

**Troy Township**  
Maintenance Department  
237 Krotzer Avenue  
Luckey, Ohio 43443  
Phone: 419-833-5111

Available online at [www.troytownship.org](http://www.troytownship.org)

<b>General Permit</b>
Twp. Permit No: _____
Date: _____
Fee: _____
Cash: _____
Check No: _____
Receipt No: _____

**APPLICANT/OWNER INFORMATION:**

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**PROJECT LOCATION:**

Owner: \_\_\_\_\_ Address \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Anticipated Construction Begin Date: \_\_\_\_\_ Completion Date \_\_\_\_\_  
Plat Number: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Township: \_\_\_\_\_

**PERMITS ARE VALID FOR 180 DAYS.**

Application made by: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed/Owner: \_\_\_\_\_ Printed/Contractor: \_\_\_\_\_  
Signature/Owner: \_\_\_\_\_ Signature/Contractor: \_\_\_\_\_

Please select how you would like to receive your permit: \_\_\_\_\_ US MAIL \_\_\_\_\_ EMAIL

**By signing this permit Application, the Applicant/Owner, Permit Holder, their successors-in-interest, employees, contractors, agents, or assigns agree to indemnify and hold Troy Township, Wood County, Ohio, their employees, agents and assigns, harmless for injuries or death to persons or damage to property resulting from the work performed under the permit and will indemnify them against any and all liability, loss, damages, cost or expense which they may incur, suffer or be required to pay by reason of the work performed under this permit.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Troy Township  
Maintenance Department**

I hereby make application for a permit to install or perform work in the public right-of-way of the unincorporated areas of Troy Township for a: (check all items that apply):

**ACCESS:** \_\_\_ Curb Cut (\$25) \_\_\_ Driveway (\$25) \_\_\_ Private Drive Culvert (\$100) \_\_\_ Twp Permit(Y/N)  
R.C. 5552.02/5543.16

**PRIVATE DRIVE CULVERT:** (Complete the following information)

Road Name: \_\_\_\_\_ Side of Road: \_\_\_\_\_

Distance to Nearest Crossroad: \_\_\_\_\_

**Note:** Install culvert to the proper grade with the size and type of material as specified by the Wood County Engineer. Contact (419) 354-9069 for sizes and to schedule any associated work. See also General Condition No.1 attached.

**FOR OFFICE USE ONLY**

Existing Culvert: Yes \_\_\_ No \_\_\_ Size if Known: \_\_\_\_\_

Acres Drained: \_\_\_\_\_

Ditch Number, if known: \_\_\_\_\_ Size and Pipe Type Recommended \_\_\_\_\_

Grade Set: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Grade Checked: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**CURB CUT OR DRIVEWAY:** (Complete the following information)

1. \_\_\_ Residential \_\_\_ Commercial driveway to parcel located on the \_\_\_ N, \_\_\_ S, \_\_\_ E, \_\_\_ W side of \_\_\_\_\_ (Road Name), approximately \_\_\_ +/- feet \_\_\_ N, \_\_\_ S, \_\_\_ E, \_\_\_ W of \_\_\_\_\_ (Nearest Road Intersection).

2. Approximately \_\_\_ +/- feet of curb will need to be cut down as part of this driveway installation.

**Note:** Curb cuts shall be saw cut or curb removed and reconstructed with a curb drop to a point no less than one and one-half (1-1/2) inches above the surface of the pavement and shall not exceed \_\_\_ feet in length.

**UTILITIES:** \_\_\_ Gas (\$25) \_\_\_ Electric (\$25) \_\_\_ Cable (\$25) \_\_\_ Fiber Optic (\$25)

R.C. 5547.04/1723.02 \_\_\_ Water (\$25) \_\_\_ Sanitary (\$25) \_\_\_ Storm (\$25)

Description: \_\_\_\_\_

**ROADWAY:** \_\_\_ Open Cut (\$750) \_\_\_ Road Bore (\$50) \_\_\_ Storm Tap (\$100) \_\_\_ Other (\$25)

R.C. 5543.09

Description: \_\_\_\_\_

**STORM TAP:** (Complete the following information)

1. \_\_\_ Size for the pipe for footer tile, sump pump or general lot/parcel drainage to \_\_\_\_\_ (Location description).

2. Notes or Alternate Description \_\_\_\_\_.

**OPEN CUT/ROAD BORE**

1. Size and slope of the conduit shall be as set by the Wood County Engineer. Plastic pipe must be 12 inches minimum in diameter, have a minimum of six (6) inches of back fill over the conduit and 18 inches of additional cover.
2. Construct the final surface to drain and slope away from the edge of pavement.
3. Install a temporary wearing surface of three (3) inches of Asphalt Cold Mix immediately after backfilling all trenches to maintain disturbed road surface.
4. Install permanent replacement pavement to match existing asphalt/stone composition or the WCE minimum pavement replacement (standard of four (4) inches of asphaltic concrete on twelve (12) inches of aggregate base), whichever is greater.
5. Submit a maintenance bond for \$5,000.00 to the Troy Township Trustees for 12 months.
6. See General Conditions attached for other relevant requirements.

## General Conditions

For purposes of the Application(s) and General Conditions, "Troy Township Trustees" means the elected official or a duly authorized employee of the Troy Township Trustee office.

Applicants/permit holders shall comply with the following:

1. Attach detailed plans and drawings, including elevations and materials to be used, for work performed under the permit. Describe briefly and include a sketch of the traffic control and maintenance anticipated for this project.
2. Submit a schedule of all work to be performed in the public right-of-way two (2) weeks prior to starting work. If schedule changes, contact Troy Township Maintenance Department at (419)833-5111. Failure to timely submit a schedule of work can result in revocation of the permit.
3. Notify the Troy Township Maintenance Department (419)833-5111 seven (7) working days prior to commencing the work under the permit or if you are requesting grade stakes. Notify the Troy Township Maintenance seven (7) days prior to commencing work if a detour is necessary.
4. Keep the permit in the possession of the person in charge of the work site who shall produce the permit upon request by Wood County Engineer personnel.
5. Obtain prior Troy Township Maintenance Department approval of any revisions to the work described in the application or the attached plans.
6. Perform all work in accordance with Ohio Department of Transportation's (ODOT) current edition of Construction and Material Specifications, this permit and all special conditions and attachments.
7. Keep all pavements, drive areas, etc. clean within work and haul areas and to restore all disturbed areas to the condition that existed prior to performing the work or better, and to the satisfaction of the Troy Township Maintenance Department.
8. Furnish and maintain lights, signs, barricades and flagger's necessary for the protection of traffic at all times, day and night, during the work listed under this permit. All traffic control devices, flaggers, traffic maintenance methods and other operations to provide for protection of traffic shall conform to the requirements of the ODOT Construction and Materials Specifications, Current Edition and the ODOT Manual of Uniform Traffic Control Devices for Streets and Highways, current edition, including all applicable revision.
9. Backfill all trenches under pavement, berms, sidewalks and all trenches within five (5) feet of the edge of pavement/berm using granular material (ODOT Item 703.11, Type 1 and Type 3) and to meet ODOT compaction requirements.
10. Call the Troy Township Maintenance Department for approval of work prior to any backfilling or covering of work and for final inspection and approval at the completion of the project.
11. Replace or repair at the Applicant/Permit Holder's expense any right-of-way feature or structure determined to be damaged by the work performed under this permit and discovered within one year of the Troy Township Maintenance Department final inspection and approval of the work.
12. The permit holder shall be responsible to provide an operator and excavating equipment to repair any bank slides which occur within 30 days of the final inspection and approval of the work.

If the permit holder or his agent(s) performs work contrary to the approved plans and, after notice from the Troy Township Maintenance Department fails to correct such work or remove such structure or material as directed, the Troy Township Maintenance Department may with or without further notice, correct the work, remove such structure or material, and/or place protective material, device or flaggers at the permit holder's expense.

If a road-related public improvement in the right-of-way requires the relocation or removal of work performed or equipment installed by a permit holder within the public right-of-way, the permit holder, after notice from Troy Township Maintenance Department, must remove and/or relocate work and structures at the permit holder's expense. Removal and relocation shall be under the direction of the Troy Township Maintenance Department, shall be performed in a timely fashion. Any additional cost due to delay, removal, or relocation by permit holder shall be assessed to the permit holder.