

**APPLICATION FOR PERMIT TO WORK IN MAHONING COUNTY RIGHT OF WAY**

(Refer to Application Instructions on second page)

To the MAHONING COUNTY ENGINEER  
940 BEARS DEN RD  
YOUNGSTOWN, OH 44511  
PHONE: 330-799-1581 / FAX: 330-799-4600 / E-MAIL: [roadpermits@mahoningcountyoh.gov](mailto:roadpermits@mahoningcountyoh.gov)

Date \_\_\_\_\_

Application is hereby made by (1) \_\_\_\_\_

(2) PHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

To perform the following prescribed work (3) \_\_\_\_\_

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

At the following described location (4) \_\_\_\_\_

In \_\_\_\_\_ Township along / across \_\_\_\_\_ C.H. No. \_\_\_\_\_  
*(circle one)* *(road name)*

And in accordance with the attached plan (5).

Work will commence on or about (6) \_\_\_\_\_ and will require approx. \_\_\_\_\_ day(s).

\_\_\_\_\_ If this permit is granted, I/we agree to comply with all the conditions, restrictions and regulations of the  
*(initials)* County Highway Department in such cases made and required.

\_\_\_\_\_ I/we also hereby agree to maintain lights, signals, barricades, flagmen, and watchman for the protection of  
*(initials)* traffic at all times, day and night, during the work provided for under this permit and that I/we will full  
comply with such instructions given by the County Engineer as to handling of traffic.

\_\_\_\_\_ I/we also hereby agree to hold Mahoning County harmless against any and all claims developed as a result  
*(initials)* of the work being performed by the issuance of this permit.

\_\_\_\_\_  
Signature of Applicant (Owner) Date

By: \_\_\_\_\_  
Print Name/Title of Applicant (Owner)

**PERMIT FEE**

\$25.00 permit fee for work within the right of way not involving cutting of pavement

\$250.00 permit fee for work that involves cutting of pavement (including curb, gutter and paved shoulders), PLUS:

- A Road Surety Bond in the amount of \$50,000 (minimum, depending on scope of project and number of active projects), AND
- A Certificate of Liability Insurance, with Mahoning County listed as the certificate holder, in the amount of \$1,000,000.00 needs to be submitted with the application.

**Permit fee is non-refundable**

## APPLICATION INSTRUCTIONS

- (1) Applicant must be the Property Owner or the Utility Owner – not a Contractor or Consultant.
- (2) Contact info and mailing address of Owner.
- (3) State, fully and completely the proposed type of installation. Note if any work is proposed that may involve open cutting the road pavement, gutters, curbing or paved shoulders, even if potholing for utilities or coring.
  - If pipe line give the following information:
    - Type of service, internal size, length of line, depth of trench, kind of pipe (sewer, oil, gas, etc.) or conduit, and if pipe is to be driven or if pavement is to be opened. All fluid lines require encasement with suitable material, size and length satisfactory to the Department.
  - If pole line, give the following information:
    - Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement, and voltage of power line.
  - If access approach give the following information:
    - Type of construction, width, thickness and drainage data.
- (4) Give County, State Route, and distance from some geographical point such as intersection of state highways, City or Village Corporation limits, section lines, county or township highways.
- (5) Attach four (4) hard copies of a plan showing proposed location of structures with reference to pavement and Right of Way. If installation crosses the highway, show cross section of present roadway, and proposed installation. Longitudinal installations require roadway quality plans, accurately depicting right of way locations, topographic features and underground utilities. These must include a certification of a licensed Professional Engineer (PE) and/or a Professional Surveyor (PS) registered in the State of Ohio, depending on scope of project and information required to be depicted on the permit plans, or as directed by the County Engineer.
- (6) Give anticipated dates for beginning and for completion of proposed installation. Pavement cuts will require a minimum of five (5) days' notice to the Permit Supervisor prior to the start of any work to schedule a Pre-Construction Meeting with the Contractor and the Paving Sub-Contractor performing the work.

## TYPICAL ASPHALT PAVEMENT RESTORATION

If this work will involve open cutting of the pavement, the limits of the open cut must be the minimum required to make the repair or as directed by the County Engineer. Permanent pavement restoration is required immediately upon completion of the trench work, and shall include:

- Backfilling with ODOT 613 Low Strength Mortar (LSM, Type 2) from the initial pipe backfill up to within 10" of the road surface (or existing depth of asphalt – whichever is greater)
- Placement of ODOT 408 Prime Coat (0.40 gal/sy)
- 6" min. ODOT 301 Asphalt Concrete Base
- 2.5" ODOT 441 Asphalt Concrete Intermediate Course, Type 2 (449), PG64-22\*
- 1.5" ODOT 441 Asphalt Concrete Surface Course, Type 1 (449), PG64-22\*
- ODOT 407 Tack Coat shall be applied at a rate of 0.10 gal/sy between all cold asphalt layers and joints, or as directed by the Engineer.
- The edges of the cut shall be squared up and neatly saw cut to full pavement depth and sealed w/ asphalt material per ODOT 409.
- All pavement striping and pavement markings disturbed by the work shall be removed and replaced in kind per applicable ODOT specification.
- All curbing and sidewalk disturbed during the work shall be saw cut and replaced to the nearest joint per applicable ODOT specification.

\*AC Intermediate and Surface Courses may vary for some roads to match current composition.

Temporary pavement restoration and/or temporary winter restoration shall be as directed by the County Engineer.