

KINGSTON DRIVEWAY CULVERT PERMIT PROCEDURE

08-06-13

Pursuant to Kingston Township Resolution 06-06-01, a permit is required to install or replace a driveway culvert in the right-of-way for all roadways maintained by the township. These roadways include:

Todd Street Road	Clark Road	Wilson Road
Blue Church Road	Beacom Road (Portion)	Wildwood Lane
Rosecrans Road	Blayne Road	Stockwell (Portion)
Twigg Hupp Road	Basham Lane	Berkshire Road (Portion)

All right-of-way work for County Roadways including Kilbourne Road, N. Galena Road, 3 B's & K Road, Monkey Hollow and Carters Corner Road is permitted by the Delaware County Engineer's Office at 740-833-2400. All right-of way work for State Routes including SR61 and SR 521 is permitted by the Ohio Department of Transportation at 740-363-1251 or 1-800-372-7714.

Application forms and procedures can be found on the Township Website at www.kingstontwp.org , picked up at the Zoning Office (Township Hall), or obtained by contacting Road Superintendent Doug Crowl by telephone at 740-815-8427 or by e-mail at roads@kingstontwp.org . **The fee for a Driveway Culvert Permit is \$50.00 made payable to Kingston Township.**

Procedure:

- Prior to starting the application process, you are encouraged to contact Superintendent Crowl to set up an on-site visit to discuss questions, material requirements or problems prior to construction.
- Complete the Driveway Culvert Permit Application. Send the completed application and fee to Kingston Township to Fiscal Officer Greg Roy, 9899 State Route 521, Sunbury, Ohio 43074, or place them in the white box attached to the Township Hall adjacent to the entrance door. All applications will be received and processed each Friday morning.
- Have your site marked for utilities by contacting the Ohio Utilities Protection Service (OUPS), 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.
- Upon receipt of your application, Road Superintendent Doug Crowl will assign a permit number, verify the pipe diameter size, length and location, and contact you to schedule an inspection.

Specifications:

- The minimum driveway pipe diameter is 12 inches, and the minimum pipe length is 20 feet. The actual size and length will be determined by the Township based upon anticipated water flow in the ditch.
- The approved material type is double wall PVC Plastic (corrugated exterior/smooth interior) or equivalent.
- Radii must be used for all open ditch roadways, and flares must be used for curb and gutter streets.
- The use of brick pavers or concrete approaches are not permitted where open ditches exist but may be used outside the roadway within planned residential developments that have concrete curbs and gutters.
- To maintain ditch consistency, the proposed culvert must line up with the adjacent upstream culvert, and the fall from the upstream outlet of the proposed culvert must be a 1%. The fall within the proposed culvert must be a minimum of 1 to 2 %.

KINGSTON DRIVEWAY CULVERT PERMIT APPLICATION

08-06-13

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Telephone: _____

Contact Person (if other than applicant): _____

E-mail: _____ Telephone: _____

Work Location: _____

Check Street Type: _____ Open Ditch _____ Curb & Gutter

Propose Pipe Length: _____ Feet

Proposed Pipe Material: _____

Proposed Distance Pavement Edge To Center Of Pipe: _____ Feet

Existing Driveway Width Beyond Radius: _____ Feet

By signing below, the applicant agrees to indemnify and hold harmless Kingston Township from any and all damages or liabilities that they may incur to their own person or property, or to the person or property of any other, resulting from the applicant's construction or excavation activities.

Applicant Signature: _____ **Date:** _____

For Township Use:

Date Received: _____ Permit #: _____

Approved Pipe Length: _____ Feet

Approved Pipe Material: _____

Approved Distance Pavement To Center Of Pipe: _____ Feet

On-Site Visit Date: _____

Inspection Date: _____

Approval Signature: _____

Inspector Notes:

Permit Valid For Six Months From Date Received