



**WARREN COUNTY ENGINEER'S OFFICE**

**105 Markey Road, Lebanon, Ohio 45036**

Phone: (513) 695-3301

Fax (513)-695-3323

**ACCESS / DRIVEWAY CULVERT  
PERMIT APPLICATION**

**The property owner shall construct and maintain driveway culverts and approaches pursuant to Ohio Revised Code Sections 5543.16 and 5571.16**

Request is for (Check one):  Residential  Non-Residential  Commercial

Requesting (Check all that apply):

- Permanent Access  Temporary Access  Improvement to Existing Access
- Change in Access Use  Existing Parcel (No Parcels to be created)
- Preliminary Access Approval for Lot Split (Attach Survey Plat showing new parcel(s) and residual parcel.)
- Driveway Culvert (Parcel ID Required): Complete (A) Owner and (B) Agent (if applicable), then go to page 3.

**(A) Owner (Applicant): (PLEASE PRINT)**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address, City \_\_\_\_\_

State, Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

**(B) Agent for the Applicant (if applicable):**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address, City \_\_\_\_\_

State, Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

- 1) Address or Parcel ID# of property \_\_\_\_\_
- 2) Are you aware of prior request for an access permit or preliminary access approval for this parcel? \_\_\_N \_\_\_Y  
If yes please explain: \_\_\_\_\_
- 3) What roadway are you requesting access from? \_\_\_\_\_
- 4) Number of lots created? \_\_\_\_\_ Number of requested access points? \_\_\_\_\_
- 5) How many feet is the proposed access from the nearest roadway or driveway?  
Access #1: \_\_\_\_\_ Ft. (circle: N S E W) from \_\_\_\_\_  
Access #2: \_\_\_\_\_ Ft. (circle: N S E W) from \_\_\_\_\_  
Access #3: \_\_\_\_\_ Ft. (circle: N S E W) from \_\_\_\_\_
- 6) Does the property owner own or have any interests in any adjacent property? \_\_\_N \_\_\_Y  
If yes, please describe: \_\_\_\_\_
- 7) Are there existing access easements bordering or within the property? \_\_\_N \_\_\_Y
- 8) If you are requesting residential development access, what is the type (single family, apartment, townhouse, condominium, landominium) and number of units?

Type	Number of Units	Type	Number of Units

9) If you are requesting commercial or industrial access please indicate the types and number of businesses and provide the floor area square footage of each.

Business	Square footage	Business	Square footage

10) Provide the following vehicle count estimates for vehicles that will use the access. Leaving the property then returning is two counts. Indicate if your counts are: \_\_\_\_ peak hour volumes or \_\_\_\_ average daily volumes.

*Notes: (1) A Traffic Impact Study (TIS) may be required for developments generating more than 10 peak hour trips and/or 100 average daily trips, (2) Vehicle count estimates are to be based on the Institute of Transportation Engineers (ITE) Trip Generation manual when applicable.)*

# Of passenger cars and light trucks	# Of heavy trucks	Total count of all vehicles

11) Within seven business days of the receipt of this application the County Engineer may determine that the applicant will be required to provide some or all of the following:

- a) Property map indicating other access, bordering roads and nearby drives.
- b) Proposed access design.
- c) Traffic control plan.
- d) Traffic Impact Study.
- e) Sight Distance Study.
- f) Other information as required by the County Engineer

**If this access permit is granted, the applicant agrees to the following conditions (not applicable for preliminary access approval requests):**

- i. *Traffic shall be maintained at all times, unless permission is granted by the County Engineer to close the road.*
- ii. *Disturbance to all pavement and shoulders/berms will be kept to minimum. Tracked equipment will not be permitted on the roadway. When any pavement or shoulders/berms is damaged either by construction, construction equipment or by excessive weight, Permittee shall make complete restoration as directed by the County Engineer.*
- iii. *Lights, signs, barricades, and if necessary steel plates, flagmen or watchmen will be placed on the project site for protection of traffic at all times, day and night. The Permittee shall fully comply with the maintenance of traffic recommendations and as directed by the County Engineer's Office.*
- iv. *Permittee shall assume the responsibility for and will hold the County harmless from any and all claims for personal injuries and/or property damages, and shall defend any action that might be brought due to the applicants' activities on this project and/or under this permit.*

If an access permit is issued to you it will state the terms and conditions for its use. The permit status may be reevaluated for any changes in the use of the permitted access not consistent with the terms and conditions listed on the permit.

The applicant declares that all information provided on this form and the submitted attachments, which are made part of the application, are accurate and complete to the best of their knowledge.

**Applicant signature:**

**Date:**

Office of  
**Warren County Engineer**

Permit No.:

105 Markey Road  
Lebanon, Ohio 45036  
<http://www.wceo.us/>

NEIL F. TUNISON, P.E., P.S.  
WARREN COUNTY ENGINEER

Phone: (513) 695-3301  
Fax: (513) 695-3323  
Email: [W.Fisher@co.warren.oh.us](mailto:W.Fisher@co.warren.oh.us)

Driveway Culvert Permit Application

**Applicant to complete block below, and return to address above.**

Current address

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)  
City & Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed driveway information

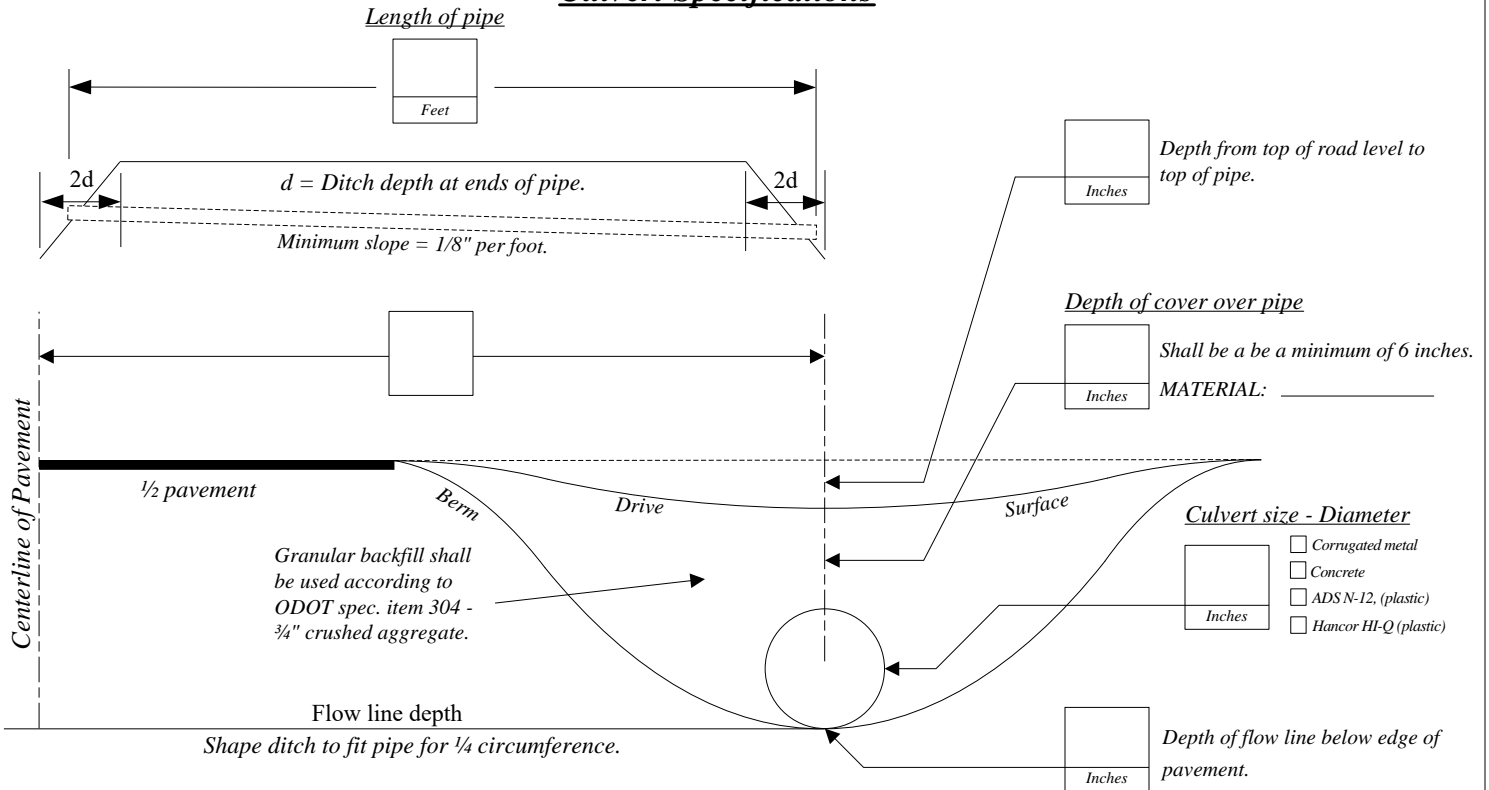
Road Name: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Building Permit No.: \_\_\_\_\_ Sidwell No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

**Address shall not be assigned without Sidwell No.**

Driveway use:  Residential  Commercial  Second drive  Field access  Replacement

**To be completed by Engineer's Office.**

Culvert Specifications



**To be completed by Engineer's Office.**

House number assigned to this location. \_\_\_\_\_  
Specifications to applicant: \_\_\_\_\_  
Final approval date: \_\_\_\_\_

\_\_\_\_\_  
Warren County Engineer - Neil F. Tunison, P.E., P.S.

\_\_\_\_\_  
Permits Coordinator - Jason Fisher

\_\_\_\_\_  
Additional comments

**General Notes**

- |   |  |
|---|--|
| <p>(1.) <i>The property owner shall construct and maintain drive approaches pursuant to Ohio Revised Code Sections 5543.16 &amp; 5571.16.</i></p> <p>(2.) <i>Driveways graded toward the roadway shall have a low point over the culvert, or ditch line, to direct the storm water into the roadside ditch.</i></p> <p>(3.) <i>Applicant to draw sketch of desired location with approximate distance from nearest road intersection.</i></p> | <p>(4.) <i>Applicant shall place in the center of proposed drive, a survey stake, painted orange, with applicants last name printed on face of stake.</i></p> <p>(5.) <i>Concrete driveways shall have a finished grade at, or below, edge of pavement.</i></p> <p>(6.) <i>Headwalls shall not be permitted.</i></p> |
|---|--|

***Applicant to complete installation as specified, and upon completion, contact the Warren County Engineer's Office for final inspection and release.  
Occupancy Permits shall not be issued without this final release.***

**Please sketch a map locating the site below. Please include the nearest street intersection or adjacent address.**