



**CHECKLIST FOR SUBMITTAL OF PERMIT APPLICATION  
FOR COMMERCIAL DRIVEWAY**  
Used for Administrative Completeness Assessment

Project Name \_\_\_\_\_ Township \_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the current OCRC *Procedures and Regulations for Permitted Activities*.

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

Printed Name \_\_\_\_\_



Check

A. Permit Application

- 1. Application to Construct a Commercial Driveway within ROW (**See Detail PA-1**)
- 2. Two (2) paper copies on 24 inch x 36 inch sheets and an electronic PDF file of construction plans signed and sealed by a Professional Engineer
- 3. Commercial Driveway Permit Fee submitted
- 4. It is understood that the County Engineer may require additional fees after review of the application and construction plan
- 5. Certificate of Insurance in accordance with these Procedures and Regulations submitted
- 6. A Bond in accordance with these Procedures and Regulations submitted
- 7. The proposed driveway location is staked and identified on the site

B. Commercial Driveway Plan

- 1. Cover sheet for plans including:
  - Name of development
  - Index of sheets
  - Location of proposed development and driveway in relationship to existing access points
- 2. Plans drawn to scale not smaller than 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical

- 3. North directional arrow and scale of plan
- 4. Location map and Township information
- 5. All existing physical features (e.g. road pavement, shoulders, ditches, poles, hydrants, utility service boxes, trees, shrubs, etc.) are shown and dimensioned
- 6. All existing and proposed buildings and appurtenances are shown and dimensioned
- 7. Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street, and distance from driveways to property lines
- 8. All driveways, tapers, through lanes, right turn lanes, center left turn lanes, or passing lanes to be constructed are shown and dimensioned and include the following features:
  - Widths of all driveways and lanes
  - Radii of driveway returns and other points of curvature
  - Driveway grades and profile view of driveway
  - Road centerline and edge of pavement grades
  - Angle of the driveway(s) relative to the roadway centerline
- 9. Existing and proposed drainage system to include:
  - Size of drive culvert or storm sewer
  - Material type of culvert or storm sewer
  - Type of culvert end treatment
  - Grade of culvert or storm sewer with sufficient elevations upstream and downstream to show the extent of flow across the proposed development and to the proposed outlet
  - Direction of surface water flow to and from adjacent property
  - Drainage structures
  - Drainage plan and outlet for all storm drainage on the site

C. Traffic Impact Study

- 1. A traffic impact statement or assessment from a qualified traffic engineer is provided
- 2. It is understood that the County Engineer may require improvements to adjacent primary and/or local roads and/or nearby intersections

D. Driveway Location

- 1. The proposed driveway location complies with the spacing requirements outlined in Figure 3 and Table 3.
- 2. The proposed driveway, including the radii, but not including tapers and right-turn lanes, is located entirely within the area between the Applicant's property lines extended to the centerline of the road.

E. Sight Distance

- 1. Minimum sight distances at all proposed driveway locations are met
- 2. It is understood that the County Engineer may request sight distance diagrams to verify safe sight distance for any proposed driveways

F. Driveway Grade

- 1. It is understood that the driveway is to be constructed with a vertical sag curve between the back of curb or shoulder point and the driveway approach in accordance with these Procedures and Regulations.
- 2. It is understood that the driveway approach grade shall be limited between 2 to 4 percent from the road edge.

G. Driveway Geometrics and Construction

- 1. The proposed driveway geometrics complies with these Procedures and Regulations.
  - 2. The proposed driveway construction cross-section complies with these Procedures and Regulations.
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- It is understood that this checklist is to aid in the submittal process, and that the County Engineer may require revisions and/or additional requirements prior to the consideration of permit issuance.