



# APPLICATION FOR PERMIT TO INSTALL DRIVEWAY

ALLEN COUNTY ENGINEERS OFFICE  
1501 N. SUGAR STREET  
LIMA, OHIO 45801-3136  
PHONE: (419) 228-3196 FAX: (419) 227-2920

Permit Fee: \$ 100.00 (Non-refundable)  
Performance Bond: \$ 900.00 (Refunded upon approval)  
\$ 1000.00

Date: \_\_\_\_\_  
*\*Must be completed within 90 days\**

Application is hereby made by : \_\_\_\_\_  
(same as where bond is to be returned)

mailing address: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
(Street) (City) (State) (zip code)

Address or detailed description of location of proposed driveway: \_\_\_\_\_  
\_\_\_\_\_

Township: \_\_\_\_\_

Driveway type to be installed:  grass  stone  concrete  asphalt

***If an asphalt or concrete drive is being installed, the Allen County Engineer's Office must be notified 48 hours prior to work or \$100.00 of bond will be withheld.***

**Note: The permit is only good for 90 days. No extensions will be granted. If the driveway is not completed correctly within 90 days, the performance bond will be forfeited and used to complete the driveway.**

If this permit is granted, I/we agree to the following conditions:

- (1) That the restoration of the road frontage shall be equal to its original state.
- (2) That traffic will be maintained at all times, unless permission is granted by the County Engineer to do otherwise.
- (3) That the necessary lights, signs, barricades, flagmen and watchmen are maintained for the protection of traffic at all times, day and night, during the work provided for under this permit. Such instructions given by the Allen County Engineer as to handling of traffic will be fully complied with.
- (4) That if the roadway pavement is damaged either by construction, construction equipment or by excessive weight I/we will make complete restoration as advised by the Allen County Engineer.
- (5) That the applicant will notify the Allen County Inspector upon completion of the drive. If this completion notice is not made, the applicant will forfeit \$100.00 of the \$900.00 bond.
- (6) That the \$900.00 bond will not be returned to the applicant until the driveway meets the specifications set forth by the Allen County Engineer in the **MINIMUM DRAINAGE & DRIVEWAY STANDARDS** drawing. The size and type of driveway pipe specified by the Allen County Engineer must also be installed before the bond can be released.
- (7) That the driveway pipe must be installed concurrent with the construction of the driveway. The driveway pipe must be properly bedded as shown in the **MINIMUM DRAINAGE & DRIVEWAY STANDARDS** drawing to prevent crushing by heavily loaded construction vehicles.
- (8) That if the 90-day period between the date given on the permit and the completion of the work is not met, the applicant will forfeit the \$900.00 bond. If the permit expires before the work has begun, the application must be re-filed with the Engineer's Office along with the standard fee.
- (9) That if Application for Permit is made after the driveway is installed, a fee of \$1000.00 will be charged with \$800.00 of this amount being a bond to be returned to the applicant upon final approval of the driveway by the County Engineer.
- (10) That if at any time the driveway location is moved or the driveway is reconstructed with new materials, a new Application of Permit must be submitted to the Allen County Engineer.
- (11) That only one drive is allowed for each parcel of land, however non-residential parcels w/ more than 500 ft of roadside frontage maybe evaluated for more than one (1) drive.

I/We agree to comply with all the conditions, restrictions and regulations of the Allen County Engineer.

\_\_\_\_\_  
Property Owner Name / Signature

\_\_\_\_\_  
Contractor Name / Signature

**(Office Use Only)**

Minimum size pipe required \_\_\_\_\_ By \_\_\_\_\_  
Engineer Date

Permit to do this work under the conditions stated is hereby  Granted  Denied

By \_\_\_\_\_  
Engineer Date

Final inspection of this project has been performed by the Allen County Engineer's Office.

By \_\_\_\_\_  
County Inspector Date

The Application is hereby released of requirements set forth by this permit.