

## Kingston Township

### Application for Permit to Install a Driveway Culvert or Make Any Excavation in a Kingston Township Highway or Highway Right-Of-Way

#### Instructions:

Pursuant to Kingston Township Board of Trustees Resolution number 06-06-1, any person, before installing a driveway culvert or making any excavation in a Kingston Township highway or highway right-of-way within the jurisdiction of Kingston Township, except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service, must first obtain a permit from Kingston Township for such installation of a driveway culvert or making any such excavation.

This requirement of a permit from Kingston Township is in addition to, and not in place of, obtaining a permit for such culvert installation and/or excavation as may be required by Delaware County, Ohio.

No application or fee shall be required for an excavation project to install five or fewer poles for the purpose of providing electric or telecommunications service, but the person making that excavation shall provide verifiable notice of the excavation to the Kingston Township Fiscal Officer at least three (3) business days prior to the date of the excavation.

The following requirements must be met in order to obtain a permit to install a driveway culvert or make any excavation in a Kingston Township highway or highway right-of-way:

1. An Application for Permit to Install a Driveway Culvert (**Form 06061-1**) or Make Any Excavation in a Kingston Township Highway or Highway Right-Of-Way (**Form 06061-2**) shall be completed and submitted to the Kingston Township Fiscal Officer at 7295 Blue Church Rd., Sunbury, Ohio 43074. Application forms can be obtained from the Township Zoning Office or Township Fiscal Officer.
2. **A fee of fifty dollars (\$50.00) shall be paid upon submission of each application.**
3. A separate application shall be completed and submitted for each culvert to be installed or for each excavation to be made.
4. The following shall be submitted with the application. Submission of the items listed below shall be a condition of granting the permit.
  - a. The applicant shall submit plans indicating the location, size, type, and duration of the culvert or excavation contemplated;
  - b. The applicant shall specify methods of excavation, refilling, and resurfacing to be followed that meet or exceed Ohio Department of Transportation (ODOT) Construction and Material Specifications (CMS);
  - c. The applicant shall provide a statement that work zone traffic control devices and signage in accordance with the Uniform Manual of Traffic Control Devices will be used;
  - d. Work zone traffic control devices and signage in accordance with the Uniform Manual of Traffic Control Devices shall be used;
  - e. The applicant shall, in a written statement, indemnify Kingston Township against liability and/or damage as the result of the installation of the culvert or as a result of the excavation; and,
  - f. The applicant, except an applicant installing a culvert beneath a driveway, shall post a deposit or bond, with sureties to the satisfaction of the Board, conditioned upon the performance of all conditions in the permit.
5. The applicant must contact Ohio Utilities Protection Service (OUPS) prior to any culvert installation or excavation and allow OUPS sufficient time to notify the applicant of any utilities that may interfere with the culvert installation or excavation.
6. **Kingston Township requires 30 working days to process this application.**
7. Following installation of the culvert or making of the excavation, Kingston Township reserves the right to inspect any culvert installed or excavation made to assure compliance with plans and specifications submitted with this Application and/or requirements made by Kingston Township as a condition of approving the permit. Kingston Township may require that any culvert installed or excavation made contrary to submitted plans and specifications or any additional requirements made by Kingston Township as a condition of granting a permit be corrected and made to conform to submitted plans and specifications or any additional requirements made as a condition of granting a permit.

# Kingston Township

## Applicant Information

Form 06061-2

Applicant Name (Company Name) _____		
Street Address: _____		Phone # _____
City: _____	State: _____	Fax # _____
Contact Person: _____		Phone # _____

## Worksite Information Description of Work

Road Name: _____	Township Road # _____
Description of Specific Location on Road Where Work is to be Performed:	
_____	
_____	
_____	

## Description of Work

<b><u>Type of Work:</u></b>
_____ Culvert                      _____ Other Excavation
<b><u>Location of Work:</u></b>
_____ Roadway
_____ Between Roadway and Boundary of Right-of-Way (Side of Road - Circle all that apply: N, S, E, W)
_____ Other (Describe: _____)
<b><u>Description of Work:</u></b>
_____
_____
_____

## Kingston Township

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### Statement That Work Zone Traffic Control Devices and Signage in Accordance with the Uniform Manual Traffic Control Devices Will be Used

I hereby state that work zone traffic control devices and signage in accordance with the Uniform Manual of Traffic Control Devices will be properly used and properly placed throughout the installation of the driveway culvert(s) or excavation(s) proposed in this Application.

**By signing below I indicate that I am eighteen years of age or older and have fully read, understand, and agree to the above Statement.**

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

### Statement of Indemnity

To the fullest extent permitted by law, I shall indemnify and save and hold free and harmless the Kingston Township Board of Trustees and Kingston Township, its officers, employees, agents, servants, and volunteers from any and all actions, claims, demands, judgments, damages, losses and expenses, whether direct or indirect, including but not limited to attorney's fees, arising from any accident or occurrence related in any manner to the installation of the driveway culvert(s) or excavation(s) proposed in this Application. I shall undertake to defend, at my own expense, any and all actions, claims, or demands brought against the Kingston Township Board of Trustees and Kingston Township, its officers, employees, agents, servants, and volunteers by reason of or related in any manner to the installation of the driveway culvert(s) or excavation(s) proposed in this Application, and to pay, settle, compromise and procure the discharge of any and all judgments, damages, losses and expenses, including but not limited to attorney's fees.

I, and anyone I employ by reason of or related in any manner to the installation of the driveway culvert(s) or excavation(s) proposed in this Application, am an/are independent contractor(s) and as such shall not at any time be considered an officer, employee, agent, servant, or volunteer of Kingston Township.

I understand and agree to carry such bodily injury and property damage liability insurance as will protect myself, anyone I employ, and Kingston Township against any and all claims for personal injury, including death, or property damage, which may arise from or be related in any manner to the installation of the driveway culvert(s) or excavation(s) proposed in this Application.

**By signing below I indicate that I am eighteen years of age or older and have fully read, understand, and agree to the above Statement of Indemnity.**

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**Kingston Township**

**By signing below I indicate that I am eighteen years of age or older and have fully read, understand, and accept all terms of this Application.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**FOR TOWNSHIP USE ONLY:**

**Conditions of Approval**


**Approval**

_____ Trustee	_____ Date
_____ Trustee	_____ Date
_____ Trustee	_____ Date

**Final Inspection Approval**

_____ Inspector	_____ Date
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