

LAWRENCE COUNTY, OHIO
COUNTY HIGHWAY RIGHT OF WAY
POLICIES, PROCEDURES AND MINIMUM CONSTRUCTION SPECIFICATIONS



Office of the Lawrence County Engineer
3001 South 6th Street
Ironton, Ohio 45638
www.lawrencecountyengineer.org

REVISED 07 /31 /2014

TABLE OF CONTENTS

SECTION 100 HIGHWAY RIGHT OF WAY POLICY & PROCEDURES

101 FOREWORD	2
102 SCOPE AND APPLICATION	
102.01 SCOPE	2
102.02 PURPOSE	2
102.03 ADMINISTRATION	3
102.04 APPLICATION PROCEDURE	3
102.05 RELATION TO OTHER LAWS	3
102.06 AMENDMENTS	3
102.07 SEVERABILITY	3
102.08 PERMITS	3
102.09 PERMIT APPLICATIONS	4
102.10 PERMIT APPLICATION REVIEW	4
102.11 PERMIT APPROVAL	5
102.12 POLICY	4
103 GENERAL PROVISIONS AND SPECIFICATIONS	5
103.01 ROAD OBSTRUCTIONS	5
103.02 EXCAVATION	6
103.03 DRIVEWAYS	7
103.04 AERIAL LINES/POLES/OVERHEAD STRUCTURES	8
103.05 UNDERGROUND INSTALLATIONS	8
103.06 DITCH ENCLOSURES	9
103.07 ROAD BORES	9
103.08 SIGNS	10
103.09 SPECIAL USE/EVENT, PURPOSE GENERAL PROVISIONS AND PROCEDURES	14
104 RESOLUTION: LAWRENCE COUNTY COMMISSIONERS	11

SECTION 200 HIGHWAY PERMIT APPLICATIONS AND OTHER PROVISIONS

201 APPLICATIONS FOR PERMITS	
201.01 APPLICATION FOR PERMIT TO WORK WITHIN THE RIGHT OF WAY	15
201.02 APPLICATION FOR SPECIAL HAULING PERMIT & SPECIFICATIONS	16
201.03 APPLICATION FOR SPECIAL USE PERMIT	20

SECTION 300 STANDARD DRAWINGS AND DESIGN SPECIFICATIONS

301 STANDARD DRIVEWAY DESIGNS INDEX	22
301.01 UNCURBED DRIVEWAY ALONG UNCURBED COUNTY ROAD	23
301.02 UNCURBED DRIVEWAY ON CURBED ROAD; CURBED DRIVEWAY ON CURBED ROAD	24
301.03 CURBED DRIVEWAY ON UNCURBED ROAD	25
301.04 STANDARD PLANS FOR DRIVEWAY PIPE INSTALLATION AND PROFILE	26
301.05 STANDARD DRIVEWAY CROSS SECTION AND DRAINAGE SPECIFICATIONS	27
301.06 STANDARD PROFILE FOR STEEP DRIVEWAYS	28
301.07 TYPICAL FILL FOR OPEN CUT TRENCHES AND IN PAVEMENT REPAIRS SPECIFICATIONS	29
301.08 COUNTY ROAD CROSSOVER PIPE STANDARDS	30
301.09 TYPICAL DITCH ENCLOSURE DETAIL	31
301.10 TYPICAL CATCH BASIN/INLET PLAN	32
301.11 TYPICAL MAILBOX TURNOUT DESIGN CASE A	33
301.12 TYPICAL MAILBOX TURNOUT DESIGN CASE B	34
301.13 STANDARD PLANS FOR MAILBOX LOCATION	35
301.14 STANDARD PLANS FOR MAILBOX POST CONSTRUCTION	36
301.15 TYPICAL ROAD BORE SPECIFICATIONS	37
301.01-1 TYPICAL PROFILE OF SIGN LOCATION	38
301.02-2 TYPICAL SIGN LAYOUTS AT ROAD INTERSECTIONS	39
301.01-3 HIGH WATER SIGN PLACEMENT	40

SECTION 400 MAILBOX INSTALATION AND DAMAGE REPLACEMENT POLICY

401 REQUIREMENTS FOR INSTALLATION OF MAILBOXES AND STANDARD DRAWINGS	41
402 MAILBOX DAMAGE REPAIR AND REPLACEMENT POLICY	

SECTION 100 HIGHWAY RIGHT OF WAY POLICIES AND PROCEDURES

101 FOREWORD

The Lawrence County Engineer and Board of County Commissioners are responsible for maintaining the public highways under its jurisdiction in accordance with Ohio Revised Code Chapters 5547 and 1723 as is necessary to preserve the integrity, operating safety and function of the highway facilities. Since in the manner in which the installation of driveway approaches, ditch enclosures, fence and aerial lines, storm water discharges, utility installations, etc. can materially affect the safe operation and maintenance of the highways, it is necessary that the County Engineer be able to reasonably regulate the use and occupancy of the public highway rights-of-way.

The purpose of the policies and procedures is to set forth herein conditions under which property owners, utilities and others may utilize the public highway rights-of-way under the jurisdiction of the Lawrence County Engineer and Board of County Commissioners. It is the intent of the policies specifications to permit the use of public rights-of-way in such a manner that investments in the highways, the safety of the highway user, highway maintenance requirements, proposed highway improvements and other considerations are preserved. These policies and procedures provide guidelines for permitting uniform practices throughout the County for the accommodation of residents, utilities and highway users and recognizes the need for special consideration for unusual or hardship situations.

The policies and procedures may be modified by the Lawrence County Engineer as conditions dictate for the safe operation of the county highways.

102 SCOPE AND APPLICATION

102.01 Scope:

To effectively control the secondary uses of the public county highway rights-of-way and administer the policies and procedures as set forth herein. The Board of Lawrence County Commissioners require that a permit application be submitted to the County Engineer with all pertinent plans showing the proposed work to be performed within the right-of-way. This policy applies to all users; intended, proposed, or current, public or private-which intend to or are currently occupying county highway right of way.

102.02 Purpose:

The policies and procedures set forth herein are intended to establish minimum standards to promote and protect the health, safety, and welfare of the traveling public.

These policies are not intended to supersede specific permits or agreements previously issued or entered into by the county for the occupancy of highway right of way, nor does it supersede specific requirements of other governmental agencies or bodies.

It is the goal of the County to insure the following:

- Improve public safety by protecting the utility, function, capacity, and safety of the county highway system and to improve public safety in the development, design and operation of the county highway system.
- To maintain and protect the highway system's function and ability to move people and goods efficiently and conveniently.
- Maintain and/or improve upon the level of service of our public county roadways as additional properties are developed within the county. The County is committed to minimizing the traffic hazards along county highways by preventing any conditions from occurring due to inadequate development and designs in driveway approaches and locations, obstructions, utility placement, property development, etc., that cause or contribute to a decline in the highway's design and function that requires excessive expenditure of public funds to correct.
- Continue to seek additional funding to supplement existing budget to further aid in the improvement of county roadways and create a positive driving experience and insure safe access to and from properties located on these roadways.
- Create a set of minimum standards as a guideline for those who wish to develop properties, construct improvements, place utilities or generally work within the county highway right-of-way.
- These policies and procedures shall be held to be the minimum requirements adopted for the protection of the health, safety, and welfare of the traveling public.

102.03 Administration:

The policies and procedures shall be implemented and administered by the County Engineer as granted by the County Commissioners. These policies will be applied to all applicable projects that will be proposed within the limits of the County Highway Right-of-Way. The County Engineer may, under his direction, appoint a representative to administer said policies and procedures.

102.04 Application Procedure:

The applicant/owner shall submit an application for permit to work within the Right-of-Way of the County Highway to the Office of County Engineer along with at least two (2) copies of the proposed construction plans inclusive but not limited to: plan views, sections, profiles, details, quantities, reference specifications and standard drawings to scale. Two (2) copies of drainage analysis, calculations, and other specifications may also be required. A copy or copies of an engineers' construction estimate may be required. The County Engineer may require that all plans, specifications and calculations be prepared by a registered professional engineer.

The Engineer or his designee will review the application and make a field review of the site (**the site is to be marked by flagging or stakes for identification by the applicant**) to determine if the proposed work is compliant with county minimum standards. Once the Engineer approves the application a permit will be issued with any and all conditions set forth and the expiration date of said permit. The Engineer may require, at his discretion, a bond to be secured to insure compliance on all work permitted

102.05 Relation to Other Laws:

The provision of the policies and procedures shall supplement any and all laws of the State of Ohio, resolutions of Lawrence County, or any and all rules and regulations promulgated by other authorities.

102.06 Amendments:

The Lawrence County Engineer may amend or supplement the policies and procedures at any time if deemed necessary.

102.07 Severability:

If, for any reason, any clause, sentence, paragraph, section or other part of these policies and procedures should be decided by a court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so held to be invalid.

102.08 Permits:

Permits will be required for any and all roadway/right-of-way access, occupancy, construction and the use of or within Lawrence County Highway Rights of Way including, but not limited to, the following categories: Utility operations, service connections, commercial and residential development, driveway access, movement of oversize/overweight and over dimensional vehicles, road closures, banner hanging, landscaping, trees, shrubs, grass etc, signs, ditch enclosure and any other uses as deemed necessary by the County Engineer. . Application for permits shall be obtained from and submitted to the County Engineer before any work will be allowed. All private and public utility agencies will be required to obtain a permit for utility work in the County right-of-way. They will be responsible for maintaining said utilities in a manner that, in the opinion of the County Engineer, does not interfere with highway maintenance or other highway work. Permits will only be issued to the owner (utility company, Municipality, sewer district, developer, property owner, etc.) of the facility to be installed within the County highway right-of-way. The following are the types of permits issued for proposed use of the county highway right of way.

1. **Right-Of-Way Permit:** Any person, agency, corporation, or others wishing to perform construction work (inclusive of private driveway installation) within the right-of-way, either crossing the road or parallel to it, will be required to submit an Application for Permit for approval by the County Engineer on all County roads. (This includes any and all work by utility companies, landowners, state, and local agencies, and developers, etc.). Permit applications are available for print in the Appendix of these standards.

2. **Special Hauling Permit:** Anyone wishing to use the County roadway system for transporting overweight or oversize loads shall be required to submit an Application for Permit to the County Engineer for approval prior to transporting the load.
3. **Special Use/Event Permits:** In the event that special events or special consideration situations develop that are not covered within the scope of another permit, the County Engineer may at his discretion, recommend the issuance of a one-time Special Use Permit for any unique situation not covered under any other permit.

A **Special Event** is defined as an event serving a public purpose and/or sponsored by a not-for-profit organization. This includes, but is not limited to, marathons, walkathons and similar races, parades, festivals, bicycle and motorized events, fairs, rodeos, charitable fundraising events, but does not include political events or events that could be construed to advocate or oppose a candidate for elections or influence the passage or defeat of a measure on an election ballot.

102.09 Permit Applications and Minimum Plan Submittal for Permits to occupy County Right of way:

Application for all permits and the Policy and Procedures manual can be obtained from the County Engineer's office or from their website (www.lawrencecountyengineer.org) along with design specifications and special hauling requirements.

1. Applications for permits shall be submitted to the office of the County Engineer with any attachments (plans, drawings, calculations etc.) necessary for the County Engineer or his designee to review and assess the application accurately and thoroughly. Permit applications must bear at a minimum the complete name(s), address(s), telephone number(s), email and signature of the property owner(s). **Application by the contractor or anyone other than the owner of the property, or his authorized agent, by power of attorney, is not acceptable.**
2. A minimum of two (2) copies of the application and any attachments shall be submitted. The County Engineer may require additional copies based on the scope, location, and expected impact of the proposed work or use.
3. The information and level of detail required to review an application will vary according to the type of work, occupancy, or use requested. It is strongly recommended that the applicant review the policy and procedures available on the website, or contact the County Engineer's office about the application process before submitting the application.
4. Information and/or attachments may include but are not limited to the following:
 - Property maps such as survey or tax maps showing location of the property. It is understood that the tax maps may not accurately reflect the actual location of your property and are used only for County Taxation Purposes.
 - Site plans, drawings, survey maps, and/or construction and right of way plans as necessary showing the location of the proposed work.
 - Driveway design plans showing type of proposed drive, driveway pipe/culvert, cross sections, elevations and/or drainage profiles and hydraulic calculations.
 - Existing property usage and conditions including existing access, easements, and relation to abutting public roads.
 - Standard construction drawings showing design of improvement and type of proposed material to be used.

It is strongly recommended that applicants seeking permits provide sufficient information such as preliminary plans/maps and documents to adequately illustrate the site, size and type of proposed work so to expedite the permit process in a timely manner.

102.10 Permit Application Review:

- The County Engineer or his designee will review all permit applications. The County Engineer has the sole authority to approve or deny all permit applications requesting the use or occupancy of the County right-of-way. It is the goal of the County to complete the review for all permit requests as expeditiously as possible.
- The scope, location, and expected impacts of the proposal will determine the level of required detail and the type of review necessary to evaluate the application and the length of time necessary to conduct the review and evaluation.
- The review of the Permit Application shall take into consideration the proposed method and duration of construction and the effect on highway traffic. Additional traffic controls for maintaining traffic during

construction, time limits or hours of the day when lanes or shoulders may be closed, or other prudent controls may be required and appended as conditions to the permit to protect traffic from unnecessary delay, or to minimize the possibility of accidents.

- Additional requirements for materials, designs, location or other specifications may be appended so as to bring the proposed work into compliance with County Minimum Standards.

102.11 Permit Approval:

- After the application and all attached recommendations, design modifications, constructions location changes or any other addenda have been completed and reviewed, the County Engineer shall either approve the application as proposed, or require design modifications as appropriate and necessary, or deny the request, consistent with the policies, standards and procedures contained in this manual.
- When a permit is to be issued for an approved application, the permit will be issued on the standard permit form with all general conditions including any modifications, additional provisions, or restrictions that apply to the permit as necessary. The County Engineer shall sign the permit on behalf of the Lawrence County Commissioners, and a copy of the permit shall be given to the permittee. A permit is not valid until it is signed by the County Engineer.

102.12 Policy:

The policy of the Lawrence County Engineer is a **“Clear Road Policy”**. The policy is employed to increase safety, improve traffic movement and enhance the appearance of the highways by designing, constructing and maintaining county highway rights-of-way as wide, flat and rounded as is practical and as free from physical obstructions above the ground (e.g. trees, drainage structures, massive sign supports, utility poles and other ground mounted obstructions) as is practical. To construct, operate, and maintain a safe and efficient highway, bridge, and traffic network to move people and goods throughout the County and aid in the enhancement of community growth, economic well-being, and the quality of life.

103 GENERAL PROVISIONS AND SPECIFICATIONS

103.01 Obstructions:

Ohio Revised Code References: 5529.11, 5547.03, 5543.14, 5547.04, Ohio Supreme Court (1992), 63 Ohio St. 3d 318 - Any object within the right of way may be considered an **“obstruction”**. The Ohio revised Code says in part, All persons using or occupying any part of a highway, bridge, or culvert with any structures or other objects may constitute an obstruction and may interfere with the use of the highway by the traveling public. Any structure, object, or improvement deemed an obstruction by the County Engineer, shall be removed, relocated or modified pursuant to the County Engineers’ designs. The owner shall remove all obstructions within the bounds of the County Highway which have been placed there by them or their agents, or with their consent.

If the County Engineer directs any person to remove, relocate or modify an obstruction and if they do not within five (5) days proceed to so remove, relocate or modify and complete such direction by the County Engineer within a reasonable time, the county can complete to necessary work and the expense shall be collected from the owner or placed on the owners tax duplicate.

No person shall erect, construct or place any obstruction or any object deemed an obstruction within the county highway right of way or on bridges, culverts or other county improvements, without the permission by the County Engineer. Owners of property adjacent county highways shall contact the County Engineer before placing any improvements within the right of way. This includes but, is not limited to, the planting of any trees, bushes, shrubs and other vegetation, mailbox posts, driveways and driveway pipes, fence posts, signs etc.

By obtaining the consent and approval of the County Engineer, obstructions placed within the bounds of county highways without a permit prior to the effective date of these policies, and deemed safe for the traveling public may be permitted to remain upon the approval of the County Engineer.

No individual, firm, or corporation shall place any post, sign, or obstruction within the bounds of the County Highway without first obtaining a permit and approval from the County Engineer.

Any person occupying any part of a county highway, bridge, or culvert, shall relocate their properties within the bounds of such highway, bridges, or culverts, when in the opinion of the County Engineer, they constitute obstructions or interfere with the construction, improvement, maintenance, or repair of such highways, bridges, or culverts, or the use thereof by the traveling public.

103.02 Excavation:

1. All excavations shall be backfilled with SIX (6) inch lifts of suitable material and thoroughly compacted with rollers or mechanical tampers. Backfill will immediately follow line installation so that a minimum length of excavation will be open.
2. Longitudinal lines shall be located between the ditch and the right of way when and if possible. If lines must be located between the ditch and the road surface, backfill must be a granular material compacted as stated above.
3. The edge of any excavation shall not be nearer than five (5) feet to the edge of the road surface. Any excavation four (4) feet deep or deeper shall be substantially shored on the side near the road unless the edge of the excavation is a greater distance from the edge of the road surface than the depth of the excavation.
4. All backfill of excavations in the berm shall be granular, compacted as stated above, with the top six (6) inches equal to or better than the existing. Applicant will repair any settlement occurring in the shoulders or in any traveled way. Shoulders and traveled way shall be graded to conform to adjacent surfaces.
5. Pipe lines crossing under the road surface shall be in steel casing installed by boring or jacking. Tunneling is not permitted. All pipe, casings, conduit or underground cables shall extend either beyond the outer edge of the ditch or the embankment slope if a ditch is not present. **When the highway is constructed in deep cut, the casing, conduit, pipe, or cable shall terminate beyond the shoulders.** Generally, open cutting of the road surface is prohibited regardless of the type of surface. However, in hardship cases or in situations where physical conditions make boring impractical, open cutting of the roadway may be permitted.
6. All pipe, casings, conduit, or underground cables shall ordinarily have a minimum of three (3) feet of cover from the top of the pipe, casing or cable to road or ground surface or bottom of ditch.
7. Casing is required for all pressurized pipelines, regardless of size.
8. Ordinarily lines may be attached to larger bridges if noted on the plans and approved by the County Engineer. **No lines shall be laid over or through existing culverts or structures.**
9. Any driveways or access roads that are crossed shall be cut neatly with a saw or air spade if paved and shall be restored to equal or better than existing.
10. If excavation has been permitted in the road surface, granular backfill compacted in six (6) inch layers is required. Road surface and base must be restored to equal or better condition than existing as soon as possible. Any settlement must be repaired. Road surface must be maintained suitable for traffic for whatever time is necessary until permanent restoration is completed.
11. No tracked equipment will be permitted on any paved road surface.
12. All damage to road surfaces must be repaired to the satisfaction of the County Engineer.
13. All debris and excess dirt must be removed from the roadway, shoulders and ditches. Dirt shall not be left in a position that might cause future blockage of ditches or the roadway. Ditches shall be left clean and open without obstruction to free drainage. Culverts shall not be blocked. The roadside must be left in a neat and presentable condition.
14. Provision must be made during the work itself for adequate drainage of any storm water. Applicant is responsible for any damage to the roadway or adjacent properties caused by storm water as a result of the work. Applicant is responsible for the construction of any new drainage that may become required as a result of work done under this permit to maintain drainage as it presently exists.
15. For all underground installations, any hydrants, flush hydrants, valve boxes, closures, splice boxes, or any other object extending above the ground surface must be located behind any ditch line and/or guardrail and at least **10 feet** from the edge of the pavement/roadway surface. All such objects must be prominently identified and marked and the markings must be permanently maintained to provide adequate visual warning of the location of the projecting object. (rev. 01-06)
16. All materials and designs are required to meet county minimum specifications. Any materials or designs not noted in the county minimum standards shall comply with ODOT minimum material and design specifications.

103.03 Driveways:

Section 5543.16 of the Ohio Revised Code says in part that “Owners of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer.”

Section 5547.04 of the Ohio Revised Code says in part that “The owner or occupant of lands situated along the highways shall remove all obstructions within the bounds of the highways, which have been placed there by them or their agents, or with their consent.

Minimum specifications exist for installation of driveways, and/or drainage pipes along Lawrence County Roads. ***Before constructing or planning to construct a driveway or other improvements within the right or way of a county highway, the County Engineer must first be notified for the construction requirements and to obtain the proper permits.***

Also, prior to the repair, replacement, removal or any other work to an existing driveway, a permit application must be submitted to the County Engineers office for review and approval. The owner is required to set a minimum of two (2) stakes to indicate the edges of the proposed driveway for the inspector to determine if the location is compliant with minimum standards. The stakes must be placed before the application can be processed.

When an application has been received and stakes placed, the County Engineer or his representative will conduct a field check to analyze the conditions of the drive location and drainage conditions in the immediate area of the proposed drive. When and where driveway culvert pipes will necessary to cross an open ditch or replace an existing pipe, the County Engineer/representative will determine the diameter and length of pipe needed.

The profile of driveways must slope away from existing roadway with an adequate swale to insure positive drainage of the roadway. Driveway approaches/aprons may be constructed of any of the approved materials as determined by the County Engineer but should be constructed in a manner that allows for the adequate storm water drainage of the county highway.

No Curbs or headways that would create hazards or hamper maintenance operations, such as snow plowing, mowing etc. will be allowed to be constructed in the shoulder area.

- **Drives at the ditch line shall be lower than the edge of the road so that no water draining from the driveway enters the roadway. (an adequate swale of a minimum 6 inches or greater below the edge of the roadway must be constructed)**

Site Distance: Driveways, or approaches, should be located and designed to enable vehicles to see the driveway or approaches while traveling at legal speeds. The driveways, or approaches, should be placed in an area that allows the vehicles utilizing the drive while entering into the county highway to adequately view oncoming traffic in both directions at a distance sufficient to make a safe entry onto the highway.

Property owners are required to maintain any drive approach to county minimum standards. Existing drives and driveway piped that have deteriorated or have been damaged causing blockage to the flow of water in the roadside ditch/drainage area will be required to be repaired or replaced.

When the County Engineer’s Office determines that an existing pipe must be repaired or replaced, a written notice will be sent to the owner. The owner will be given thirty (30) days from receipt of the notification to complete the required work. Failure by the owner to repair or replace a damaged or deteriorated pipe after notice will be cause for the County Engineer to make the necessary repairs or replacement at the owners expense in accordance with ORC 3767.17. If the damaged or deteriorated pipe presents a danger, directly or indirectly, to the traveling public, maintenance crews and equipment, immediate repair or replacement will be required.

The time limit for construction/installation of a driveway permit approval process is ninety (90) days from the issuance of the permit to completion. During construction, the roadway must be kept clear of dirt, stone and other debris. If construction must utilize the roadway for work, appropriate traffic control and flaggers are required.

1. The construction and repair of driveways to allow access to and from residential, agricultural or commercial properties that front on Lawrence County Highways shall have permission from the Lawrence County Engineer prior to the performance of any work. Driveways must conform generally with one of the standard approach design drawings, or with an alternate proposed design by the applicant and approved by the County Engineer.
2. The driveway should be located so that it allows for the greatest amount of visibility possible for safety of the user of the driveway and also the approaching traffic.

3. Location of the drive, alignment and approach grades are subject to approval by the County Engineer in order to provide a safe drive and to maintain storm water drainage. No pipe smaller than **fifteen (15) inches** in diameter will be permitted.
4. Only approved pipes will be permitted. (Pipes that meet ODOT type A,B,C & D conduit will be acceptable)
5. Slotted pipes or trench drains may be required for proper drainage where no alternate exists to steep driveway grades.
6. No roadside ditch or drainage may be enclosed in pipe unless approved adequate catch basins and inlets are constructed by the owner and the surface graded to insure positive drainage of the county road.(see typical ditch enclosure detail)
7. **The owner retains the maintenance responsibilities for installations covered by this application.**
8. All drives shall maintain a minimum **six (6) inch swale** to insure positive storm water drainage.(see standard drive design profile)
9. Mailboxes represent obstructions with road right-of-way and hazards to the traveling public. All mailbox installations and mailbox shall be constructed in compliance with the Lawrence County Mailbox Installation Policy. **(See Section 400 Mailbox Installation and Damage Replacement policy)**
10. Mailbox turnouts shall comply with Lawrence County Minimum Standards for mailbox turnout design. **(See Section 300 Standard Drawings and Design Specifications)**

103.04 Aerial Lines/Poles/Overhead Structures:

The guidelines for accommodation of aerial lines, poles and overhead structures on county highway rights of way vary with the site conditions, type of line, pole, or structure and the location of the proposed improvement. Design of the utility/improvement facilities shall conform to the following guidelines, but where other local, state, or industry standards are higher, those standards shall prevail.

1. Any poles for aerial lines set shall be as near the right of way line as possible. Preferable the center of the pole to be located not more than one (1) foot from the right of way line. No pole shall be set so close to the traveled way as to be deemed by the County Engineer a hazard to traffic. Any mailboxes and signs must be maintained functional by whatever temporary supports are needed in temporary locations if necessary throughout construction.
2. For aerial crossings, show roadway cross section to include county highway, length of crossing, pole locations and offsets, height of crossing from the highway centerline as well as the outer edge of right of way.
3. At no time shall poles be place in the drainage ditch or so as to interfere with any drainage ditch or drainage structure within the right of way.
4. No poles shall be placed on the shoulder of the road and no closer than ten (10) feet from the edge of the road unless special permission is granted by the County Engineer.
5. No transmission line towers of any type shall be set within the highway right of way.
6. The minimum vertical clearance between the road surface and any aerial line crossing the road shall be a minimum of fourteen (14') feet. When poles are side guyed the vertical clearance between the guy and the edge of pavement from the pole being guyed shall not be less than fourteen (14') feet.
7. Aerial line shall not cross directly above bridge structures.
8. Any trimming or cutting of trees shall be the least amount possible, and in all cases the consent of the abutting property owners must be secured before any poles are set and trees trimmed.
9. All disturbed vegetation is to be seeded and mulched as specified in ODOTs Construction and Material Specifications.
10. No lines shall be placed inside of pre-stressed concrete box beams or culverts or attached to bridges.

103.05 Underground Utility Installations:

The County Engineer has the responsibility to maintain the rights of way of the county highways to preserve the integrity, operational safety and function of the highway facility. Since the manner in which utilities cross or otherwise occupy highway rights of way can materially affect the appearance, safe operations and maintenance of the highway, it is necessary that such use and occupancy be reasonably regulated.

It is the purpose within these policies and procedures to set forth the conditions under which facilities may be accommodated on County Highway rights of way. It is the intent herein to permit the use of County Highway rights of way consistent with preservation of the highway investment, safety to the highway user, highway maintenance requirements, proposed future highway improvements and environmental considerations.

Design of the several elements in utility crossings or occupancies shall conform to the requirements contained herein, but where State, Local and Industry design standards are higher than the treatments and design requirements specified the higher standards shall be used.

Any installation or placement of buried pipe, cable, utility, or other obstacles shall require a permit issued by the County Engineer before such installation will be permitted.

A person owning land abutting a public road, not within a municipal corporation, when approved by the County Commissioners, may lay a pipe line, within the line of the road, for the purpose of conveying water for public and other purposes. The laying of such pipe line shall in no way interfere with public travel or damage such road, and shall be done upon such conditions as the board of county commissioners prescribes. ORC 5547.02

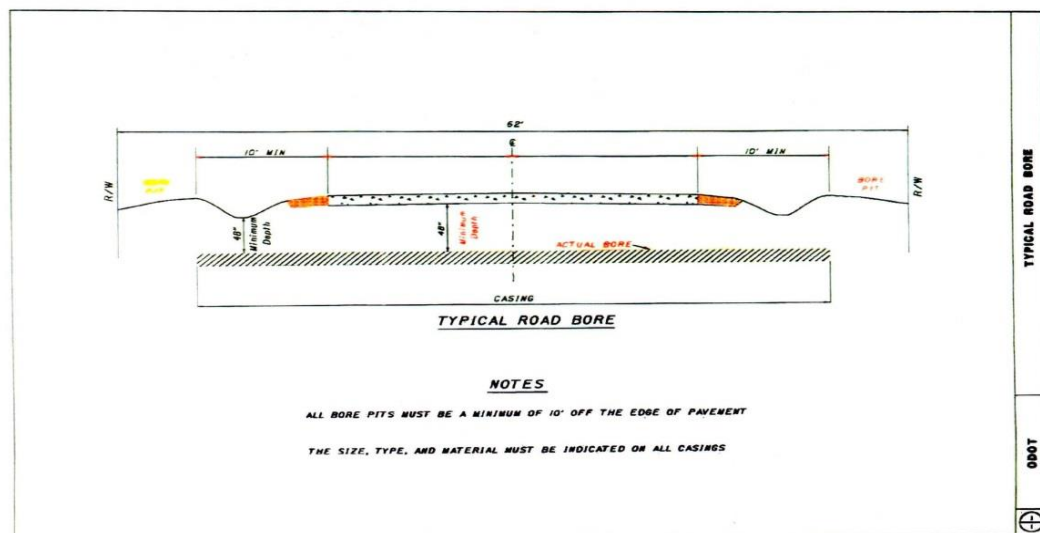
1. Pipe lines, cable and any other buried utility improvements to be placed within the right of way of county highways shall be buried at a minimum distance of five **(5) feet** from the edge of pavement.
2. Buried Pipe, cable, and other approved utility improvements shall be buried at a minimum **of three (3) feet**. If permitted to place in the ditch the improvement shall be placed at a minimum of **three (3) feet** from the bottom of the ditch or deeper if required by the County Engineer unless otherwise approved.
3. All buried utility improvements shall be installed by approved plowing, jacking, boring, trenching, or other methods as approved by the County Engineer.
4. Except as authorized under a permit, no excavation for buried utility improvement or other obstacles shall be placed in a manner that will interfere with the public travel or damage the road.
5. If any grading or other work done under an approved permit interferes with the drainage of the highway in any manner, catch basins and outlets shall be constructed to properly handle the highway drainage.
6. No buried utility improvement shall be placed in a manner that will interfere with the proposed improvement, maintenance, or repair of the county highways.
7. By no means shall any buried improvements be placed over or through any culvert or other county drainage structures.
8. Longitudinal buried cable (underground facilities) are prohibited within an area designated for the placement of highway signs, mailboxes and other improvements unless the utility is constructed of material which will withstand penetration by support post or guardrail and is installed with minimum cover of 96 inches.
9. All buried improvements shall be adequately marked by placing above ground permanent markers identifying the location of the underground improvement to avoid damage to the facility during regular seasonal maintenance (i.e. fluorescent markers, fluorescent pedestals, Carsonite Utility Posts) Non-metallic underground lines shall be accompanied by a trace wire, metallic tape or other method to locate and mark the underground facility.
10. Any and all work that is contrary to the general and/or specific conditions of the permit shall correct the work under the direction of the County Engineer. If such work is not corrected, the party to whom the permit is issued shall reimburse the County for any expense incurred in correcting the work.
11. All work shall be done under the supervision and to the satisfaction of the County Engineer.
12. Upon Completion of work, the highway shall be left in equal or better condition than before construction.

103.06 Ditch Enclosures:

1. Staking is required for all ditch enclosures, showing the exact location with stakes at each end of the proposed ditch enclosure, including both sides of the driveway.
2. Plans shall be submitted with permit application for review and approval of the pipe diameter and length.
3. Ditch Enclosures require a catch basin or stand pipe every 100 feet and at the connection of drive pipe. Approval must be granted for catch basins attached to pipes crossing the county roads.
4. The property owner will remain responsible for any pipe placement, replacement and maintenance of the ditch enclosure you must contact the County Engineers Office 48 hours prior to construction and upon completion.
5. A copy of the permit and approved plans must be on site at all times while work is being performed with the county right of way.

103.07 Road Bores:

1. Staking is required for all bores, showing the exact location with stakes at each side of the roadway.
2. Type of bore, pipe size and type, depth under roadway and location of bore pits from edge of pavement must be included on all permits.
3. Encasement pipe shall be installed a minimum of 4 feet below any highway or ditch bottom.
4. Bore pits / excavation areas shall be located as close to the right of way line as possible and shall be protected or closed when work is not being performed.
5. The length of the bore or push shall be the width of the right of way on each side of the roadway, unless otherwise noted on the permit.
6. The distance augered ahead of the casing shall be kept as short as possible and at no time shall the distance exceed 12". Under no circumstances will water jetting be permitted from excavation of material ahead of the casing or for the removal of spoil from the casing.
7. There will no open cutting of any pavement.
8. All backfill shall be performed in accordance with the provisions set forth under minimum ODOT Construction Specifications Item 602 and piling of earth over trench for future settlement will not be permitted.
9. The sides of all excavations shall be protected from caving by providing suitable sheeting and bracing. All sheeting and bracing shall be carefully removed as the backfilling of the trench progresses. Backfill shall follow completion of the work as closely as possible. After the backfilling has been completed, the contractor shall immediately remove all surplus material, dirt and rubbish from the site.
10. Stop signs shall not be disturbed, and if it becomes necessary to remove a stop sign or other signs, portable signs shall be erected before the permanent sign is removed. The permanent sign shall be re-erected immediately after the installation is complete.
11. All Lawrence County guide signs shall be re-erected the same day as removed or as directed by the County Engineer or his representative and in compliance with ODOT Manual of Uniform Traffic Control Devices.
12. The permittee shall be responsible for any utility relocation as a result of the proposed work.
13. All traffic shall be maintained as per applicable sections of the Ohio Manual of Uniform Traffic Control Devices and Item 614 of the ODOT Construction and Materials Specifications manual.
14. You must contact the Engineer's office 48 hours prior to stating any work and on completion.
15. A copy of the permit and approved plans must be on site at all time while work is being performed with the county right of way.



103.07 Signs:

1. Signs shall be located close to the edge or outside the highway right of way, on the owners property and not be located nearer than 1,000 feet to any existing sign or within 500 feet of any intersection.
2. Sign shall not overhang the pavement or shoulders of the roadway and be no closer than 10 feet from the edge of the roadway. No work shall be done in the roadway itself.
3. Sign shall not obstruct the sight distance along the roadway or interfere with safe movement of traffic on the roadway in any manner.
4. Signs shall have breakaway posts.
5. Owner shall perform all maintenance needed to maintain the sign in its present condition.
6. Owner assumes all liability for consequences resulting from erection of the sign and for all costs connected with the sign. Owner shall save and hold harmless Lawrence County from all claims connected with the sign.
7. Owner agrees to relocate or remove the sign at his own expense if at some later time the County Engineer determines that the sign should be moved.
8. Owner agrees to abide by all requests of the County Engineer with respect to the sign. If the owner fails to comply with such requests or with any of the general or these special conditions, the County Engineer may require removal of the sign from the right of way.
9. A separate permit shall be obtained if any utility service lines to the sign are installed on the county right of way.

103.08 Special Use/Event Purpose, General Provisions and Procedures

The purpose of a Special Use/Event Permit is to allow the reasonably sage use of Lawrence County Highways. Lawrence County as the statutory authority, responsibility and obligation to objectively control and maintain County highway right of way, and to prevent their abuse or unauthorized use.

In the situation that a special use/event permit is requested, the permittee shall submit with the request, but are not limited to, the following:

Liability Insurance for the County and Participants, Event to be held during daylight hours, obtain permits for placement of signs, proof of notification in advance all essential services (Sheriff, Highway Patrol, EMS, Fire, Ohio Dept. of Transportation, 911, EMA, Post Office, Township Officials) local residents and business' of the date, time, duration and location of the event and placements of signs, banners, flyers, markers etc., number of participants, safety apparel for events staff and participants.

See Required Submittals for Special Use/Event Permit Checklist

Sign Requirements and Provisions

- Temporary Special Use/Event signs are subject to, but not limited to the following conditions:
 - A sign approved for placement may not:
 - Exceed 16 square feet if placed on the roadside to inform the traveling public.
 - Exceed 4 Square Feet if used to guide participants in a pedestrian event.
 - Imitate or resemble any official sign, signal or device.
 - Extend more than 5 feet beyond pavement edge if it is an approved banner.
- Sign Location: A sign approved for placement should be placed as far from the edge of pavement as possible and should be constructed of approved material no thicker than ¼ inch with approved supports.
- Signs should not be placed:
 - In a location that may prevent a vehicle from having an unobstructed view of official signs and other traffic control devices.
 - On highway improvements such as bridges, traffic controls devices, official signs and poles.

Required Submittals for Special Use/Event Permits Checklist

- ☐ 1) Permit Application
- ☐ 2) Description of Use/Event
 - a) Type (i.e. parade, bike event, marathon, etc.)
 - b) Estimated number of participants
 - c) Part of roadway/right of way to be occupied/used or affected
 - d) Indicate if event will request a road closure, lane closure or both; as applicable
 - e) Date and Time the roadway will be occupied or affected
- ☐ 3) Drawing of Special Use/Event route. Include a minimum:
 - a) Event Route
 - b) Detour for traffic as applicable
 - c) Reference points for beginning and ending locations.
- ☐ 4) Approval letter from the affected City/Village/Municipality/Township or county authorizing the use of the roads/streets for this event.
- ☐ 5) Traffic Control Plan. Include:
 - a) Staging areas
 - b) Sign, cone, barricade and other traffic control device description and placement
 - c) Location of traffic control officials during event and their affiliation (County Sheriff, Highway Patrol, City/Village, Private etc)
 - d) Rest stop, break/aid station, concessions etc:
 - 1. List of location of stations/stands and where equipment will be staged within area
 - 2. List what activity will occur at these stations/stands; water station, medical, concessions, etc.
 - e) Name, title and signature of person responsible for the design of the traffic control plan and traffic control company they represent if applicable.
 - f) Name and cell phone number for the person who will be responsible for compliance of traffic control plans. Identify person that will place and remove traffic control devices.
- ☐ 6) Names and phone numbers of event officials coordinating traffic control (i.e. Permittee, Sheriff, City/Village Police Dept., Highway Patrol, Private etc.)
- ☐ 7) Proof of Liability Insurance Policy
- ☐ 8) Written concurrence for proposed use/event from affected all law enforcements agencies and emergency and other services (Fire, EMS, City/Village/Township Officials etc)
- ☐ 9) Access disruption: identify all accesses that will be disrupted/affected
- ☐ 10) Include a copy of Road/Lane Closure notification or blocked access notification and a list of all individuals and businesses affected by this notification.
- ☐ 11) Emergency response plan. Include: How emergency services will provided for this event an the affected communities.

SPECIAL USE/EVENT PERMIT ATTACHMENT

The **sign/banner** will be erected on the date of _____ and

Will be removed on the date of _____

This form is to be submitted with applications for permits for placement of sign/banners.

The **sign/banner** will be placed above/along County Road # _____ at _____

Sign/Banner Message: _____

Sign/Banner Material: _____

If Banner-Height over road: _____ Size: _____ by _____ If Banner-How banner is to be
Suspended: _____

Over or along roadway: _____

Who will place the **sign/banner**:

Signature of official indicating their agreement to follow all permit specifications for banner placement.

_____, Title _____

All **signs/banners** permitted encroachment crossing Lawrence County Highways shall be installed with a minimum vertical clearance of (18) feet. No permitted encroachments shall be attached to any pole supporting any traffic control signal, sign or device. No permitted encroachments shall obstruct the view or interfere with any traffic control signal, sign or device or site distance of drivers.

**Resolution To Adopt
County Highway Right of Way
Policies, Procedures and Minimum Construction Specifications**

Whereas, it is the obligation of the Lawrence County Engineer and the County Board of Commissioners to protect the health, safety and welfare of the travelling public on County Roadways, and

Whereas, it is necessary for the Lawrence County Engineer and the County Board of Commissioners to insure that the County Highway Right of Way is free of obstructions and impairments to the travelling public, and

Whereas, the Ohio Revised Code provides authority to Highway Agencies to control the use of Highway Right of Way under their jurisdiction and develop a permit system to allow public utility, access driveways, mailboxes, plantings, oversize and overweight vehicles and other non-highway uses within County Right of Way, and

Whereas, the Lawrence County Board of Commissioners conducted a public hearing to gather public input on these Permit Regulations on July 31, 2014.

Therefore, it is resolved by the County Board of Commissioners and the Lawrence County Engineer adopt these County Highway Right of Way - Policies, Procedures and Minimum Construction Specifications, and

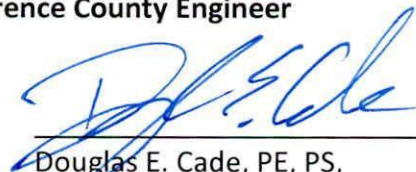
Therefore, it is resolved by the County Board of Commissioners to authorize the County Engineer to act on behalf of the County Board of Commissioners for the issuance of these permits.

Adopted this 31st day of July, 2014.

Lawrence County Board of Commissioners Lawrence County Engineer



Les Boggs, Commissioner



Douglas E. Cade, PE, PS,
County Engineer



Bill Pratt, Commissioner

Freddie Hayes, Jr., Commissioner

Lawrence County Right of Way Permit Application

Owner Information			
Name:			Date:
Address:			
City:	State:	Zip Code:	
Phone: ()	Cell:	Contact Person:	
Email:	Contact Phone:		
Hereby applies to the Lawrence County Commissioners For permission to utilize the Right of Way			
of the County Highway for the following proposed work.			
Site/Location Information			
County Road #:		County Road Name:	
N S E W Side of Road (Circle One)		Address of Site or Nearest Address:	
Township:	Section:	Tax Parcel ID #:	
Nearest Public Road Intersection		Utility Installations Address/Station From-To Address/Station:	
Miles/Feet:		Miles/Feet:	
Date to Begin:		Estimated Time Required for Completion:	
Description of Proposed Work:			
Call OUPS 48 hours before you dig 1-800-362-2764			

I, the undersigned, understand that the Lawrence County Engineer assumes no responsibility or liability for the work done under a permit and that all work shall be done at no cost to the County. Work must be performed according to the minimum specifications supplied by the County Engineer and under his supervision or an employee designated by him. In accordance with **Ohio Revised Code 5543.16 & 5547**, the owner is responsible for the maintenance of the improvements or structures placed in the county right of way. If an improvement is not installed according to the specifications and regulations supplied by the county engineer or adversely affects the roadway, the owner must remove or correct the problem at the owners expense. If the owner fails to do so, then the County Engineer has the right to remove the structure and/or correct the situation at the owners expense.

Applicant submits herewith a bond of \$_____ set by the Lawrence County Engineer, to secure Lawrence County and the Board of County Commissioners of said county that the work will be performed and completed as herein set out.

Applicant's Signature Date

Patrick D. Leighty, PE, PS County Engineer Date



Approved



Rejected



Pending

Revisions: _____

Office Use Only
Date Received _____
By _____
Date Approved _____

Please Type or Print Legibly:

Special Hauling Application/Permit

Applicant Name-Owner Leasee of Vehicle					Permit No.				
Address					Application Date				
City		State		Zip Code		Area Code Phone No		Area Code Fax No.	
Load – Description (include make and model or serial number) <input type="checkbox"/> Towed <input type="checkbox"/> Self-Propelled <input type="checkbox"/> Loaded <input type="checkbox"/> Various Trailers									
TYPE OF PERMIT REQUESTED: <input type="checkbox"/> BLANKET <input type="checkbox"/> SINGLE (one way) <input type="checkbox"/> SINGLE (with return trip)					Load Will Be: <input type="checkbox"/> Oversize <input type="checkbox"/> Overweight				
VEHICLES	MAKE	LICENSE NO./STATE	EMPTY WEIGHT	NO. AXLES	Sizes Load	Length	Width	Height	
Power Unit					Power Unit				
Trailer					Trailer				
Other Trailer					Front Overhang				
					Rear Overhang				
Load Weight		Gross Weight <input type="checkbox"/> All Weights Legal			OVERALL				

COMPLETE IF OVERWEIGHT

Axle Number	1	2	3	4	5	6	7	8	9
No. of Tires Per Axle									
Tire or Rim Size									
Axle Weights									
Spacing Between Axles									

ROUTING INFORMATION

From (Location, Municipality, State)					To (Location, Municipality, State)				
VIA HIGHWAY/ROADS (NAME ALL COUNTY ROADS TO BE TRAVELED DURING HAUL)									
Comments:									
Desired Effective Date		Permit Effective Date			Permit Expiration Date			Issuance Date	
It is understood that no movements are restricted to weekdays(no holiday moves), and that all movements will be limited to daylight hours only, when weather and road conditions are favorable, in which all weak and posted bridges will be detoured. It is further understood and agreed that any and all movements will be made in the manner provided by law, and in accordance with the conditions and regulations as hereinafter set forth in the permit, all forming a part hereof, in which the applicant agrees in the acceptance of the permit to assume all responsibility and liability for damages to persons and or property that may accrue during such movements of the vehicle or combination of vehicles through the negligence of himself, his agents or employees or from any other cause and to save the County of Lawrence harmless therefrom. A valid copy of the protective liability insurance is required to be submitted with this application.									

Applicants Signature

Date

Patrick D. Leighty, PE, PS Lawrence County Engineer

Date

Approved: _____ Rejected: _____

Recommended Bond Amt.: \$ _____

SPECIFICATIONS FOR OVERWEIGHT/OVERSIZE LOADS

Applicants must contact the Lawrence County Engineer with respect to the load carrying capacity of Lawrence County Highways. The maximum legal loads vary from road to road and may be less than the legal maximum on Ohio State Highways. An overweight/oversize hauling permit is required whenever the load exceeds the legal maximum established for any road regardless of the absolute weight of the load. Weight limits on county bridges may further restrict the routes which may be used by heavy or oversize loads.

1. Applicant will provide on the application the maximum gross vehicle weight to be hauled, the number of loads per day, the dates hauling will begin and end and the route followed.
2. Applicant will follow the route designated in the permit. Gross vehicle weights will not exceed that permitted. Applicant will abide by all special conditions contained in the permit.
3. Applicant will be responsible for the excess maintenance to County Roads and bridges during hauling activities and for restoration to original condition after hauling ceases.
4. Applicant must post bond, securities or insurance certificates in the amount required before hauling begins to guarantee maintenance and restoration. Bond must cover all damages done during the full time period of hauling, be from a company authorized to do business in Ohio, and contain provision for adequate cancellation notice.
5. Applicant will follow all instructions of the County Engineer with regard to hauling and maintenance activities. County Engineer may suspend hauling if necessary until the terms of the permit and application are complied with.
6. In granting a permit, the County assumes no liability for hauling activities or their consequences.

GENERAL LIMITATIONS

1. The original copy of the **Special Hauling Permit (SHP)** shall be in the possession of the driver at all times during the progress of transportation and will be shown on demand to any police office or Ohio State employees. **SHP's MAY NOT BE RE-TRANSMITTED.**
2. The permission granted restricts all movement of the vehicles(s) or objects(s) to the highways specified, between the points designated, and within the time allotted. Permittees is responsible to check the route for abnormal, changed or unknown/unusual conditions which may exist during the move. **Permission to travel State Highways, US Routes, Township Roads, local streets not part of the County Highway System must be obtained from the proper authorities.**
3. No vehicles(s) or object(s) being transported under a **(SHP)** shall be left parked on the roadway either day or night except in case of an emergency, in which case adequate protection shall be provided for the traveling public. The vehicle(s) shall not be loaded or unloaded within the limits of the highway.
4. The operator of the vehicle must comply with all laws, rules, regulations or credentials covering the movement of traffic over highways and streets.
5. **SHP's** will not generally be issued for built-up loads that are divisible in to legal loads that have not been loaded to the least over dimension or the least overweight. Miscellaneous items may, however, be transported on the same vehicle with an over dimensional piece or pieces so long as the miscellaneous items do not add to the over dimension. It is not necessary to identify these miscellaneous items. IF, in the event of an extenuating circumstance, a **SHP** is issued for a divisible load in which two or more pieces add to the over dimension or overweight, such load will be adequately described.
6. A **SHP** is void at any time road, weather or traffic conditions make travel unsafe, as determined by the State Highway Patrol or local law enforcement.
7. Movement of mobile homes, manufactured structures, office trailers, and park model recreational vehicles is prohibited when wind velocity exceeds 25 mph on the roadway or 15 mph on bridges.

OPERATING LIMITATIONS

1. No vehicle(s) or object(s) being transported under a **SHP** shall travel in convoy with any other oversize/overweight vehicle or vehicle and load. Every vehicle operating under a **SHP** shall maintain a minimum spacing of 500' from any vehicle traveling in front and in the same lane as said vehicle whenever possible.
2. Any load with an overall height in excess of 14 feet 10 inches shall be required to coordinate the move with the owners of all overhead signs, signals, utilities, etc., which may obstruct safe, clear movement.
3. Reductions in legal weight posted on roadways or bridges must be obeyed. Contact the Engineers office immediately if your route includes legal load reductions or overhead clearances less than 14 feet 10 inches.

DAYS/HOURS OF OPERATION

1. Overweight vehicle/loads that are not over dimensional, traveling under the authority of a **SHP**, will not be restricted as to travel hours or days so long as the overweight vehicle/load can move without obstructing the normal flow of the traffic.
2. With the exception of permitted legal dimensioned overweight vehicle/loads noted in 1. above, vehicle/loads traveling under the authority of a **SHP** shall be prohibited from movement on the following days/weekends: **New Years Day, Independence Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.** Prohibitions begin at noon the day preceding and continue until one-half hour before sunrise the day following the holiday weekend, with the exception of Good Friday, when the prohibition is Sunrise on Good Friday to Sunrise the following Monday.
3. With the exception of any limits noted above, permitted vehicles/loads may move daylight hours, Sunday through Saturday. Daylight hours are defined as one-half hour before sunrise until one-half hour after sunset.

WARNING FLAGS AND SIGNS

1. Warning flags shall be displayed on all over dimensional vehicles and loads. Warning flags shall be 18 inches square, red or orange in color, in good repair and free of printing or other markings and shall be securely fastened by at least one corner or securely mounted on a staff.
2. Over width vehicles and loads shall bear two flags at the widest extremities of the vehicle or load as well as one flag at each corner of the vehicle or load. Warning flags are not required to be displayed on the tractor.
3. Over length vehicles and loads or vehicles and load with a rear overhang of 4 feet or greater shall display a single flag at the extreme rear if the over length or projecting part is two feet wide or less. Two flags shall be displayed if the over length or projecting portion is wider than two feet and the flags should be located to indicate maximum width.
4. Warning signs, when required, shall be in good repair, shall read **"OVERSIZE LOAD"** and shall be at least 7 feet long and 18 inches high. The sign's background shall be yellow with black lettering. Letters shall be at least 10 inches high with a 1.41 inch brush stroke. If series E Modified is used, the brush stroke is to be two inches.
5. **OVERSIZE LOAD** signs shall be displayed on any vehicle or vehicle/load exceeding the maximum legal length limit as set in the Ohio Revised Code, Sec 5577.05, with an overall width of **10 feet or greater**, with an overall height in excess of **14 feet 6 inches**. When required, **OVERSIZE LOAD** signs shall be displayed on the front and rear of the over dimensioned vehicle or vehicle/load.

LIGHTING

1. **ALL** permitted vehicle's standard vehicle lighting must be in operating order; **THE HEADLIGHTS MUST BE ON DURING THE MOVEMENT OF ANY OVER DIMENSION VEHICLE/LOAD.**
2. **PERMITTED VEHICLE SPECIAL LIGHTING:** Clearance and side marker lights, in addition to the standard lights required by law, need not mark extremities of an oversize load unless it is specially authorized to move at night or when visibility is less than 1000 feet, in which case, the additional lighting shall be displayed in the manner described in the **OHIO OPERATIONAL REQUIREMENTS OF THE OPERATIONAL GUIDE.**

ESCORT VEHICLES

1. Escort vehicles, when required by a **SHP** to accompany an over dimensional vehicle or vehicle/load, shall be required to display warning sign, yellow with black letters, reading **"OVERSIZE LOAD"**. The sign shall be 5 feet long by 12 inches high with 8 inch letters and shall be in good repair. Escort vehicles shall also be required to maintain radio communication with the operator of the permitted vehicle and shall also be required to be equipped with a roof mounted amber flashing or rotating light(s). Driver of the escort vehicle is to act as a flagger when needed.
2. **One rear** escort vehicle shall be required for the transportation of any vehicle/load with **an overall length is excess of 90 feet.**
3. **One lead** (rear on multiple lane highways) escort vehicle shall be required for the transportation of any vehicle/load with **an overall width in excess of 13 feet.**
4. **One lead** escort vehicle equipped with a **height sensing device** shall be required for the transportation of any vehicle/load with an **overall height in excess of 14 feet 6 inches.**
5. **One lead and one rear** escort shall be required on any vehicle/load with an **overall width in excess of 14 feet 6 inches**, or on any vehicle/load with an **overall height in excess of 14 10 inches.**
6. If more than one of the conditions set forth in numbers 2. through 4. above are met, (for example, a load exceeding 13 feet in width and 90 feet in length) **two escorts** (one lead and one rear) shall be required.
7. Lead escort vehicle, when required, is to proceed **500 feet** in advance of the permitted vehicle/load.
8. Rear escort, when required, is to follow **500 feet** behind permitted vehicle/load.
9. Escort vehicles shall be a single unit vehicle with unobstructed vision from the front and rear. Escort Vehicles when accompanying a vehicle/load operating under a **SHP** shall not tow a trailer or another vehicle, or haul equipment which extends beyond the dimensions of the escort vehicle.

PENALTIES FOR VIOLATION

1. Failure to comply with the **SHP** provisions or the general provisions as listed, or exceeding the gross vehicle weight or exceeding an axle or axle group weight (by more than 2000 lbs.) or exceeding the dimensions granted, or operating on dates or times, or upon highways other than the assigned, or whenever the **SHP** does not adequately describe the vehicle/load, **shall render the SHP null and void and the operator of the vehicle will be subject to enforcement action**, as provided in sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code.
2. A **SHP** should not be voided when a vehicle exceeds a granted axel weight by 2000 lbs or less, provided the vehicle weight granted by the **SHP**. The enforcing officer shall instruct the driver to bring the vehicle into compliance with the **SHP** prior to substantial movement. If the load cannot be brought into compliance, the load may not move until a revised **SHP** is obtained. Should the vehicle be moved prior to the vehicle being brought into compliance or prior to a revised **SHP** being obtained, the **SHP shall be rendered null and void and the operator will be subject to enforcement action** as provided by the Ohio Revised Code.
3. Moving violations for offenses that are relevant to the safe movement of a Commercial Motor Vehicle (for example, Speed, Reckless Operation, DUI, Improper Lane Change, etc;) **shall render the SHP null and void, and the operator subject to additional enforcement action.**

These limitations and provisions describe the general requirements placed on the operation of over dimension and overweight vehicles traveling on Lawrence County highways, and are in addition to any other specific provisions stated on the SHP or its attachments. These provisions based on the Ohio Department of Transportation Special Hauling Permits Operational Guide.

**Lawrence County Ohio
Bond**

Bond No._____

**Covering Any and All Permits Issued to Principal for Work Performed in County Highways and for
Movements of Excess and/or Oversize Loads Over Lawrence County Highways.**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, being

_____ of _____
(Insured's complete mailing address)

Insured's Contact Person _____

Insured's telephone no. _____ fax no. _____ cell no. _____

as principal, and _____, of _____

as surety, are hereby held and firmly bound unto THE COUNTY OF LAWRENCE in the penal sum of _____, good and lawful money of the United States, for payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, by these presents.

WHEREAS, the above named principal has made application to The Lawrence County Engineer as representative for Lawrence County for a permit to: _____,

and as a condition to granting such permits, the Lawrence County Engineer can and may establish the requirements of the furnishing of a penal bond in the sum of _____ by each applicant.

NOW, THEREFORE, the applicant has received a permit for work inside, across or for the use the County Highway or Highway Roadways and Right of Ways in accordance with all conditions and provisions approved by The County Engineer for Lawrence County, which permit is by reference. The conditions of this obligations is such that, if the applicant shall promptly and faithfully perform the work or activity specified by its application and conditions set forth in the permit, then this obligations shall be null and void, otherwise, it shall remain in full force and effect.

WHENEVER, the applicant shall be declared by Lawrence County to be in violation or default of its contract, the County having performed it obligation, the surety may promptly remedy the violation.

1. Restore the right of way, including the road surface and shoulder in the area, bridges and other improvements which has been damaged or disturbed by actions of the permit holder to the satisfaction of the County Engineer
2. If the County Engineer is agreeable, obtain from him an estimate of the cost of such restoration and pay such sum in cash.

As soon as the obligations of the permit holder are completed under the above conditions, the permit shall be rendered complete and compliant.

No right of action shall accrue on the bond to or for the use of any person or corporation other than Lawrence County, their successors or assigns.

IN WITNESS WHEREOF, we the undersigned set our hands and seals this _____ day of _____, AD _____

Signed _____



Lawrence County Engineer
3001 South 6th St
Ironton, Oh 45638

SPECIAL USE/EVENT PERMIT NO.

County Garage: 740-532-3436 Office: 740-533-4317 Fax: 740-534-5808
County Sheriff: 740-533-2221

SPECIAL USE/EVENT APPLICATION/PERMIT

Name _____ Phone: _____
Address: _____ Cell Phone: _____
City: _____ St. _____ Zip: _____ Fax/Email: _____
Name of Party or Organization Sponsoring Event: _____
Name, Address & Phone of Contact Person: _____
Event/Use Name: _____ Description: _____

Estimated Number of Participants: 	Proposed Hours: 	
Proposed Date of Use/Event: 	Proposed Time: 	
County Road # Routes Used (Supply Map) 	Starting Location 	Ending Location
Side of Road used (Circle one) N S E W Both	Will detouring Traffic Be Required (Circle One) Yes No	Partial or Full Lane Closure (Circle One) Partial Full None

Safety Procedures/Traffic Control Plan (Event Personnel)

The undersigned applicant hereby agrees to the Lawrence County Engineer's requirements and holds harmless Lawrence County for any acts resulting from the negligence of his/her organizers, participants or any spectators or other person's associated with the event.

Applicant Signature: _____ Date: _____

Patrick D. Leighty, P.E., P.S.
Lawrence County Engineer

Date: _____

Office Use Only	
Date Received: _____	By: _____
Date Approved: _____	

Lawrence County Standard Drawings and Design Specifications



Section 300 Lawrence County Highway Right of Way Policies and Procedures



Lawrence County Engineer
Patrick D. Leighty, PE, PS
Highway Maintenance - Garage
3001 South Glen St., Warren, Ohio 44539
Telephone: 440.326.1111
Fax: 440.326.1112
www.lawrencecountyengineer.org

DRAWING REVISED ON : 3/8/2022
DRAWN BY : Paul D Rubadue

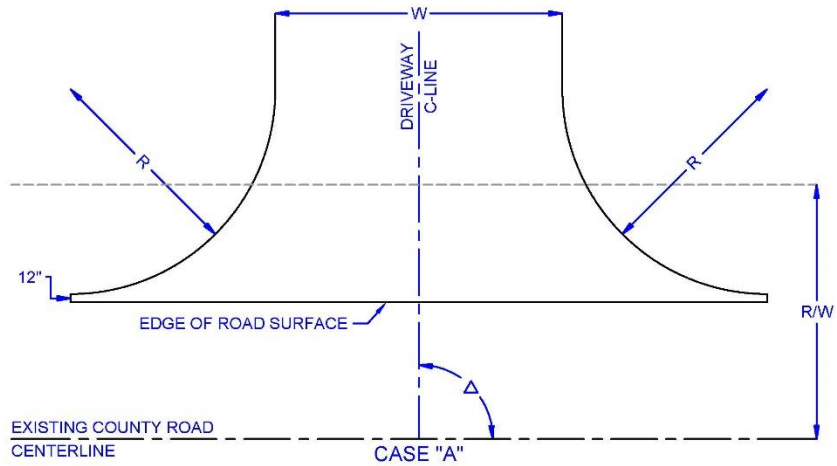
DRAWING INDEX

-
- 01 = DRIVEWAY - UNCURBED ON UNCURBED ROAD
 - 02 = DRIVEWAY - UNCURBED & CURBED ON CURBED ROAD
 - 03 = DRIVEWAY - CURBED ON UNCURBED ROAD
 - 04 = DRIVEWAY - PIPE INSTALLATION
 - 05 = DRIVEWAY - SECTION WITH DRAINAGE SPECIFICATIONS
 - 06 = DRIVEWAY - STEEP PROFILE (15° MAX)
 - 07 = OPEN CUT TRENCHES
 - 08 = CROSSOVER PIPE
 - 09 = DITCH ENCLOSURE
 - 10 = CATCH BASIN
 - 11 = MAILBOX TURNOUT 1
 - 12 = MAILBOX TURNOUT 2
 - 13 = MAILBOX LOCATION
 - 14 = MAILBOX POST CONSTRUCTION
 - 15 = ROAD BORE
 - 16 = SIGN LOCATION
 - 17 = SIGN LOCATION AT INTERSECTION
 - 18 = HIGH WATER SIGN PLACEMENT
-



STANDARD DRIVEWAY DESIGNS

UNCURBED DRIVEWAY ALONG UNCURBED COUNTY ROAD



NOTES:

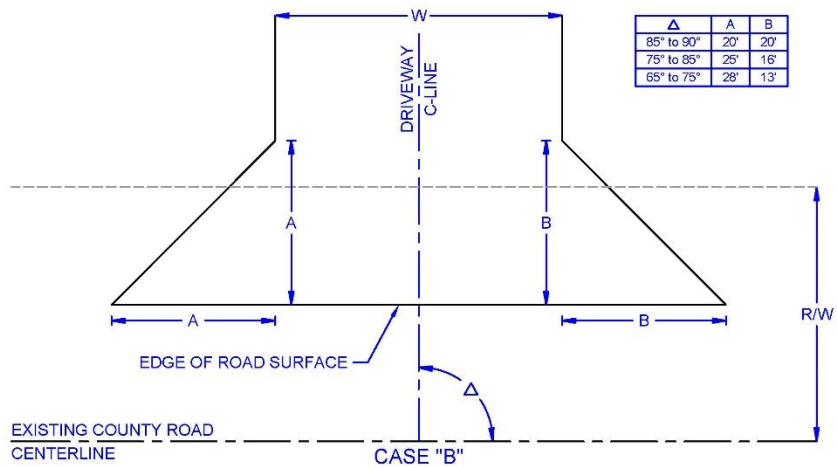
W = 35' MAXIMUM

R = 25' PREFERRED, 10' MINIMUM

T = TAPER CURB FROM 6" TO 2" IN 4'

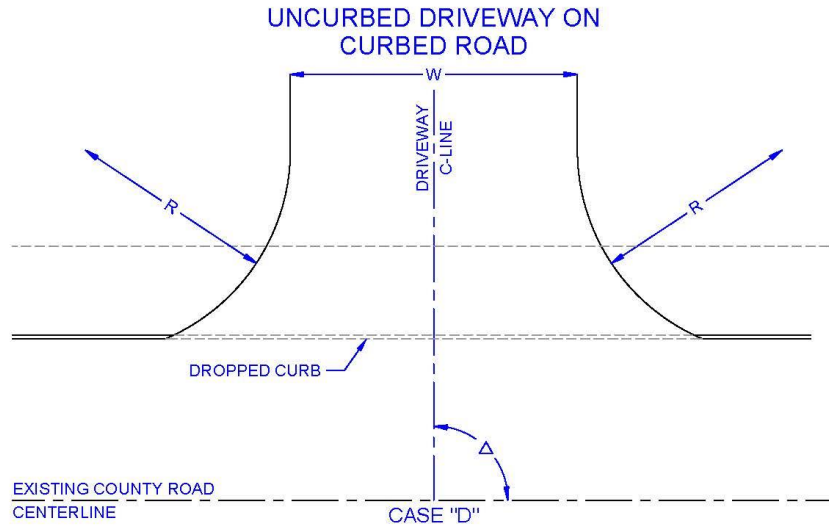
Δ = 70° TO 90°

R/W = RIGHT OF WAY (VARIES BY ROAD)





STANDARD DRIVEWAY DESIGNS



NOTES:

W = 35' MAXIMUM

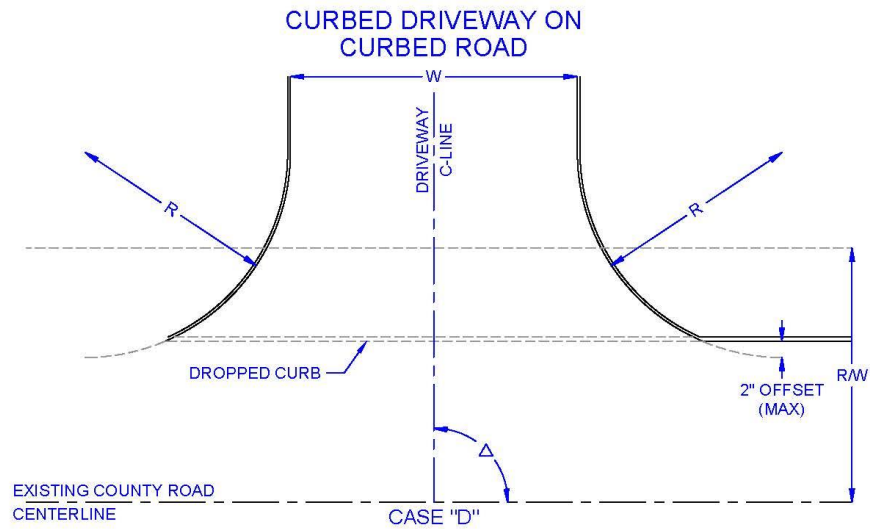
R = 25' PREFERRED, 10' MINIMUM

T = TAPER CURB FROM 6" TO 2" IN 4'

Δ = 70° TO 90°

R/W = RIGHT OF WAY (VARIES BY ROAD)

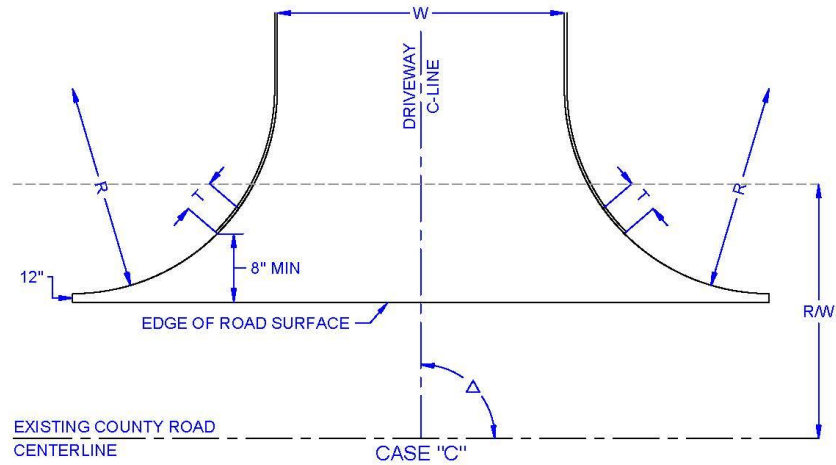
DRIVEWAY MAY BE CURBED TO
MEET EXISTING CURB





DRAWING REVISED ON : 3/8/2022
DRAWN BY : Paul D Rubadue

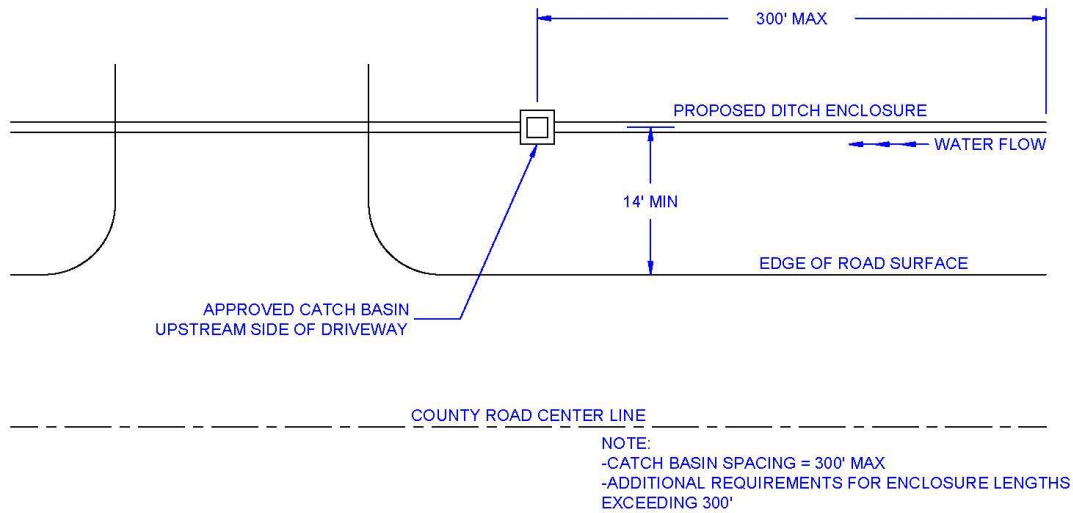
CURBED DRIVEWAY ON
UNCURBED ROAD



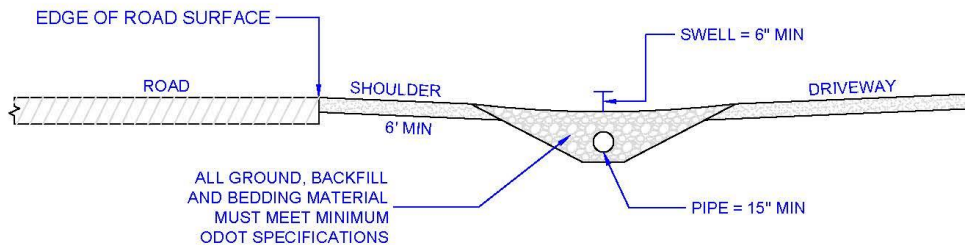
W = 35' MAXIMUM
R = 25' PREFERRED, 10' MINIMUM
T = TAPER CURB FROM 6" TO 2" IN 4'
 Δ = 70° TO 90°
RW = RIGHT OF WAY (VARIES BY ROAD)



STANDARD PLANS FOR DRIVEWAY PIPE INSTALLATION



PROFILE

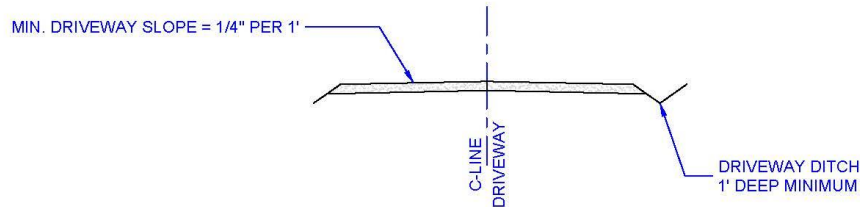


NOTE:
THE SHOULDER AND DRIVEWAY MUST BE SLOPED TOWARD THE
DITCH TO ALLOW DRAINAGE

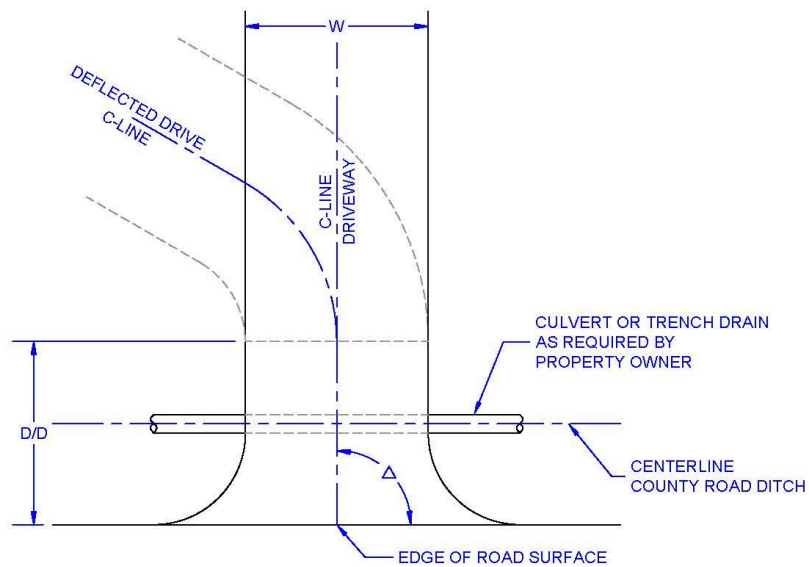


STANDARD DRIVEWAY SECTION WITH DRAINAGE SPECIFICATIONS

CROSS SECTION



DRAINAGE SPECIFICATIONS

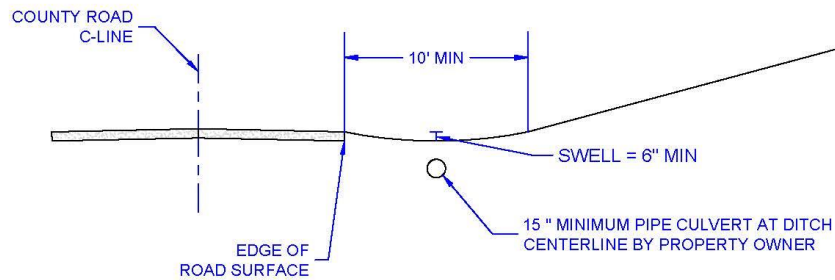


- NOTES:
- W = 35' MAXIMUM
 - R = 25' PREFERRED, 10' MINIMUM
 - Δ = 70° TO 90°
 - D/D = 10' MIN OFFSET FROM EDGE OF COUNTY ROAD SURFACE BEFORE DRIVEWAY DEFLECTS FROM INITIAL ENTRANCE ANGLE " Δ "



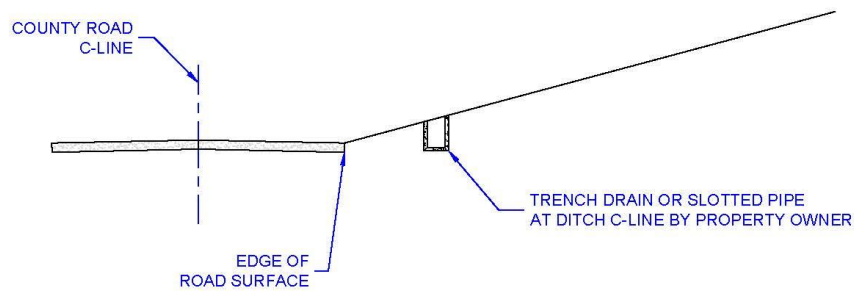
STANDARD PROFILE FOR STEEP DRIVEWAYS (15° MAXIMUM GRADE)

CASE "A"
PREFERRED METHOD



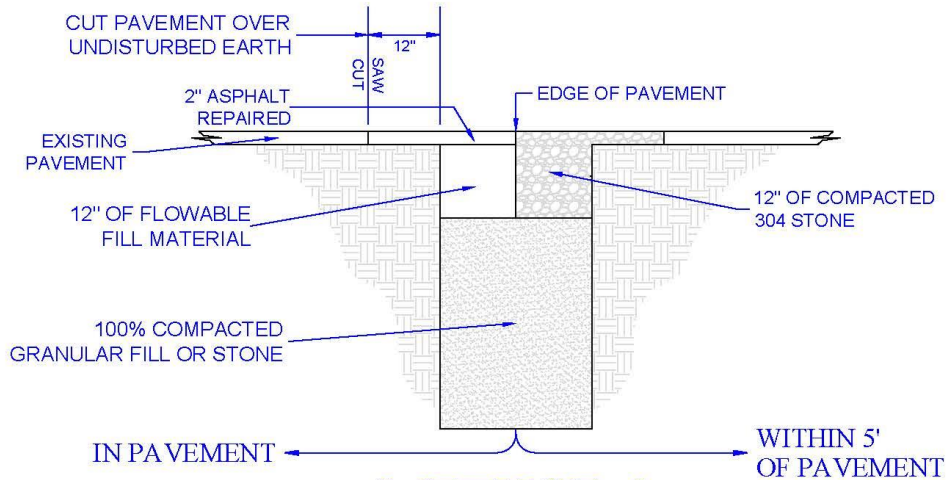
CASE "B"

METHOD FOR WHEN DRIVEWAY COMING TO THE
VERY EDGE OF THE COUNTY ROAD IS UNAVOIDABLE



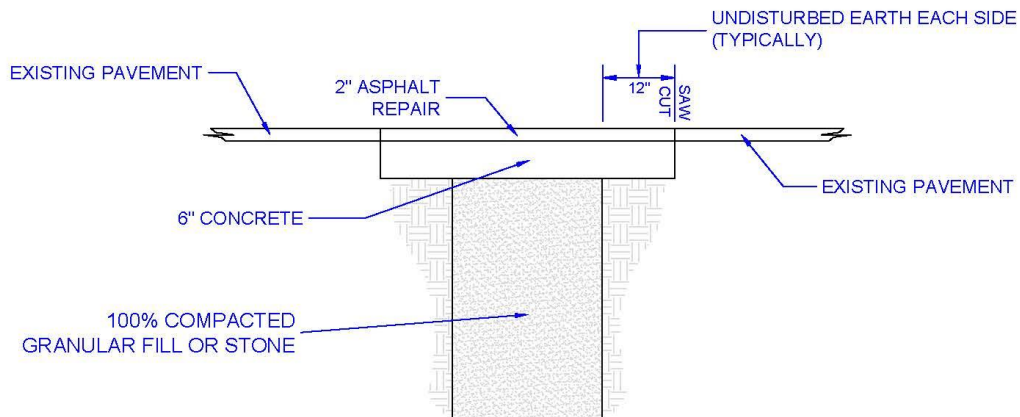


TYPICAL FILL FOR OPEN CUT TRENCHES WITHIN 5' FROM THE EDGE OF
THE PAVEMENT OR IN THE PAVEMENT OF THE COUNTY ROAD



METHOD 1

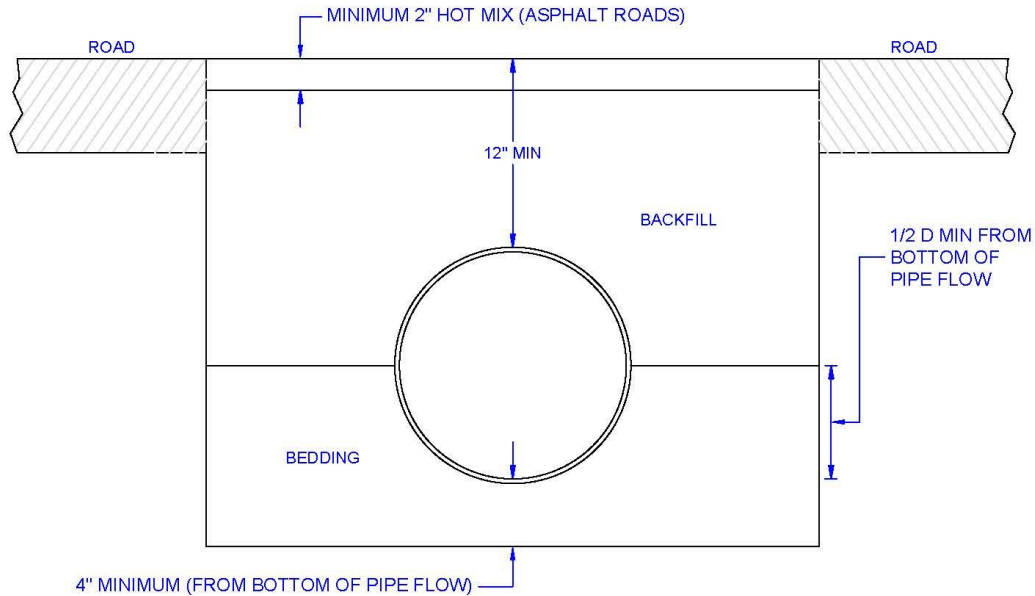
IN PAVEMENT REPAIRS



METHOD 1



COUNTY ROAD CROSSOVER PIPE STANDARDS



1: ALL GROUND, BACKFILL AND BEDDING MATERIAL MUST MEET MINIMUM O.D.O.T. SPECIFICATIONS. USE TYPE 1, 2 or 3 AS PER CMS 603

2: ALL BACKFILL AND BEDDING MATERIAL SHALL BE PLACED IN MAXIMUM 6" LAYERS AND COMPACTED BEFORE THE NEXT LAYER IS PLACED

3: O.D.O.T. APPROVED MATERIALS SHALL BE TYPE A, B,C or D CONDUIT.

4: THE PAVEMENT PATCH SHALL BE PLACED IMMEDIATELY AFTER BACKFILL AND THE PERMITEE MUST PATCH ANY SETTLED ARE TO KEEP FLUSH WITH EXISTING PAVEMENT THROUGHOUT A TERM OF 60 CALENDAR DAYS

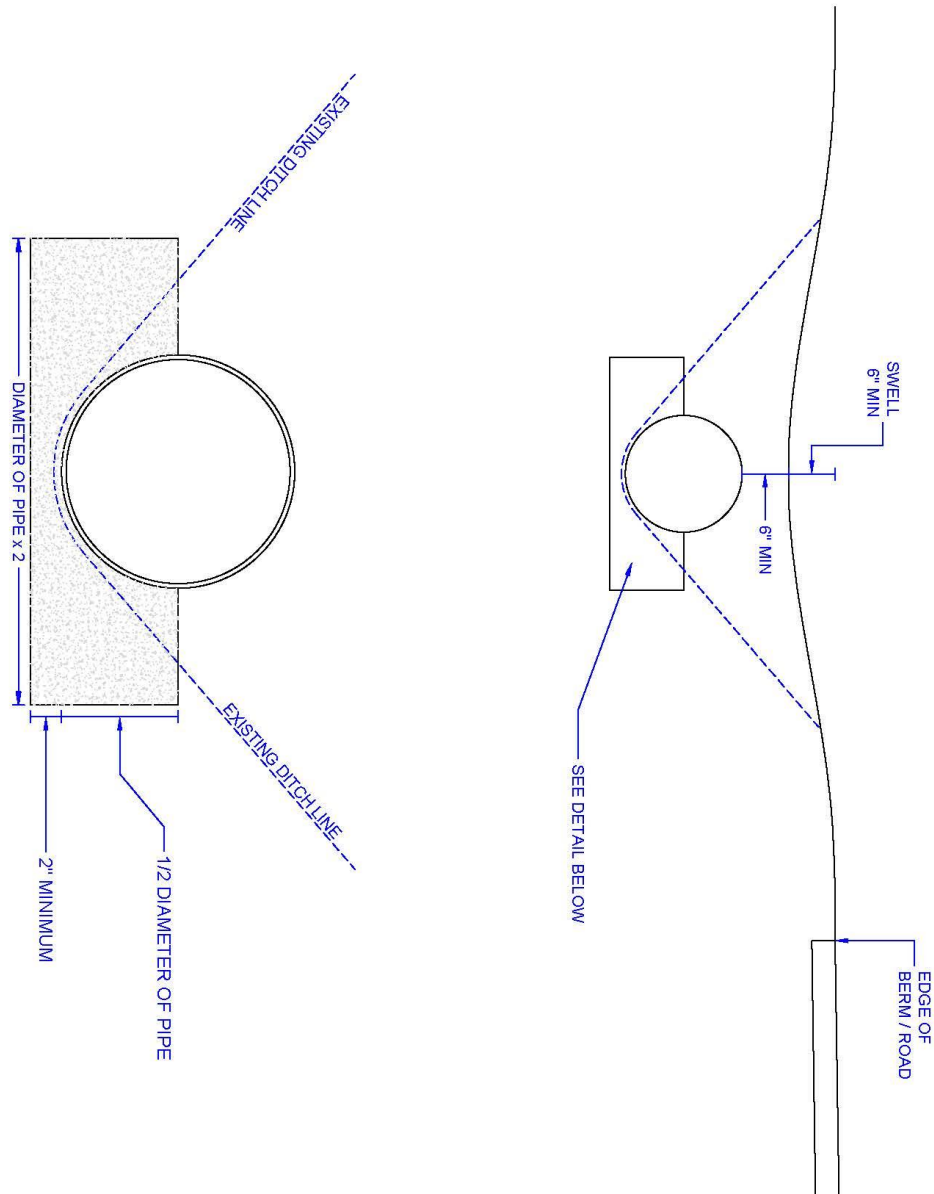
5: THE AMOUNT OF BEDDING REQUIRED UNDER A PIPE LARGER THAN 18" IN DIAMETER MUST BE DETERMINED BASED ON MINIMUM O.D.O.T. SPECIFICATIONS DEPENDING ON THE PIPE MATERIAL BEING USED. IN NO CASE SHALL THE BEDDING BE LESS THAN 6" THICK FOR ANY PIPE LARGER THAN 18" IN DIAMETER.

6: THE FLOW LINE SHALL ALWAYS BE ESTABLISHED BY THE PREVAILING COUNTY ENGINEER.

7: THE MINIMUM PIPE SIZE SHALL BE 15" IN DIAMETER.



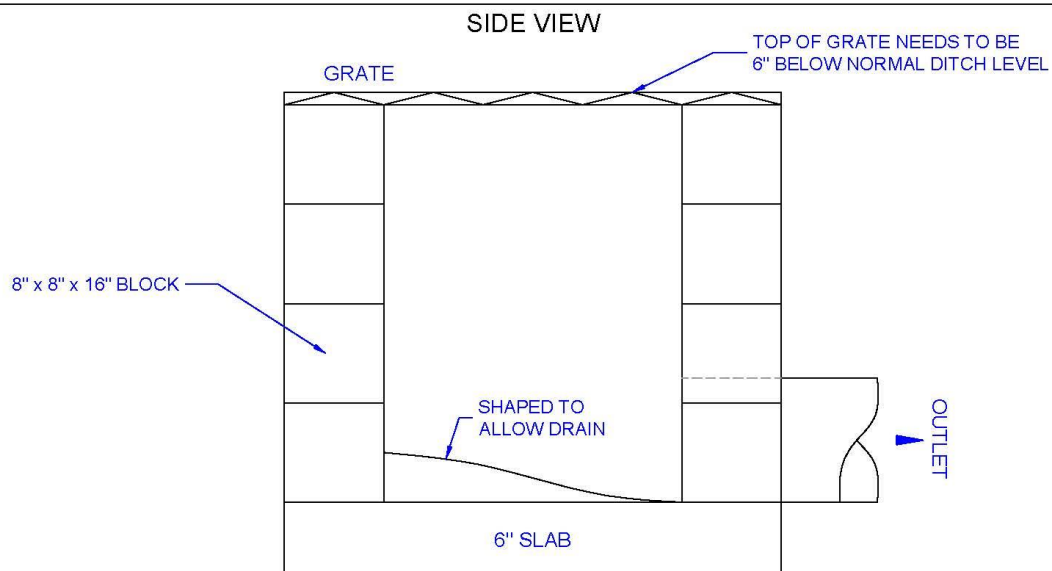
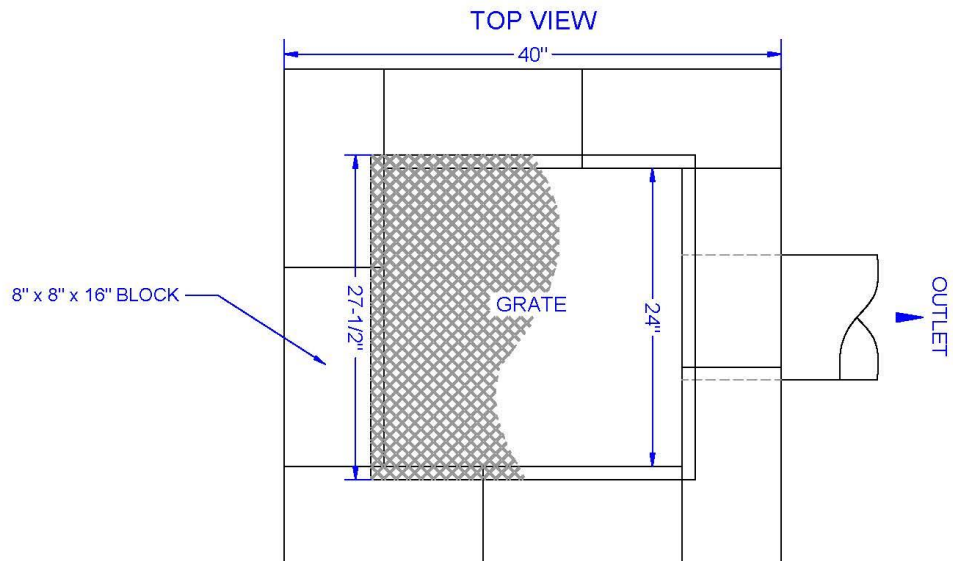
TYPICAL DITCH ENCLOSURE DETAIL





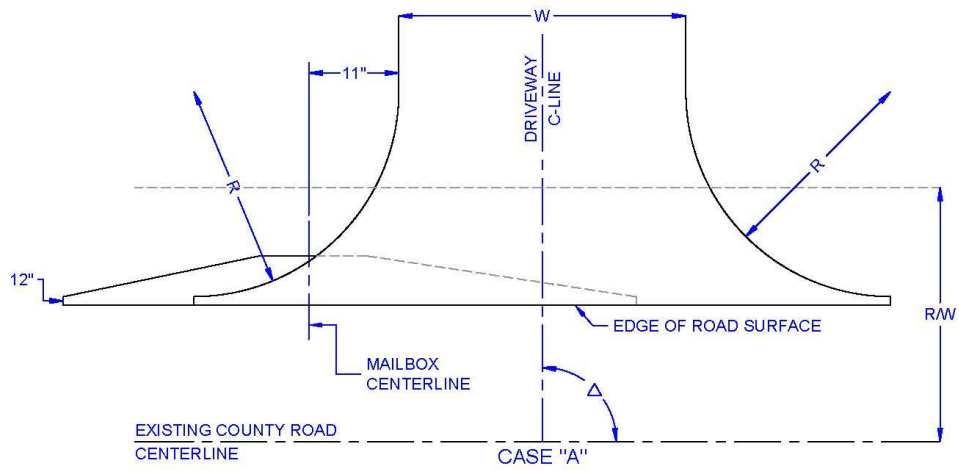
SECTION
301.10

TYPICAL CATCH BASIN PLAN

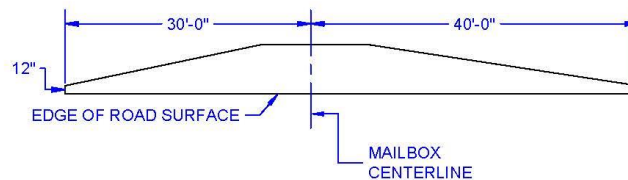




TYPICAL MAILBOX TURNOUT DESIGN



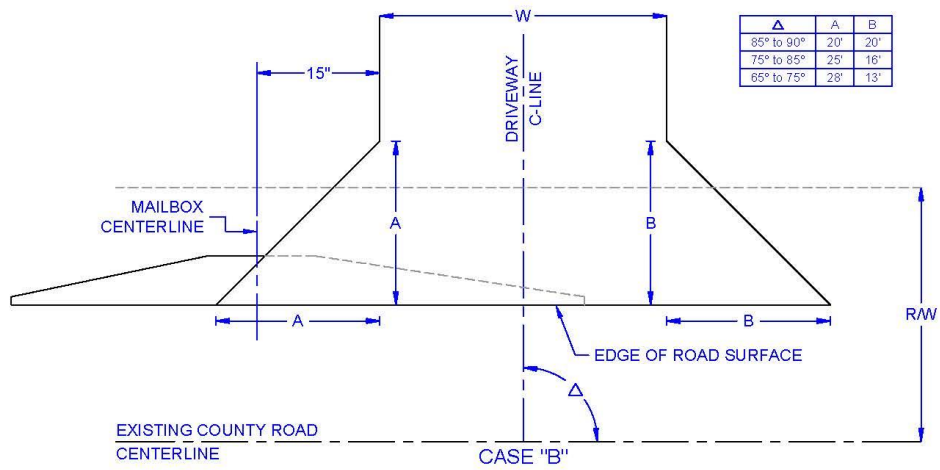
MAILBOX TURNOUT
DETAILS



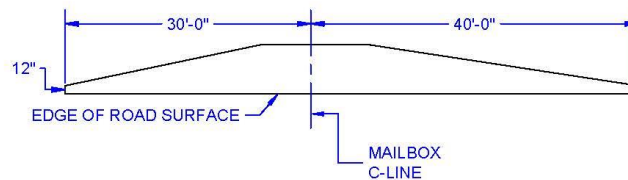
NOTES:
W = 35' MAXIMUM
R = 25' PREFERRED, 10' MINIMUM
 Δ = 70° TO 90°
RW = RIGHT OF WAY (VARIES BY ROAD)



TYPICAL MAILBOX TURNOUT DESIGN



MAILBOX TURNOUT
DETAILS

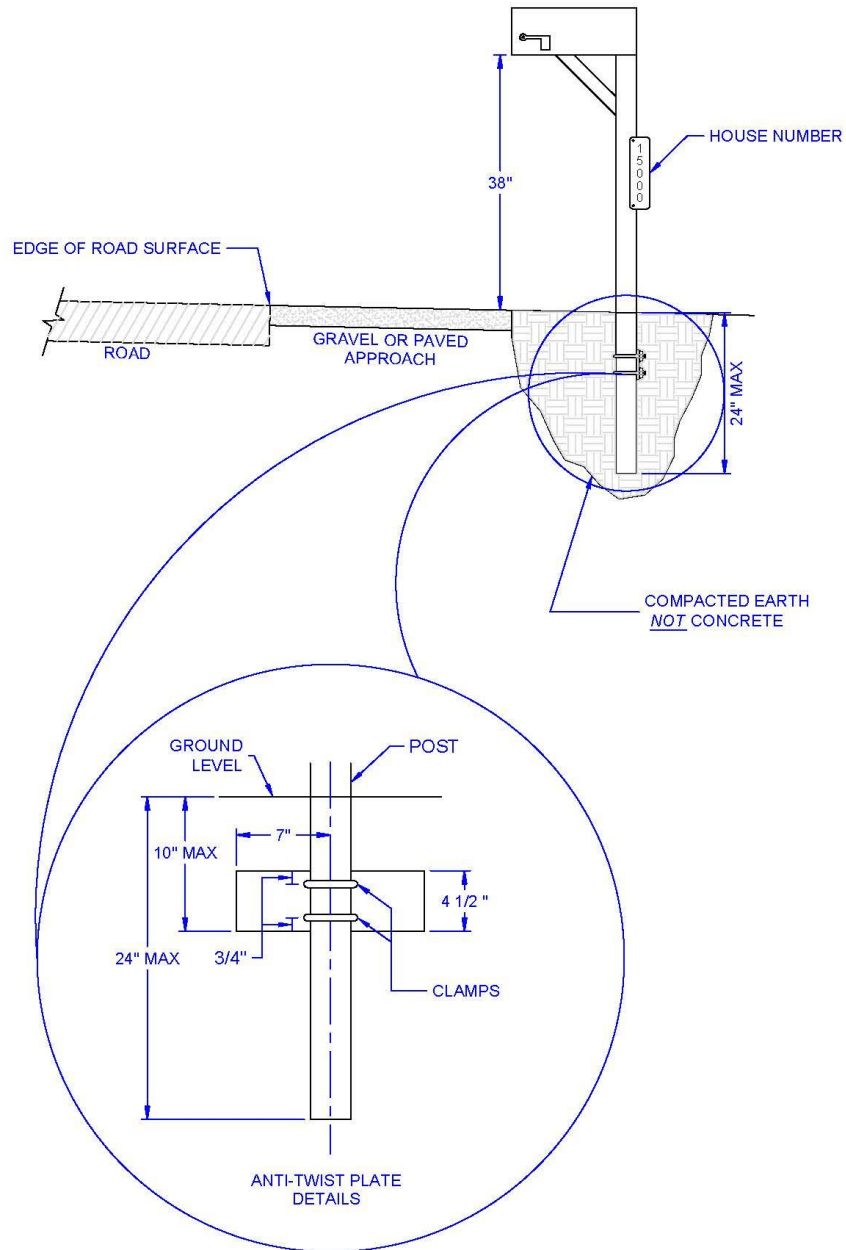


NOTES:
W = 35' MAXIMUM
R = 25' PREFERRED, 10' MINIMUM
 Δ = 70° TO 90°
RW = RIGHT OF WAY (VARIES BY ROAD)



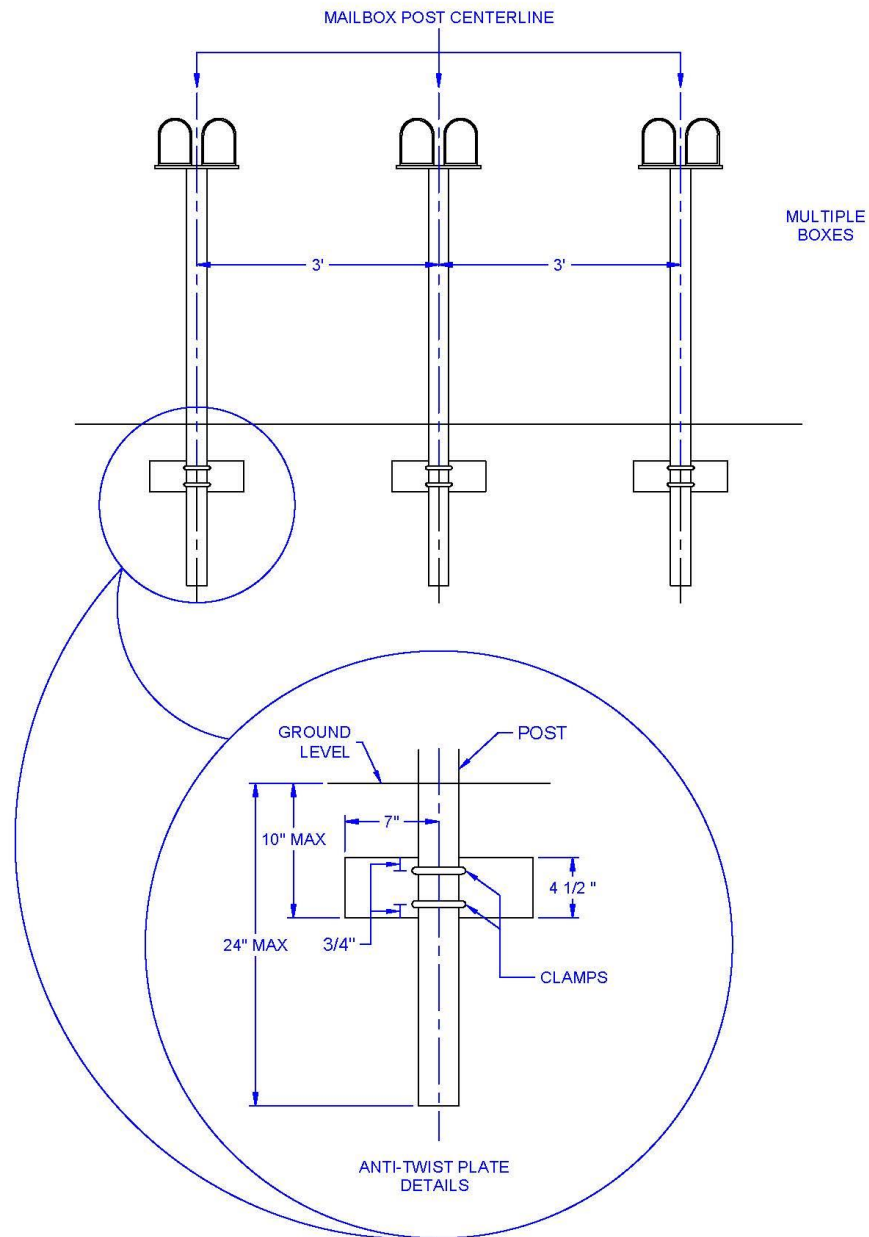
SECTION
301.13

STANDARD PLANS FOR MAILBOX LOCATION



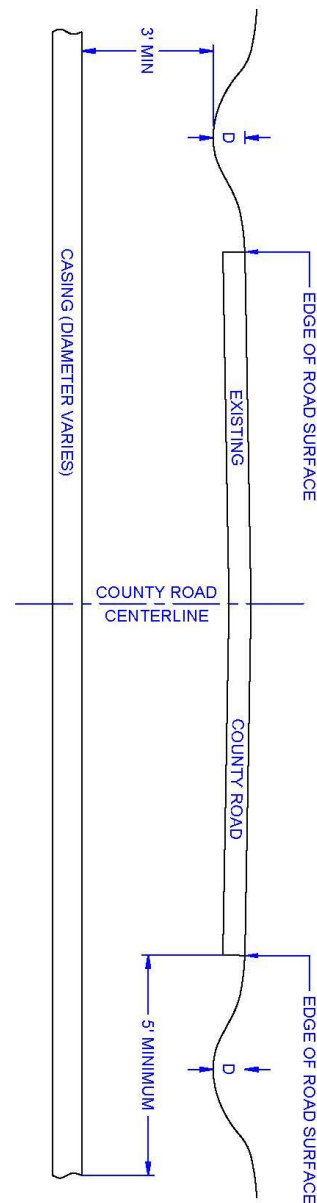


STANDARD PLANS FOR MAILBOX POST CONSTRUCTION





TYPICAL ROAD BORE

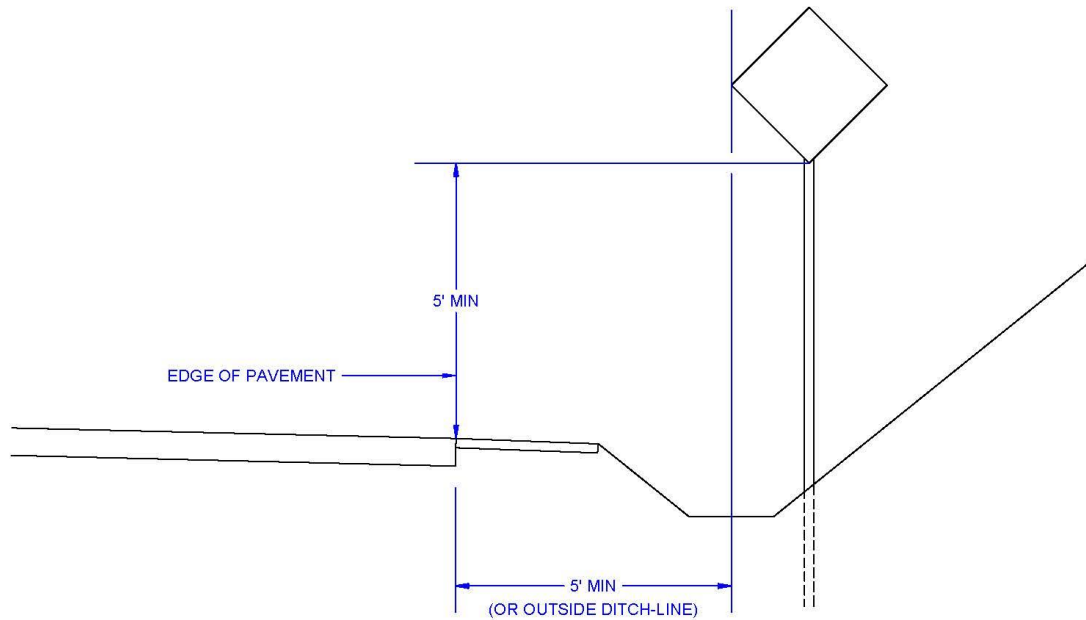


NOTES:

- 1: "D" = DEPTH OF DITCH (VARIES)
- 2: ALL DITCHES ARE TO BE LEFT OPEN
- 3: THE TOP OF THE CASING IS TO BE A MINIMUM OF 3' IN DEPTH FROM THE BOTTOM OF THE EXISTING DITCH LINE
- 4: THE CASING SHALL EXTEND BEYOND THE DITCH LINE AND BE A MINIMUM OF 5' FROM THE EDGE OF THE COUNTY ROAD SURFACE
- 5: ROAD RIGHT-OF-WAY AND SURFACE WIDTH VARIES.
- 6: ROAD SHOULDER WIDTH VARIES.

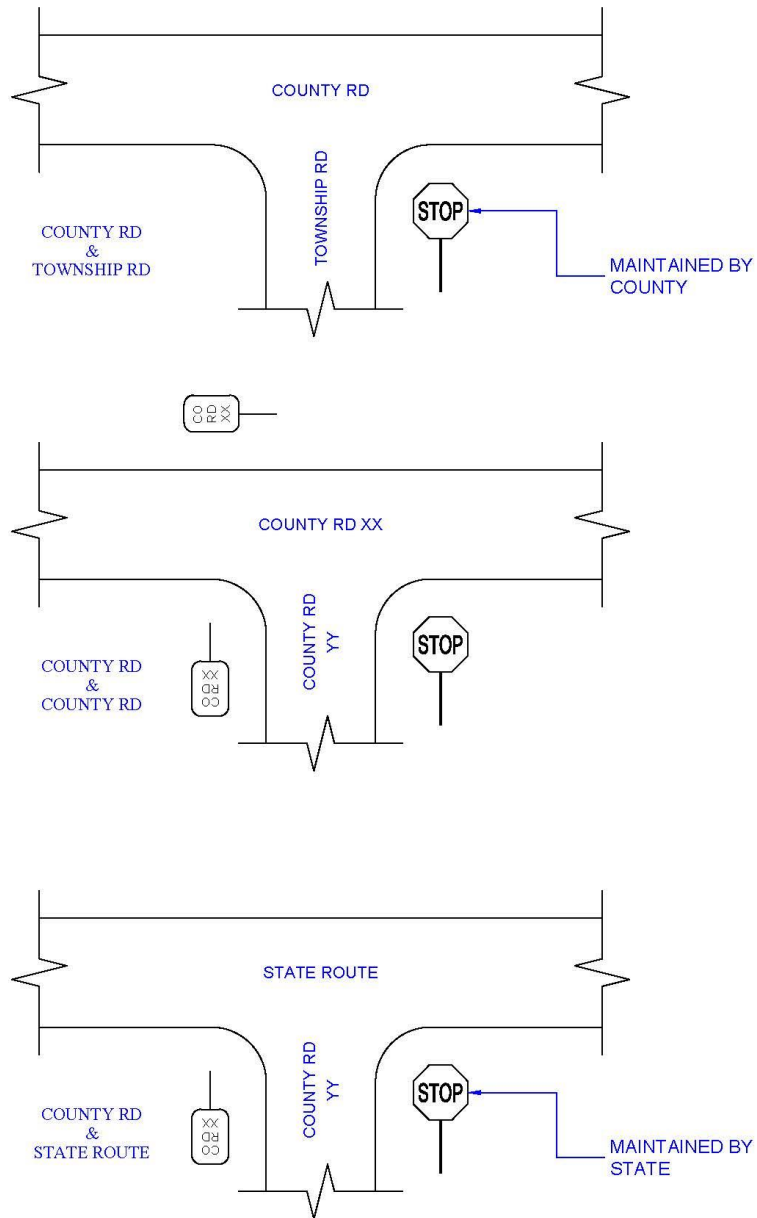


TYPICAL PROFILE OF SIGN LOCATION



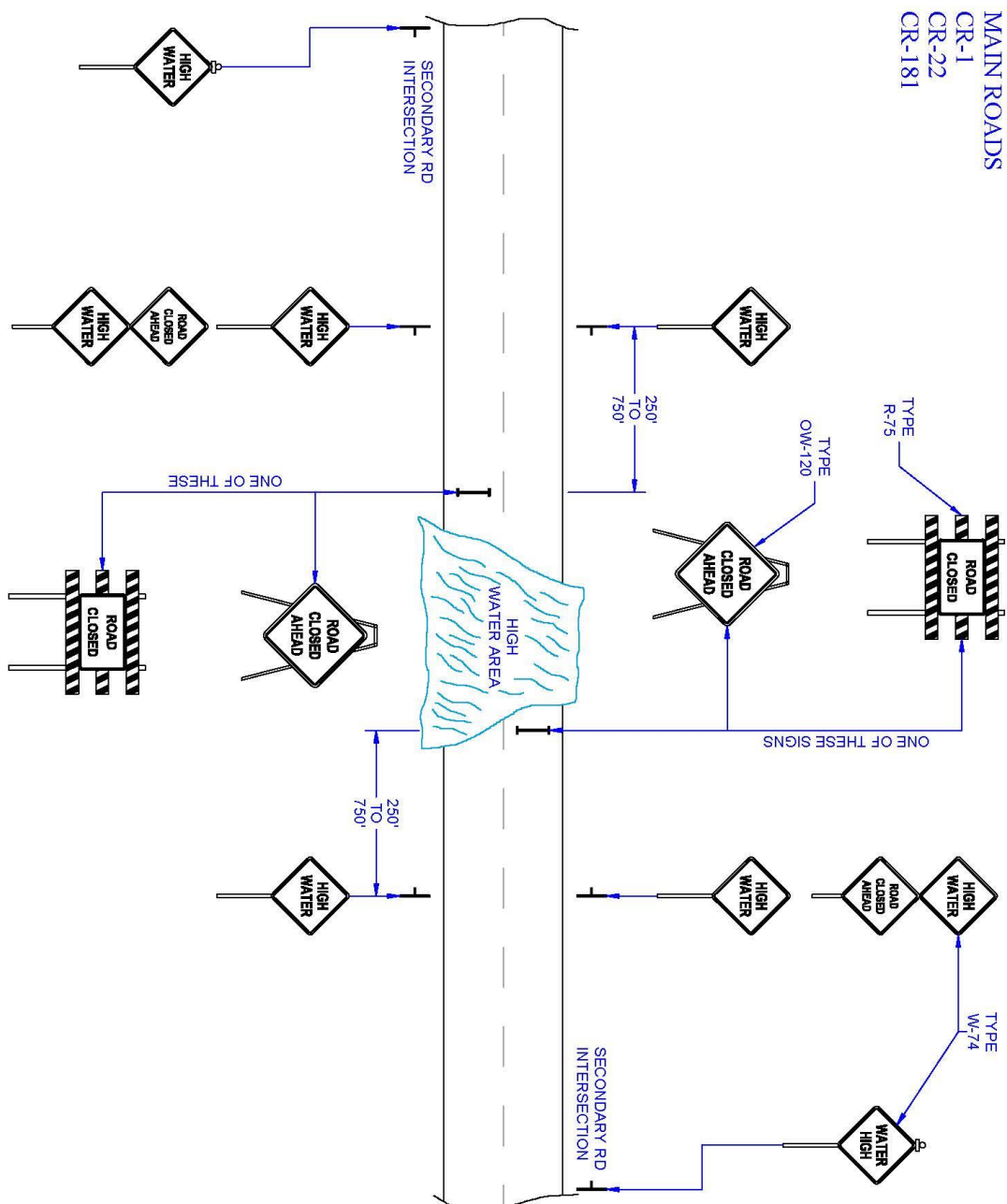


TYPICAL SIGN LA YOUTS AT ROAD INTERSECTIONS





HIGH WATER SIGN PLACEMENT



Mailboxes represent obstructions within road right-of-way and hazards to the traveling public and the Lawrence County Engineer encourages mailbox installations which minimize the hazard to the traveling public.

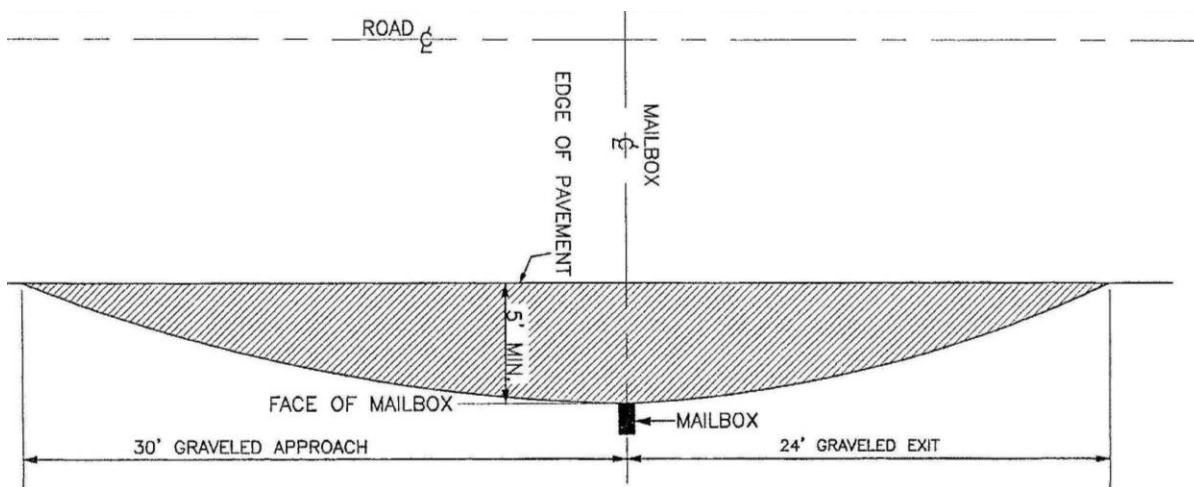
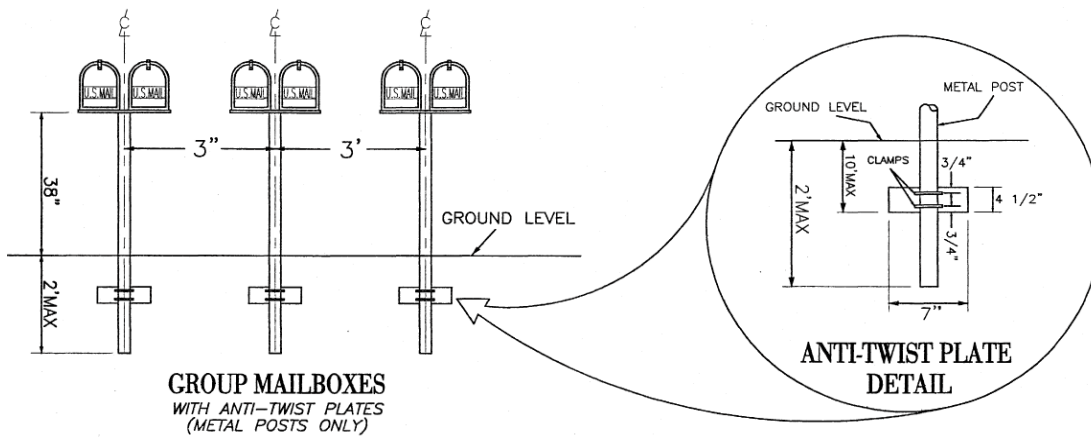
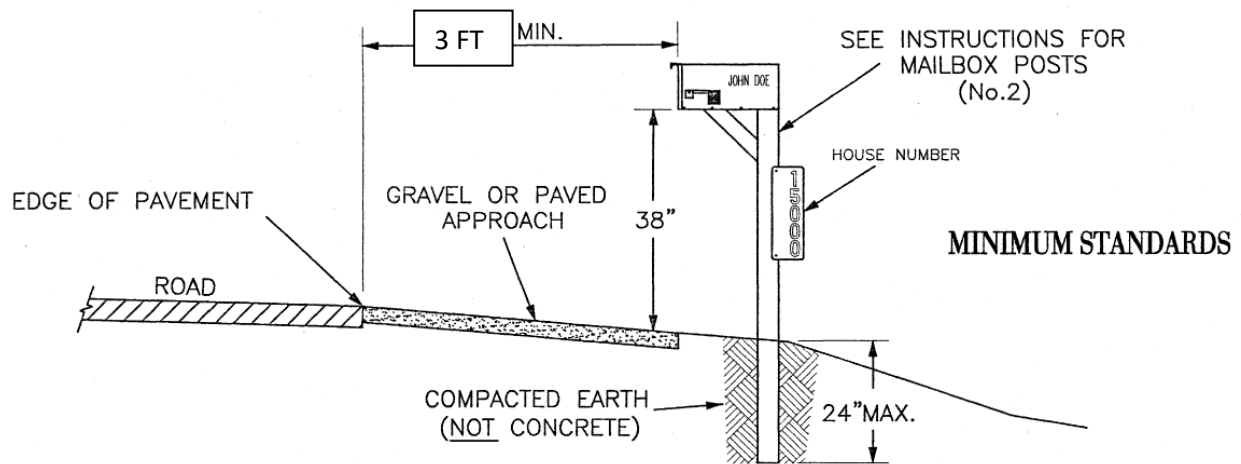
Section 5547 of the Ohio Revised Code provides for the removal of obstructions within the county highway system rights-of-way further, the Federal Highway Administration has adopted the following standards for rural mailboxes. Mailboxes not in compliance with these standards are a safety hazard and an obstruction to the safe use of the highway and should be removed.

401 Requirements for Installation of Mailboxes

All mailbox units, attachments, decals, supports and installation thereof are to be in strict accordance with United States Postal regulations and in compliance with the following specifications and standard drawings.

1. The mailbox unit shall be constructed entirely of plastic and/or lightweight galvanized steel attached to the support unit with sufficient strength to prevent the box from separating from the post top if struck by a vehicle.
2. The support structure (post) shall be either a wooden post (no larger than 4 inch x 4 inch square or 4 1/2 inch diameter round) or a metal post with a strength no greater than a 2 inch diameter standard strength steel pipe (with a weight not in excess of 2.6 lbs. per foot). No support structure shall be embedded more than 24 inches into the ground. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface. Mailbox supports shall not be set in concrete.
3. The unit shall be placed at an offset from the edge of the pavement so that the roadside face of the mailbox is no closer than 3' from the edge of the traveled lane. When a mailbox is installed in the vicinity of existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the County Engineer, by permit.
4. Multiple mailbox units of more than two boxes shall not be mounted on one support. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support. Multiple posts shall be placed no less than three feet apart, by permit.
5. Designs not described in this brochure will be acceptable only if written approval is granted by the County Engineer's Office.
6. The owner shall assume responsibility for and shall hold Lawrence County harmless and defend any and all claims for personal injury and property damages that might be brought as a result of this work.
7. Mailboxes placed two feet behind curbs on subdivision streets with 25 m.p.h. speed limits are exempt from the previously stated requirements.
8. Brick or Stone Mailboxes are only permitted outside the right of way.

Standard Drawings



402 Mailbox Damage Replacement Policy

Mailboxes are sometimes struck by County Highway Maintenance Vehicles such as snowplows and mowers. However, it is usually the snow coming off a plow that actually causes damage to the mailbox, sometimes making the box inaccessible to the Postal Service. If you believe your mailbox was damaged by County Highway Maintenance Vehicles call the Highway Maintenance Facility at (740) 532-3436. A Highway Department representative will take your address information and dispatch someone to visit your property in order to validate your claim. Our current policy regarding mailbox repair/replacement is:

When a mailbox is directly damaged during snow removal or mower operations, the County Highway Maintenance Department will:

1. Repair, if possible

OR

2. Replace with a standard mailbox and post,

OR

3. Compensate the owner for damage. Maximum compensation is \$25.00 for the cost of the material including a standard box and post. If the owner chooses cash compensation, the owner is responsible for the repair of or installation of, the new mailbox/post.

The repairs and/or replacement of a mailbox/post by the Highway Department may take several days depending on storm conditions and workload.

Lawrence County Highway Maintenance Department will replace damaged mailboxes only when the damage is due to a county Highway Maintenance Vehicle, such as a snowplow or mower striking the mailbox. Lawrence County Highway Maintenance Department will erect only a standard issue mailbox and post as a replacement.

The Lawrence County Highway Maintenance Department will not replace damage mailboxes when the damage is due to the force of snow thrown at a mailbox by a county snowplow or when the property owner has not mowed within 5 feet of each side of the mailbox if damaged by a mower. After inspection, Lawrence County Highway Maintenance Department reserves the right to refuse to replace any damaged mailbox when, in Lawrence County's opinion, it does not appear the vehicle, snowplow or mower was operated in a negligent manner.

All Damage Claims must be reported immediately after the occurrence in order to be eligible.



Non-Compliant



Compliant

**Caution about Mailboxes, signs, trees, shrubs
and other items placed on the County Right of Way**

Following are excerpts from a 1992 Ohio Supreme Court ruling:

“ WHERE AN ABUTTING LANDOWNER OR OCCUPIER USES THE HIGHWAY RIGHT-OF- WAY IN A MANNER INCONSISTENT WITH A HIGHWAY PURPOSE, AND WHERE SUCH USEAGE CONSTITUTES AN UNREASONABLE HAZARD TO USERS OF THE HIGHWAY, THE LANDOWNER OR OCCUPIER MAY BE LIABLE FOR DAMAGES APPROXIMATELY CAUSED BY THE IMPROPER USE OF THE RIGHT-OF-WAY.”

“A LANDOWNER OR OCCUPIER IS UNDER OBLIGATION TO KNOW THE BOUNDARIES OF THE PROPERTY. THE BORDER OF THE RIGHT-OF-WAY IS A BOUNDARY LINE LIKE ANY OTHER.”

To reduce the liability exposure of landowners or occupiers of land and Lawrence County, we have an obligation to inform you that anything which you cause to be placed, or cause to remain, on the right-of-way could be the cause of legal action being brought against you. If you currently have such items as fences, trees, shrubs, stones or any other obstructions on the right-of-way, you should make arrangements to have them removed.

Adopted by the Lawrence County Engineer this 1st day of September 2011.



Patrick D. Leighty, PE, PS
Lawrence County Engineer