

**ACCESS PERMIT APPLICATION**

Permit No. \_\_\_\_\_  
Preliminary Access Approval ( )  
Access Approval ( )

Property Owner Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No./Fax No.: \_\_\_\_\_

Email permit to: \_\_\_\_\_

Driveway Information

County Road / Township Road: \_\_\_\_\_ Township and Section: \_\_\_\_\_

Driveway Type: Agricultural ( ) Single Residential ( ) Multi Residential ( ) Commercial/Industrial ( )

Detailed Location: \_\_\_\_\_

\_\_\_\_\_

Description of Project: \_\_\_\_\_

Distance from nearest existing drive/intersection: \_\_\_\_\_

\_\_\_\_\_

Is the drive bound by an easement? YES ( ) NO ( )

Is there an existing drive? YES ( ) NO ( )

Is there an address? YES ( ) NO ( ) If yes, what is the address? \_\_\_\_\_

Was Preliminary Access Approval obtained? YES ( ) NO ( )

If yes, please give Permit Number: \_\_\_\_\_

Applicant's signature signifies compliance with the Permit Requirements:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*COPY OF ACCESS SPECIFICATIONS RECEIVED \_\_\_\_\_ (INITIALS)

## ACCESS SPECIFICATIONS PREBLE COUNTY, OHIO

1. A WRITTEN PERMIT IS REQUIRED FOR ALL DRIVEWAY INSTALLATIONS.
2. THE APPLICANT MUST PHYSICALLY MARK THE DESIRED LOCATION OF THE PROPOSED DRIVEWAY.
3. UNDER NORMAL CONDITIONS THE MINIMUM DIAMETER ACCEPTABLE FOR A DRIVEWAY PIPE IS 12 INCHES.
4. IN MOST INSTANCES THE MINIMUM ACCEPTABLE LENGTH WILL BE 24' FOR RESIDENTIAL AND 40' FOR AGRICULTURAL AND COMMERCIAL.
5. SPECIAL ATTENTION MUST BE GIVEN TO THE LOCATION OF THE DRIVEWAY SUCH THAT THERE IS ADEQUATE SIGHT DISTANCE EACH DIRECTION FOR SAFETY REASONS AS OUTLINED IN THE ACCESS MANAGEMENT REGULATIONS.
6. DURING THE PROGRESS OF THE WORK THERE SHALL BE ADEQUATE TRAFFIC CONTROL TO PROTECT THE TRAVELING PUBLIC.
7. THE DRIVEWAY CULVERT PIPE SHALL BE INSTALLED SUCH THAT THE GRADE FOR THE EXISTING DITCH IS MAINTAINED UNLESS OTHERWISE DIRECTED BY THE COUNTY ENGINEER.
8. IF A CONCRETE DRIVE IS TO BE INSTALLED, THE CONCRETE SHALL BE TERMINATED 30" FROM THE EDGE OF THE EXISTING ROADWAY PAVEMENT.
9. THE MAINTENANCE AND REPAIR OF THE DRIVEWAY CULVERT IS THE RESPONSIBILITY OF THE PROPERTY OWNER.
10. IT IS THE OWNERS RESPONSIBILITY TO PROVIDE ALL THE NECESSARY MATERIALS AND THE INSTALLATION OF ALL MATERIALS.
11. THE DRIVEWAY SHALL SLOPE DOWN AND AWAY FROM THE EXISTING PAVEMENT EDGE AND SHALL BE SO CONSTRUCTED THAT NO SURFACE WATER BE DRAINED ONTO THE ROADWAY PAVEMENT.
12. WITHIN 7 DAYS, THE APPLICANT WILL BE CONTACTED AND ADVISED OF THE RESULTS OF THE APPLICATION.
13. WHEN INSTALLING A MAILBOX, THE FRONT OF THE MAILBOX SHALL BE A MINIMUM OF 30" FROM THE EDGE OF THE ROADWAY PAVEMENT AND THE BOTTOM OF THE MAILBOX SHALL BE 42" TO 48" OFF THE GROUND. ALL MAILBOXES MUST BE MOUNTED ON BREAKAWAY WOODEN OR PLASTIC POSTS.

R. KYLE CROSS, P.E., P.S.  
PREBLE COUNTY ENGINEER  
1000 PREBLE DRIVE  
EATON, OHIO 45320  
PHONE: 937-456-4600

ALTERNATE DESIGNS AND/OR CONSTRUCTION PROBLEMS SHALL BE REVIEWED AND APPROVED BY THE COUNTY ENGINEER. DRIVEWAY CULVERTS SHALL BE REINFORCED CONCRETE, CORRUGATED METAL, OR AN APPROVED EQUAL.  
REVISED 4/25/2012

