



# Driveway Permit - Non Curb & Gutter

Sugarcreek Township, Greene County, Ohio

Permit Fee: \$30.00

Date Paid: \_\_\_\_\_

Circle One: Cash      Check # \_\_\_\_\_

Permit Date: \_\_\_\_\_

Permit No. : \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Property Location: Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Installation Description:     New Access                       Existing Upgrade

Non-Curb & Gutter - Distance from Utility Boxes, Fire Hydrants, and Catch Basins: \_\_\_\_\_ (min. 8')

Culvert Pipe: Type:     Steel                       Concrete  
                                  Other                      Length: \_\_\_\_\_ (min. 30')

Driveway:      Width: \_\_\_\_\_

Drive Apron: Material:     Concrete                       Asphalt  
                                  Pavers                       Gravel

Intersection:               N/A                      Distance: \_\_\_\_\_  
                                  Minor                      (min. 50' minor, 200' major)  
                                  Major

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This permit expires one (1) year from issuance. A \$2,000 performance bond is required and shall also be attached. Upon the basis of the information contained within, the proposed driveway is found to be in accordance with the Sugarcreek Township Driveway regulations and is hereby:

Approved                       Rejected

\_\_\_\_\_  
Tracey D. Messer, Director of Roads and Services

\_\_\_\_\_  
Date

COMMENTS: \_\_\_\_\_

Please call (937) 848-2330 for inspection 24 hrs. before concrete or asphalt is installed.



# Driveway Installation Specifications

Sugarcreek Township, Greene County, Ohio

## Driveway Installation Procedures:

1. Driveway shall be located and marked with stakes prior to submittal of permit.
2. Applications to be submitted with one (1) 8.5"x11" site plan reflecting proposed location of building(s), driveway(s) and any fire hydrant(s), catch basin(s), utility pole(s) or utility box(s). A \$2,000 performance bond is also attached.
3. The Director of Roads & Services or a representative shall review driveway application proposal for compliance with the Greene County Subdivision Regulations.
4. Driveway permit shall be issued pursuant to any changes as required by review.
5. Driveway gravel base layer shall be installed prior to beginning any building foundation work. This temporary driveway shall act as the **only** means of Ingress and egress to the interior of the lot during the construction stage.
6. The Director of Roads & Services, or a representative, upon 24-hour notification by applicant (excluding holidays), shall inspect final construction. Designs utilizing concrete or asphalt shall be final inspected following the construction of any required formwork and prior to installation of concrete or asphalt.
7. Designs utilizing a gravel-finished surface shall be final inspected after final gravel surface is installed. Inspector will leave inspection receipt illustrating approval of any changes that may be required to meet regulations. (Inspections are conducted between 9:00 a.m. and 10:00 a.m. each weekday, excluding holidays)

## Driveway: General

1. Access to the property shall only be through the temporary driveway. Access through or over the roadside ditch line or curb is **NOT** permitted under any circumstances.
2. Driveways may not enter roads/streets any closer than fifty (50) feet from any minor intersection or two hundred (200) feet from any major intersection. Anything closer requires a variance (*see Variance for information*). For the purposes of these regulations, an intersection shall be defined as the rectangle created by extending the edge lines of intersecting roadways.
3. No driveways shall be installed closer than eight (8) feet from any fire hydrant(s), catch basin(s), utility pole(s) or box(s).
4. Base layer of driveway shall be installed prior to beginning any building foundation work.
5. The applicant is responsible for maintaining the roadway free of debris such as nails, mud, stone, gravel, wood, etc. on a daily basis. If the Roads & Services Department is called out to clean the roadway, the applicant shall be charged \$100.00 per hour with a minimum of two (2) hours.
6. No construction equipment will be unloaded or loaded on the pavement or berm (*see ORC 5589*).
7. No materials or equipment are to be stored within the road right-of-way (*see ORC 5589*).
8. No concrete mixers are permitted to wash out trucks within the road right-of-way or into the storm sewers.
9. No lawn sprinklers, trees, shrubs, basketball hoops, etc. are to be installed within the road right-of-way, except what is allowed by local, county, or state regulations. Structures made of stone or brick, such as entranceways, fences, gates or mailboxes are **NOT** permitted within the road right-of-way or in any place that is a safety factor (*ORC 5589*). (*see Zoning code for proper placement*)
10. Any field tile or underground springs that are located and/or destroyed in construction will be repaired or piped to a suitable outlet.
11. Down spouts and other methods of channeling water are to be designed in such a way as to retain channeled water within the building lot. **No** down spouts, sump pumps, septs, curtain drains or leach fields are permitted to be piped to the roadside ditch line, curb or sidewalk (*ORC 5589*).

## Driveway: Curb & Gutter

- Concrete approach to be constructed with a minimum of 4" pea gravel and 6" concrete. Sidewalks to be constructed with a minimum of 4" pea gravel and 4" concrete. Pavers or designer concretes are not permitted.
- Expansion joints are required between walk and apron and walk and drive.
- Minimum 7" fall from walk to street.
- Roll-back curb profiles shall not be modified to accommodate proposed drive. Chair-back curb designs may be modified in accordance with ODOT specifications.

## Driveway: Non-Curb & Gutter

1. All driveway culverts must be reinforced concrete or corrugated steel pipe, size to be determined by Sugarcreek Township Roads & Services Department.
2. Asphalt approach to be constructed with a minimum of 6" chips and dust and 2" asphalt.
3. Culvert pipe headwalls are permitted as long as they do not surpass driveway elevation
4. Concrete driveways shall terminate at the ROAD RIGHT-OF-WAY and shall be asphalt to the level of the road surface. (see attached Estate Style Driveway Apron Standards)
5. Driveways which slope downward to roadway shall be designed as to maintain roadway level one car length from the roadway, and to control water run-off by either
  - A. Installing a crown in the driveway pavement so that water will run off to the side and into the roadside ditch.
  - B. Installing an open grate across the driveway so that water does not sheet flow onto the roadway.
6. The roadside ditch line must remain open and free from obstructions. All ditches along roadways are to be graded and sloped to handle runoff. No ditches roadways are permitted to be filled in. Requests to pipe roadside ditches shall require a full set of engineer stamped drawings approved by the Sugarcreek Township Service Director and accompanied by a work in right-of-way application. All ditching or grading along roadways is to be done under the Guidance of the Service Director or his representative (*see ORC 5589*).