

PERMIT NO. _____



Office of the Lucas County Engineer

1049 S. McCord Road
Holland, Ohio 43528

Phone: 419-213-2860
FAX: 419-213-2829



PERMISSION TO ENCLOSE

Board of County Commissioners
Lucas County, Ohio

Property Address: _____

Gentlemen:

I hereby make application for permission to enclose 1 _____ Ditch No. 2 _____

with 3 _____ +/- feet of 4 _____ conduit approximately
_____ type / size

5 _____ feet 6 _____ of 7 _____
_____ Direction _____ Road Name

approximately 8 _____ feet 9 _____ from 10 _____
_____ Direction _____ Nearest Intersection

In Section 11 _____ Range _____, Town _____,

12 _____ Township, Lucas County, Ohio.

I hereby agree that said work will be done at my own expense in accordance with the provisions of law and in accordance with the current Lucas County Construction Standards. The final surface should be constructed so that it is graded to drain and slopes away from the edge of pavement. The size and grade of the conduit shall be as specified by the Lucas County Engineer. For plastic pipe, I agree to provide a minimum of 12" of cover. Contact the Lucas County Engineer's Main Office at (419) 213-2860 three working days in advance for grade stakes.

Contact the Construction Dept. @ (419) 213-2860 two (2) working days in advance of commencing work under this permit to set up an inspection. You must also contact the Construction Dept. prior to backfilling for a final inspection.

This permit may at any time be revoked or annulled for non-performance of or noncompliance with any of the said conditions, restrictions and regulations thereof. This permit shall be in the possession of the person in charge of the work and shall be shown on request to any employee of the County Engineer.

- Field Work Required
- Field Work Complete

Recommended by _____ Date _____

Inspected by _____ Date _____

Approval valid for 6 months from this date _____
_____ Date _____

County Rd.: _____

Township Rd.: _____

Township: _____

Application Name _____
Address _____

City/Vill. _____

Zip Code _____

Telephone _____ - _____ - _____

Certificate of Insurance Required

- YES NO

This permit issued by the Lucas County Engineer under authority granted by the Board of Lucas County Commissioners and/or the Board of Townships Trustees.

Basic instructions for filling out the Permission to enclose. Any questions concerning information required to complete the permit should be directed to a Professional Engineer and/or Professional Surveyor.

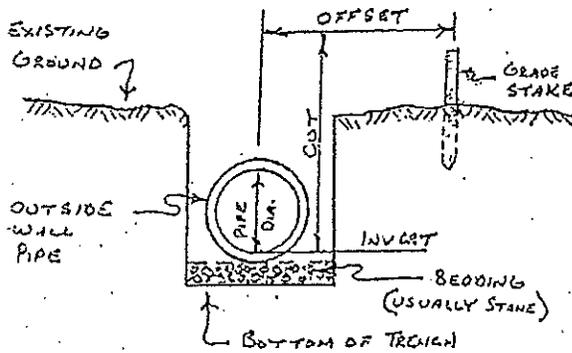
1. Provide the name of the ditch or provide descriptive information for the ditch (ie. Roadside ditch, Ditch at north of property, ditch at rear of property, etc).
2. Provide ditch Number if known. This information may be available on the Lucas County GIS Mapping system.
3. Length of conduit. The length of the conduit should include the width of the access drive at the proposed location of the conduit and should include an additional 8ft on both sides of the access drive to allow for appropriate grading.
 - a. $\text{Width of access drive} + 8\text{ft} + 8\text{ft} = \text{total length of conduit}$
4. Proposed material of conduit. Lucas County allows Concrete Pipe and PVC Pipe.
5. Length in feet from center line of nearest road.
6. The direction the ditch is from the center line of the nearest or adjacent road (North, South, East, West).
7. The Name of the Nearest or adjacent road.
8. Length in feet from center line of nearest road intersection to the center point of the proposed conduit.
9. The direction the center point of the proposed conduit is from the nearest intersection (North, South, East, West)
10. The name of the intersecting roads at the nearest intersection.
11. Town, Range and Section is available on the County GIS Maps.
12. The name of the Township where the proposed conduit will installed.

All proposed ditch enclosures will need to follow all Lucas County Regulations and any other local, state and federal regulations. Preliminary Information is available via Lucas County GIS Maps at <https://www.co.lucas.oh.us/3145/GIS-Maps-Apps-Data> and is subject to the requirements of the Lucas County GIS Maps Instructions and Legal Disclaimer.

Notes for Drive Tile and Ditch Enclosure Permits

- A. The county survey crew must be able to tell where you want to put your pipe in order for them to set the grade stakes.
- B. The permit holder needs to mark either the centerline or the ends of the proposed driveway or drive pipe.
- C. Some ways to mark the location are;
 - a. Ribbon tied to stakes.
 - b. Paint marks on the edge of pavement.
 - c. Stakes with a note written on them.
- D. If there is heavy brush on the side of the ditch you want the grade stakes set on, clear the brush first. Stakes are usually set on the ditch bank farthest away from the road. If there is room between the roadside berm and the ditch bank, we can set them on that side.
- E. The survey crew can stake any length requested. It is common for plastic pipe to come in 13-foot lengths and concrete pipe in 6 or 8-foot lengths. You might want to check with your pipe supplier so we can set the stakes at the correct length for the number of pipe you are buying.

Explanation of the survey stakes:



1. The "cut" is measured from the top of the stake to the invert of the pipe. {If you see, (C = 2' ~ 6") it means the cut is two feet six inches}.
2. The invert is the bottom of the inside of the pipe.
3. The "offset" is measured from the center of the stake to the center of the pipe. {Usually this is the center of the existing ditch.}

FOR DRIVEWAY ENCLOSURE PERMITS

**THE PIPE MUST BE 8' LONGER ON BOTH SIDES OF DRIVEWAY
NO ENDWALLS OR HEADWALLS**

