XENIA TOWNSHIP

Driveway /Mailbox Specifications and Permit

PERMIT MUST BE POSTED ON PREMISES DURING CONSTRUCTION

Permit # :_____ Zoning Certificate #: _____ Fee $25.00: _____
Date Paid: _____Site Location: _____
Pipe Length Required: _____ Diameter Required: _____
If Permit is refused, reason for refusal or conditions of approval: _____

_____

Approved-Rejected _____ _____

Road Superintendent

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1. Driveway permits are required for all new construction, new access onto roadway, or upgrade of existing driveway.
2. Driveway will be located and marked prior to permit issuance
3. All driveways will be installed under the supervision of the Township Road Superintendent or his representative before any building is started.
4. Driveways may not enter roads/streets any closer than fifty (50) feet from an intersection in plats or two hundred (200) feet from any major intersection. Anything closer requires a variance (see Variance information).
5. Sight distance will be a major factor in determining driveway location.
6. No driveways will be installed closer than ten (10) feet from any fire hydrant, catch basin, power pole or utility box.
7. All driveway culverts must be reinforced concrete pipe or corrugated steel pipe, minimum of 30 feet in length and 12 inches in diameter. No headwalls are permitted. Double walled plastic pipe is also permitted by approval of road superintendent.
8. In areas with no curb or gutters, concrete driveways shall terminate at the ROAD RIGHT OF WAY and shall be either gravel or paved to the level of the road surface.
9. Driveways which slope towards roadway will be designed so that one car length from the road will be at road level, and to control water run off by either:
    a. Putting a crown in the driveway pavement so that water will run off to the side and into the road side ditch
    b. Installing an open grate across the driveway so that water does not sheet flow onto the roadway.
10. Access to the property shall be only through the driveway. Access to the property through or over the road side ditch line is not permitted.
11. 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 along roadways are permitted to be filled in or piped (Except driveway culvert). All ditching or grading along roadways is to be done under the supervision of the Road Superintendent or his representative. (See ORC 5589.05)
12. Downspouts on structures are to be designed to sheet flow on top of the ground. No downspouts are permitted to be piped to the roadside ditch line or curb.
13. Curtain drains or leach fields are not permitted to outlet into the roadside ditch.
14. Any field tile or underground springs that are located and/or destroyed in construction will be repaired or piped to a suitable outlet.
15. The builder is responsible for maintaining the roadway free of debris such as nails, mud, stone, gravel, wood, etc. on a daily basis. If the Road Department is called out to clean the roadway, the builder will be charged $1 00.00 per hour with a minimum of two (2) hours.
16. No construction equipment will be unloaded or loaded on the pavement or berm (See ORC 5589.08).
17. No materials or equipment are to be stored within the road right of way.
18. No concrete mixers are permitted to wash out trucks within the road right of way or into the storm sewers.
19. No lawn sprinklers, trees, or shrubs are to be installed within the road right of way. Nothing is allowed within the road right of way except what is allowed by local, county, or state regulations. Structures made of stone or brick, such as: entrance ways, fences, gates or mailboxes are NOT permitted within the road right of way or in any place that is a safety factor.
20. Mailboxes must be designed according to postal regulation and the American Association of State Highway and Transportation Officials Guide.
    a. Mailbox and newspaper box are to be made of light sheet metal or plastic construction.
    b. No more than two mailboxes may be mounted on one support structure and front edge of mailbox shall be a minimum of 1 2" from edge of pavement.
    c. Mailbox supports must be a single 4" x 4" or 4 1/2" diameter wooden post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe. These must be embedded no more than 24" into the ground. Steel post may have an anti-twist device no more than 10" under ground and with no anchor plates. Any other mailbox and support system will be considered nonconforming or unsafe and will be removed at the owner's expense.
    d. Mailbox post shall be approximately thirty-nine (39.00) inches +-2".

VARIANCE – Variance must be submitted in writing and will be reviewed within 72 hours by the Road superintendent.
APPEAL – Appeal to the Board of Trustees must be submitted in writing and will be reviewed by the Board at their next regularly scheduled meeting. Appeal must be submitted no later than the Thursday prior to the Board of Trustees Regular Meeting.

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TO BE COMPLETED BY APPLICANT

BUILDER OR OWNER: _____ Phone #: _____
ADDRESS: _____
By signing this application, the applicant has agreed to the regulations on this permit.

_____

Signature of Applicant

updated 11/2016