

BELMONT COUNTY ENGINEER'S OFFICE  
101 W. MAIN STREET, COURTHOUSE  
ST. CLAIRSVILLE, OHIO 43950-1260

PHONE: (740) 699-2160

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EMAIL: [office.manager@belmontcountyengineer.com](mailto:office.manager@belmontcountyengineer.com)

## DRIVEWAY CULVERT APPLICATION FOR PERMIT

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application is hereby made by \_\_\_\_\_

Address \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

To have a driveway culvert installed at the following location \_\_\_\_\_

County Road # \_\_\_\_\_ County Road Name \_\_\_\_\_

Culvert to be along North/South/East/West side of county road (above), approximately  
\_\_\_\_\_ miles/feet North/South/East/West of Township/County/State  
Road (road #) \_\_\_\_\_ (road name) \_\_\_\_\_ intersection.

Type of proposed driveway: Residential Field Commercial Other \_\_\_\_\_

Proposed drive surface: Gravel Limestone Asphalt Concrete Other \_\_\_\_\_

Driveway width requested: \_\_\_\_\_ feet Apron width: \_\_\_\_\_ feet

Frontage \_\_\_\_\_ Proposed Culvert Width \_\_\_\_\_ Feet

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Show in sketch on separate sheet where proposed driveway culvert will be located in relation to property lines. Edge of drive is recommended to be a minimum of eleven (11) feet from the property line. Shorter distances may be accepted on proof of necessity.

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

# DRIVEWAY CULVERT PERMIT APPLICATION INSTRUCTIONS AND GENERAL RULES

## INSTRUCTIONS:

1. Fill in name, mailing address, and current phone number of property owner or developer.
2. Give general description of proposed driveway/culvert location, road number and road name.
3. Fill in which side of highway, plus distance, and direction from nearest intersection (identify intersection).
4. Check which type of drive and the drive surface material proposed.
5. Give driveway width at the ditch line on near highway berm (culvert length must be 30 feet).
6. Show driveway width in relation to property frontage along highway.
7. Submit bottom of sheet of completed application to Belmont County Engineer, 101 W. Main St., Courthouse, St. Clairsville, Ohio 43950 or email to [office.manager@belmontcountyengineer.com](mailto:office.manager@belmontcountyengineer.com), then set stakes at proposed location.
8. Call Engineer's office at (740) 699-2160 with any questions.

## RULES:

- A. All new driveways or major alteration of existing drives (such as paving) require a permit from the County Engineer.
- B. When application for driveway culvert is submitted, two stakes must be set by owner showing the proposed location.
- C. If culvert pipe is required (as determined by Engineer) it is the owner's responsibility to furnish the culvert pipe (minimum diameter is 12-inch smooth bore plastic, minimum length is 30 foot).
- D. **The profile of the driveway must slope away from the existing pavement at a minimum to the ditch line.**
- E. Paved driveways which extend to the edge of highway cannot set above the edge of pavement. No curbs or headwalls that could create hazards or hamper maintenance operations, such as snow plowing will be allowed.
- F. Open Cuts into county road are prohibited.