



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

Township _____

Property Address _____

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

Signature _____ Date: _____

Printed Name _____



Check

H. Permit Application

- 1. Application to Construct a Residential Driveway within ROW (See Detail PA-1)
- 2. Residential Driveway Permit Fee submitted
- 3. Certificate of Insurance in accordance with these Procedures and Regulations submitted
- 4. A Bond in accordance with these Procedures and Regulations submitted
- 5. The proposed driveway location is staked and identified on the site
- 6. A site plan with the following information submitted:
 - a. Plans drawn to a scale not less than 1 inch = 30 feet horizontal.
 - b. North arrow with Township information.
 - c. All existing roads and driveways
 - d. The proposed driveway and home orientation on the property.

I. Driveway Location

- 1. The proposed driveway location complies with the spacing requirements outlined in Figure 4 and Table 4.
- 2. The proposed driveway, including the radii or flares, is located entirely within the area between the Applicant's property lines extended to the centerline of the road.

J. 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

K. Driveway Grade

- 3. 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.
- 4. It is understood that the driveway approach grade shall be limited between 2 to 4 percent from the road edge.

L. Driveway Geometrics

- 1. The proposed driveway will have a minimum width of ten (10) feet and maximum width of twenty-four (24) feet as measured by the driveway throat width.
- 2. If the driveway has a radius, each radius will be a minimum of ten (10) feet and a maximum of twenty (20) feet.
- 3. If the driveway has a flare, each flare will be straight for ten (10) feet in length and extend five (5) feet from the driveway along the pavement edge.

M. Driveway Construction

- 1. It is understood that if the adjacent roadway has a bituminous valley curb or concrete curb and gutter, the residential driveway will be hard surfaced with either HMA or concrete materials. **And that a gravel surface is not permitted.**
- 2. It is understood that if the adjacent roadway does NOT have a bituminous valley curb or concrete curb and gutter, the residential driveway will be a gravel surface or hard surfaced with HMA only. **And that a concrete surface is not permitted.**

- 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.