from_____to_____on_____
(TIME) (AM OR PM) (TIME) (AM OR PM) (Date of Closure)

IF THE MARION TOWNSHIP INSPECTOR IS NOT NOTIFIED WITHIN 24 HOURS 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 Marion Township. The performance bond from the original permit will transfer to the new permit.

Signature of Applicant

Date

☐ Landowner ☐ Contractor

OFFICE USE ONLY

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

By: _____
Representative of Marion Township

Date

Final inspection of this project has been performed by Marion Township, and the applicant is hereby released of all requirements set forth by this permit.

By: _____
Representative of Marion Township

Date