

GEAUGA COUNTY COMMISSIONERS

HIGHWAY USE MANUAL

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SECTION I

POLICIES AND PROCEDURES FOR THE
ACCOMMODATION OF UTILITIES WITHIN THE RIGHTS-
OF-WAY OF COUNTY HIGHWAYS.

SECTION II

POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL
HAULING
PERMITS ON COUNTY HIGHWAYS.

SECTION III

POLICIES AND PROCEDURES FOR THE
INSTALLATION OF DRIVE PIPES WITHIN THE
RIGHTS-OF-WAY OF COUNTY AND TOWNSHIP
HIGHWAYS

GEAUGA COUNTY COMMISSIONERS HIGHWAY USE MANUAL

SECTION I

POLICIES AND PROCEDURES FOR THE ACCOMMODATION OF
UTILITIES ON COUNTY HIGHWAYS

TABLE OF CONTENTS

| <u>PART</u> | <u>PAGE</u> |
|---------------------------------------|-------------|
| A. <i>INTRODUCTION</i> | 1 |
| B. <i>SCOPE AND APPLICATION</i> | 1 |

| | |
|--|-----|
| C. <i>DEFINITIONS</i> | 2-5 |
| D. <i>GENERAL GUIDELINES</i> | |
| 1. LOCATION | |
| 5-6 2. DESIGN | 6- |
| 7 | |
| E. <i>PIPELINES</i> | |
| 1. GENERAL | 7 |
| 2. LOCATION | 7 |
| 3. DESIGN | 8 |
| 4. INSTALLATION | 9 |
| F. <i>POWER AND COMMUNICATION LINES</i> | |
| 1. GENERAL | 9 |
| 2. LONGITUDINAL OCCUPANCY | |
| 10 | |
| 3. OVERHEAD CROSSINGS | |
| 10 | |
| 4. UNDERGROUND CROSSINGS | |
| 10-11 | |
| G. <i>UTILITY INSTALLATIONS ON OR NEAR HIGHWAY BRIDGES</i> | |
| 1. GENERAL | |
| 11 | |
| 2. CONDITIONS | |
| 11-12 | |
| 3. AERIAL CROSSING NEAR HIGHWAY BRIDGES..... | 12 |
| 4. UNDERGROUND CROSSING NEAR HIGHWAY BRIDGES | |
| 12 | |
| 5. DISCLAIMER | 12 |
| H. <i>PERMITS</i> | |
| 1. GENERAL..... | |
| 13 | |
| 2. RESPONSIBILITY FOR PERMITS..... | |
| 13 | |
| 3. GENERAL PROVISIONS APPLICABLE TO ALL PERMITS..... | |
| 13-14 | |

| | |
|---|----|
| 4. WHEN PERMITS ARE REQUIRED..... | 14 |
| 5. EXCEPTION TO NORMAL PERMIT REQUIREMENTS..... | 15 |

I. *PERMIT PROCEDURES*

| | |
|---|-------|
| 1. GENERAL..... | 15 |
| 2. APPLICATION FOR PERMIT | 16 |
| 3. APPLICATION REVIEW AND SITE INSPECTION | 16 |
| 4. BOND, INSURANCE AND HOLD HARMLESS REQUIREMENTS.. | 16-17 |
| 5. ISSUANCE OF PERMITS | 17-18 |

J. *FEES*

| | |
|---------------|----|
| GENERAL | 18 |
|---------------|----|

K. *INSPECTION*

| | |
|---------------|----|
| GENERAL | 18 |
|---------------|----|

L. *SITE RESTORATION*

| | |
|--|-------|
| 1. GENERAL | 19 |
| 2. EXCAVATION WITHIN THE RIGHT-OF-WAY | 19 |
| 3. OPEN CUT | 20 |
| 4. BACKFILL MATERIAL | 20 |
| 5. TIME PERIOD FOR COMPLETION OF RESTORATION | 20-21 |

APPENDICES

| | |
|---|-------|
| 1. SURETY BOND | 22 |
| 2. HOLD HARMLESS FORM | 23 |
| 3. HIGHWAY USE PERMIT APPLICATION | 24-25 |
| 4. HIGHWAY USE PERMIT | 26-27 |

SECTION II

POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL HAULING PERMITS ON COUNTY MAINTAINED HIGHWAYS

TABLE OF CONTENTS

PART

PAGE

A. *PERMIT PROCEDURES*

| | |
|--|----|
| 1. GENERAL..... | 28 |
| 2. APPLICATION FOR PERMIT..... | 28 |
| 3. APPLICATION REVIEW | 28 |
| 4. BONDS AND INSURANCE | 29 |
| 5. ISSUANCE OF PERMITS | 29 |
| 6. TYPES OF SPECIAL HAULING PERMITS..... | 30 |
| 7. APPLICANT’S RESPONSIBILITIES | 30 |

B. *FEES*

| | |
|-----------------|-------|
| 1. GENERAL..... | 30-31 |
|-----------------|-------|

APPENDICES

| | |
|--|-------|
| 1. CONTRACTUAL ENDORSEMENT..... | 32 |
| 2. PERMIT BOND | 33-34 |
| 3. SPECIAL HAULING PERMIT APPLICATION..... | 35 |
| 4. LIMITATION/PROVISIONS-SPECIAL HAULING PERMIT..... | 36-37 |

SECTION III

POLICIES AND PROCEDURES FOR THE INSTALLATION
OF DRIVE PIPES WITHIN THE RIGHT-OF-WAY OF
COUNTY AND MOST TOWNSHIP HIGHWAYS

TABLE OF CONTENTS

| <u>PART</u> | <u>PAGE</u> |
|-----------------------------------|-------------|
| A. <i>DRIVEWAY PERMITS</i> | |
| 1. GENERAL..... | 38 |
| 2. PERMIT FEES..... | 38 |
| 3. LOCATION | 38 |
| 4. INSTALLATION OF DRIVEPIPE..... | 38 |
| 5. ADDRESSES | 39 |
| 6. OTHER PERMITS | 39 |

APPENDICES

| | |
|--|-------|
| 1. DRIVEWAY PIPE INSTALLATION GUIDELINES | 40 |
| 2. GEAUGA COUNTY MAILBOX INSTALLATION POLICY | 41-42 |

SECTION I

POLICIES AND PROCEDURES FOR THE ACCOMMODATION OF UTILITIES WITHIN THE RIGHTS-OF-WAY OF COUNTY HIGHWAYS

A. INTRODUCTION

The Geauga County Board of Commissioners has responsibility for maintaining the public highways under its jurisdiction per Chapters 5547 and 1723 of the Ohio Revised Code as necessary to preserve the integrity, operating safety and function of the highway facility. Since the manner in which utilities cross or otherwise occupy highway rights-of-way can materially affect appearance, safe operation and maintenance of the highway, it is necessary that such use and occupancy be reasonably regulated.

The purpose of this policy is to set forth the conditions under which utility facilities may utilize the rights-of-way of public highways under the jurisdiction of the Board of Geauga County Commissioners. It is the intent of this policy to permit maximum use of rights-of-way under the Board's authority consistent with preservation of the highway investment, safety of the highway user, highway maintenance requirements, proposed future highway improvements and environmental considerations. This policy provides guidelines to permit uniform practices throughout the County for the accommodation of utilities and recognizes the need for special consideration for unusual or hardship situations.

Design of the several elements in utility crossings or occupancies shall conform to the requirements contained herein, but where State, Local or Industry design standards are higher than the treatments and design requirements specified herein, the higher standards shall be used.

This policy may be modified as conditions dictate for operation of the highway.

B. SCOPE AND APPLICATION

This policy applies to all utilities, as defined on page 5 to be constructed, adjusted or relocated within rights-of-way under the jurisdiction of the Geauga County Commissioners after the effective date of this policy.

This policy does not supersede specific permits or agreements previously issued or entered into by the Board of Geauga County Commissioners for the occupancy of highway rights-of-way by specific facilities, nor does it supersede specific requirements of other governmental agencies or bodies.

The provisions of this policy are based on the American Association of State Highway and Transportation Officials publication, "A Guide for Accommodating Utilities on Highway Rights of Way".

C. DEFINITIONS

Augering – The procedure of making a hole below the surface by the use of an earth auger.

Average Daily Traffic – The average 24-hour volume, being the total volume during a stated period divided by the number of days in that period; unless otherwise stated, the period is a year. The term is commonly abbreviated as ADT.

Backfill – Replacement of an excavated material with an acceptable soil, controlled density fill (CDF) or granular material in an excavation.

Bedding – Organization of soil or other material to support an underground facility.

Boring – The procedure of making a hole below the surface by the use of boring bar, rotating cutting head or pipe jack.

CDF – Controlled Density Fill – A mixture usually consisting of cement, fly ash, sand, water and admixtures used to enhance flowability. CDF is generally used for utility trench, retaining wall, culvert, bridge abutment and stormsewer backfill of annular space in pipe relining, filling of voids around structures, filling abandoned tanks, pipe bedding and paving subbase. [Example LSM-50 or LSM-100. (see definitions)].

Cap – An external cover for openings in pipes or conduits.

Carrier – Pipe directly enclosing a transmitted liquid, gas or solid.

Casing – A larger diameter pipe or structure enclosing a carrier.

Catch Basin – A structure to collect surface drainage and direct it through underground pipe lines.

Concrete – A reinforced or non-reinforced mixture of Portland cement, No. 57 or No. 67 Limestone coarse aggregates, fine aggregate (sand) and water in a quantity not to exceed maximum water-cement ratio of 0.5.

Class “C” Concrete – A mix of cement (6 ½ sack), sand and limestone aggregate in proportions specified under Item 451 in the State of Ohio Department of Transportation’s Construction and Materials Specification Manual.

High Early Concrete – A term given to a fast-setting Portland cement concrete used for accelerated setting and strength development. – A type of concrete designed to be opened to traffic in 24 hours. Achieved by using a Class “C” mix with an accelerator and mid-range water reducer admixture, or increased cement content.

Clear Roadside Policy – The policy employed by the County to increase safety, improve traffic operation and enhance the appearance of highways by designing, constructing and maintaining highway rights-of-way as wide, flat and rounded as practical and as free as practical

from physical obstructions above the ground such as trees, drainage structures, massive sign supports, utility poles and other ground-mounted obstructions.

Coating – Material applied to or wrapped around a pipe.

Conduit or Duct – An enclosed tubular runway for protecting the wires or cables.

Cover – (bury) – Depth to top of facility below grade of roadway, ditch or other surface.

Cradle – Rigid structural element under and supporting a pipe.

Direct Burial – Installing a utility facility underground without encasement, by plowing or trenching.

Driving – The procedure of placing pipe below the surface by applying force in intermittent blows to a block or driving shoe, attached to the trailing end of the pipe. A driving head or plugged collar is attached to the leading end of the conduit or pipe. An air hammer generally provides the driving force, also known as pipe jacking.

Encasement – Poured concrete, completely surrounding a pipe line or conduit installed in a trench.

Encroachment – Unauthorized use of highway rights-of-way or easements as for signs, fences, buildings or other structures.

Flexible Pipe – A plastic, fiberglass or metallic pipe having large ratio of diameter to wall thickness which can be deformed without undue stress.

Gallery – A prefabricated or monolithic structure large enough to permit inspections, repair and replacement of one or more utility lines in place.

Grate – A covering over the inlet to a catch basin, tee riser, manhole, or end of storm sewer that allows water to enter the system but keeps certain amounts of debris out.

Highway, Street or Road – A general term denoting a public way for purposes of vehicular travel, including the entire area within the right-of-way.

Inlet – An opening in an underground drainage system, culvert or bridge that allows water to enter the system.

Jacking – The procedure of installing pipe below the surface by the application of force to the trailing end of the capped conduit or pipe through hydraulic or mechanical jacks or pushing machines.

LSM – A Low Strength Mortar backfill which is proportioned in numerous ways for different applications such as CDF or LSM-100 which has 100 lbs. of cement, 250 lbs. of fly ash,

2850 lbs. of sand and 500 lbs. of water while the LSM-50 is made up of 50 lbs. of cement, 250 lbs. fly ash, 2910 lbs. of sand and 500 lbs. of water. These standard mixes may be altered for a diversity of applications.

Manhole – An opening in an underground system which workmen or others may enter for the purpose of making installations, inspections, repairs, connections and tests.

Normal – Crossing at a right angle.

Oblique – Crossing at an acute angle.

ODOT – Ohio Department of Transportation.

Permit – An agreement, by which the highway authority regulates and/or gives approval of the use and occupancy of highway rights-of-way by utility facilities or private lines. (A nonstandard permit is one in which the application contains a feature in variance with applicable policies contained in this section or minimum standards for design.)

Pipe Line – A continuous carrier used primarily for the transportation of liquids, gases and/or solids from one point to another using either gravity or pressure flow.

Plates – Flat sheets of steel with a minimum $\frac{3}{4}$ inch thickness and a minimum of six (6) feet width, used by contractors to cover open pits or road cuts allowing vehicle use and/or protection for the traveling public during utility installations.

Pressure – Relative internal pressure in psig (pounds per square inch gauge).

Right-of-way – A general term denoting land, property or interest therein usually in a strip, acquired for or devoted to transportation purposes.

Rigid Pipe – Pipe designed for diametric deflection of less than 1.0%.

Roadside – A general term denoting the area of the right-of-way adjoining the outer edge of the pavement.

Roadway – The portion of a highway, including shoulders, for vehicular use.

Semi-Rigid Pipe – Pipe designed to tolerate diametric deflection up to 3.0%.

Service Drops or Lines – All lines supplying utility service to individual consumers from a main line.

Shoulder (berm) – The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Slab, Floating – Slab not supported by a rigid foundation.

Sleeve – Short casing through a pier or an abutment of highway structure.

Specified Minimum Yield Strength (SMYS) – The force per unit area which will produce a stress sufficient to cause permanent change in shape is known as the yield point, and this stress is the limiting factor in pipe line design.

T-Riser – A tee connection installed in an underground drainage system with an open end extended to the surface of the ground to allow surface water to enter the system.

Traveled Way – The portion of the roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

Trench – A narrow open excavation in which a utility may be installed.

Tunnel – An enclosed excavation through which a utility is to be installed.

Unprotected – An underground utility line installed without provision of casing, encasement or gallery.

Untrenched – Installed without breaking ground or pavement surface, such as by jacking, boring or tunneling.

Utility – “Utility” shall mean and include all privately, publicly or cooperatively-owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, stormwater not connected with highway drainage and other similar commodities, including publicly-owned fire and police signal systems and street lighting systems, which directly or indirectly serve the public or any part thereof. The term “utility” shall also mean the utility company, inclusive of any whollyowned or controlled subsidiary. Privately-owned service lines devoted exclusively to supplying the various commodities to the owner and which do not directly or indirectly service the public, shall be considered a “utility”.

Vent – Appurtenance to discharge vapors from casings.

D. GENERAL GUIDELINES

The following are general guidelines for the location and design of all utility installations within the highway rights-of-way:

1. LOCATION

a. Utility lines should be located to minimize the need for later adjustments to accommodate future highway improvements and to permit servicing such lines with minimum interference to highway traffic.

b. Longitudinal installations should be located on uniform alignment as near as practicable to the right-of-way line so as to provide a safe environment for traffic operation and preserve space for future highway improvements and/or other utility installations.

c. To the extent feasible and practical, utility line crossing of the highway should be perpendicular to the highway alignment.

d. The horizontal and vertical location of utility lines within the highway road right-of-way limits should conform with the clear roadside policies applicable for the system, type of highway and specific conditions for the particular highway section involved. The location of above ground utility facilities should be consistent with the clearances applicable to all roadside obstacles for the type of highway involved.

e. Where other locations are not feasible, bridges may be utilized to support utility facilities as provided in Part G of this section.

f. At no time will utility lines be allowed to utilize existing drainage culverts or drive pipes as a means of encasement.

g. In all cases, full consideration should be given to measures, which reflect sound engineering principles and economic factors necessary to preserve and protect the integrity and visual quality of the highway and the utility facilities, their maintenance efficiency, and all safety factors.

h. Any deviations from the approved plan must be approved by the Geauga County Engineer prior to installation. Any changes to the original plan approved by the Geauga County Engineer shall require the utility to submit as-built drawings or an addendum to the plans in place of the original plans.

2. DESIGN

a. The utility is responsible for the design of the facility to be installed within the highway rights-of-way or attached to a highway structure. The Geauga County Engineer is responsible for review of the utility's proposal with respect to the location of the facilities to be installed and the manner of installation and, acting under the authority of the Geauga County Commissioners, may accept or reject the utility's proposal as submitted. This includes the measures to be taken to preserve the safe and free flow of traffic, structural integrity of the roadway or highway structure, ease of highway maintenance, appearance of the highway and the integrity of the utility facility.

b. Utility installation on, over, or under the highway rights-of-way and utility attachments to highway structures shall, at a minimum, meet the following requirements, and any and all subsequent amendments thereto:

(1) Electric power and communication facilities shall conform to the currently applicable Codes of the Public Utilities Commission of Ohio, and/or the provisions of the National Electrical Safety Code, as prescribed therein.

(2) Sanitary Sewer and Water lines shall conform to the currently applicable specifications of the Geauga County Department of Water Resources.

(3) Storm or drain lines shall comply with the currently applicable specifications provided in the Geauga County Stormwater Management and Sediment Control Rules and Regulations.

(4) Pressure pipelines shall conform to the currently applicable sections of ANSI Standard Code for Pressure Piping of the American National Standards Institute and/or applicable Federal, State and Industry Codes.

c. The design of ground-mounted utility facilities should offer desirable characteristics to the appearance of the highway and its environment. When necessary, above ground utility installations shall be clearly identified with a minimum four (4') foot flexible delineator and protected.

d. All permanent utility installations on, over, or under highway rights-of-way and attachments to highway structures should be of durable materials designed for long service life expectancy and relatively free from routine servicing and maintenance.

e. On new installations or adjustments of existing utility lines, provisions should be made for known or planned expansion of the utility facilities; particularly those located underground or attached to bridges. New installations should be planned so as to minimize hazards and interference with highway traffic when additional overhead or underground lines will be installed at some future date.

E. PIPELINES

1. GENERAL

The design of underground utility pipe crossings or occupancies of highways must necessarily be varied because of site conditions, type of utility involved, type of highway and degree of access control; therefore, the following is to be considered as a flexible policy which may be modified where special conditions exist. The design of the utility facilities shall conform to the requirements contained herein, but where Local or Industry design standards are higher than specified herein, Local or Industry standards shall prevail. Arrangements for emergency maintenance procedures shall be made whenever possible by the utility notifying the Geauga County Engineer and the Geauga County Sheriff for the purpose of traffic safety.

2. LOCATION

Within highways, crossings are permitted subject to the conditions set forth in this policy. Longitudinal lines may be permitted and such installations should be located between the flow line of the ditch and right-of-way line as near as possible to the right-of-way line.

3. DESIGN

a. Casing is required for non-plastic pipelines crossing the highway and carrying liquid petroleum or gas under pressure.

Casing is required for plastic pipe crossing the highway and carrying liquid petroleum or gas under pressure if the internal pressure exceeds 100 psig.

Geauga County, through the Geauga County Engineer, reserves the right to require casing or equivalent alternate protection based on conditions or hazards involved.

When not required by Geauga County, casing may be used at the election of the utility when it is the policy of the utility to use casing.

b. Galleries may be provided for the purpose of performing repair or replacement of a pipe or lines of extreme importance to public convenience or safety, or to a dependent industrial installation, where the cost of consequences of a prolonged shutdown would be intolerable. Galleries shall be designed so that most repairs and replacement of sections of pipeline or lines can be made without resorting to the replacement of the entire pipeline. The gallery design shall include one or more entrance shafts of a size suitable for removal of one pipe section from the gallery. Shafts shall be sealed with a removable cap. Each cap shall have a manhole opening suitable for inspection access.

c. Casings and galleries may be constructed of any material permitted by the Ohio Department of Transportation Construction and Material Specifications for use in roadway culverts, and shall be designed to meet all conditions found at the specific site.

d. Tunnels shall be constructed of steel liner plates left in place, or of materials acceptable to the Geauga County Engineer. Voids remaining outside of the tunnel lining shall be filled with the appropriate type of concrete recommended by the Geauga County Engineer. Tunnel ends shall be sealed and provision may be made for tunnel drainage if an outlet is available.

e. Pipelines shall be designed to accept internal and external pressure and to resist corrosion.

Pipelines of any type carrying gas or liquid under pressure shall be equipped with valves which when closed will isolate a section of line including the portion within the highway right-of-way.

Gravity flow pipelines, such as sanitary sewers, shall be of a type suitable for roadway culverts. Joints shall be compression type or an approved equivalent.

f. Requirements for strengthening or replacing an existing utility pipeline which is to remain in its original position beneath a new highway facility shall be based on the design, strength and condition of the existing utility pipeline and upon the type of surrounding soil and the foundation soils. If a fill or surcharge is to be placed upon the existing ground above and existing utility pipeline, thorough investigation should be made and consideration given to such treatments as casing, concrete cap, partial encasement, full encasement or replacement with a stronger pipe.

4. INSTALLATION

a. In general, pipeline crossings of all highways shall be made without disturbing existing pavements. Open cut of pavement will be permitted only when no other reasonable alternative method is available and only when approved by the Geauga County Engineer.

Where a pipe crossing or casing is installed, augering or boring ahead of the casing will be allowed, where soil conditions permit. Water jetting will not be permitted. Installation by pneumatic mole is permitted when the outside diameter of pipe is 2" or less.

Galleries, water vaults, casings or unprotected utilities installed in open cut trenches or highway rights-of-way shall be bedded and backfilled in accordance with the standards herein.

b. The grade of the crown of an unprotected pipe or of the crown of a casing shall be established such that minimum depth of cover will be four (4') feet under any surface for waterlines and three (3') feet under any surface or two (2') feet under open ditches for all other utility lines.

In accordance with Federal Minimum Pipeline Safety Standards, gas or other liquid petroleum transmission lines may require greater cover in areas not under pavement.

Additional depth of cover may be required to meet existing field conditions.

c. When the highway is currently, or will be constructed, on an embankment or in a shallow cut, casings or galleries, when used shall extend across the full width of the right-of-way. If approved by Geauga County Engineer, the casing or gallery may be terminated beyond the outer edge of the ditch flow line or the embankment slopes if a ditch is not provided.

d. When the highway is currently, or will be constructed in a deep cut, casings or galleries when used, shall extend across the roadway to include the effective width of the outside shoulders. Effective width is considered to be the offset distance between the edge of the pavement and the face of the guardrail as provided elsewhere on the highway project. Overhead structures, either utility or highway, may be considered for the purpose of spanning deep cuts with water and gas lines when approved by the Geauga County Engineer.

F. POWER AND COMMUNICATION LINES 1. GENERAL

a. The guidelines for accommodation of power and communication lines on highway rights-

of-way will vary with the site conditions, type of line involved, type of highway and degree of access control; therefore, the following is to be considered a flexible policy which may be modified where special conditions exist. The design of the utility facilities shall conform to guidelines contained herein, but where Local and Industry standards are higher than specified herein, Local or Industry standards shall prevail.

b. The vertical clearance of overhead lines crossing highway rights-of-way shall not be less than the minimum required by the Public Utilities Commission of Ohio and/or the National Electrical Safety Code. The Geauga County Engineer will determine the location and extent of additional clearance required during highway construction and will make every effort to give ample notification to the utility.

c. Arrangements for emergency maintenance procedures shall be made whenever possible by the utility notifying the Geauga County Engineer and the Geauga County Sheriff for the purpose of traffic safety.

2. LONGITUDINAL OCCUPANCY

a. Within highway rights-of-way, longitudinal lines may be permitted. Location of such lines should be between the ditch and the right-of-way line as near as possible to the right-of-way line.

Ground-mounted utility facilities should be placed as far as practical from the traveled portion of the roadway beyond the clear roadside area, and be of a pleasing design compatible with the visual quality of the highway involved. Guy wires to ground anchors and stub poles shall not be placed between a pole and the traveled portion of the roadway where they encroach upon the clear roadside area. There is no established dimension for the width of a clear roadside area, but when there is sufficient space (i.e., the space between the edge of the pavement or curb line and the right-of-way line), 30 feet from pavement edge should be used as a design safety concept guide.

b. Longitudinal installations of overhead lines should be limited to single pole construction. Joint-use single pole construction is encouraged at locations where more than one utility or type of facility is involved.

3. OVERHEAD CROSSINGS

Structures for the support of overhead utility lines crossing highway rights-of-way may be permitted; however, such structures should be located between the ditch and the right-of-way line in a manner that will cause the least interference with the normal maintenance of the highway.

4. UNDERGROUND CROSSINGS

a. Lines crossing under highways shall be of durable materials designed to meet conditions found at the site, and installed so as to virtually preclude any necessity for disturbing the roadway to perform maintenance or expansion operations.

b. Conduits, casings or unprotected utilities installed in open cut trenches if permitted, across highway rights-of-way, shall be bedded and backfilled in accordance with the provisions set forth in Part L. of this section.

c. Conduits, casings or unprotected utilities for underground lines crossing existing highways shall be installed by boring, tunneling or augering without disturbing the pavement or paved shoulders, if soil conditions are suitable. Water jetting will not be permitted. Installation by pneumatic mole is permitted when the outside diameter of the pipe is 2" or less. Open cut of pavements will not be permitted unless it is demonstrated that there is no reasonable alternate method available and approval has been obtained from the Geauga County Engineer.

d. Conduits or casings shall extend beyond the outer edge of the ditch flow lines, or the embankment slope, if a ditch is not provided. When the highway is constructed in a deep cut the conduit or casing may be terminated beyond the shoulders, if approved by the Geauga County Engineer.

e. The grade of the crown of conduit, casing or unprotected power or communication line shall be established such that minimum depth of cover will be three (3') feet under any surface or two (2') feet under any open ditch line, whichever is greater.

Additional depth of cover may be required to meet existing field conditions.

G. UTILITY INSTALLATIONS ON OR NEAR HIGHWAY BRIDGES 1. GENERAL

In many cases, attachment of utility facilities to highway bridges is a practical arrangement and will be permitted, where found to be in the best interest of the public. However, attaching utility facilities to a highway bridge can materially affect the bridge, the safe operation of traffic, the efficiency of maintenance and the appearance. Therefore, where it is feasible and reasonable to locate utility facilities elsewhere, attachment to bridge structures should be avoided.

2. CONDITIONS

Where, in the opinion of the Geauga County Engineer, other locations for a utility facility to span an obstruction prove to be difficult or too costly, consideration shall be given for attaching the utility facility to a bridge structure under the following conditions:

(a) The utility installation shall be made in a manner that will not inhibit maintenance of the structure, reduce the vertical clearance of the structure, or detract from the appearance of the structure.

(b) None of the structural members in the bridge are to be reduced in section, or the crosssection of the super-structure revised to other than a normal section solely for the purpose of accommodating utility lines.

(c) Utility attachments to the outside of a bridge structure will not be permitted except where reasonable alternatives do not exist.

(d) Gas mains may be supported by bridges provided the internal pressure does not cause stress in the pipe to exceed 30% SMYS (specified minimum yield strength) of the pipe, and cutoff valves are provided at readily accessible locations within a reasonable distance from each end of the bridge.

(e) Water mains may be supported by bridges if cut-off valves are provided at readily accessible locations within a reasonable distance from each end of the bridge, and insulating wrapping is provided, to prevent sweating or freezing.

f) The design of pipeline installations on bridge structures shall provide for a pipeline support that will prevent vibration in the pipeline.

(g) Power and communication conduits installed on bridges shall be installed with access points located within reasonable distance from each end of the bridge.

(h) Any proposed utility attachment to a bridge structure shall be applied for prior to its construction. Application shall consist of submitting plans and drawings to the Geauga County Engineer for review detailing the utility attachment.

3. AERIAL CROSSING NEAR HIGHWAY BRIDGES

(a) Aerial crossings above highway bridges will not be permitted.

(b) Aerial crossings near highway bridges shall not be less than 125 feet from the bridge abutment closest to the crossing.

(c) Aerial lines near highway bridges that are parallel to traffic shall be no more than one (1') foot from the right-of-way line.

4. UNDERGROUND CROSSING NEAR HIGHWAY BRIDGES

(a) Underground crossings near highway bridges shall not be less than 75 feet from the bridge abutment closest to the crossing.

(b) Underground crossings near highway bridges that are parallel to traffic shall be no more than 2 feet from the right-of-way line subject to conditions at the site.

(c) Underground utilities crossing channels shall be a minimum of (4') feet below channel flowline.

(d) Four (4') foot depth shall be maintained a distance of 50% of the bridge span from each abutment or twenty-five (25') feet from each abutment, whichever is greater.

5. DISCLAIMER

Approval of permit by the Geauga County Engineer does not release any utility owner from the obligation to relocate the utility in the future if deemed necessary by the Geauga County Engineer.

H. PERMITS

1. GENERAL

Utilities, contractors, homeowners, etc. shall obtain permits for the use or occupancy of all highway rights-of-way under jurisdiction of Geauga County.

2. RESPONSIBILITY FOR PERMITS

The Geauga County Engineer shall be responsible for receiving applications for permits; reviewing the application and plan; issuing permits; inspecting construction to insure conformity to the permit; and maintaining records of all applications and permits. The Contractor is responsible for conforming to the conditions of this document and all applicable Local, State and Federal regulations.

3. GENERAL PROVISIONS APPLICABLE TO ALL PERMITS

During the progress of the work all traffic control devices shall be installed and maintained as required for the protection of the traveling public in accordance with the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways." The same shall be properly lighted at night, when required. The party or parties to whom the permit is issued shall be responsible for all damages to persons or property due to or resulting from any work done under this permit.

Except as authorized under the permit, no excavation shall be made or obstacles placed within the limits of the right-of-way.

If, in the opinion of the Geauga County Engineer, any grading or other work done under the permit interferes with the drainage system of the highway in any way, catch basins, ditches, or outlets shall be constructed as necessary. The applicant is advised that the Geauga County Soil and Water Conservation District may require further action regarding any drainage issues.

If the party or parties to whom a permit is issued does anything contrary to the terms of the permit, and after written notice, fails to correct such work or to remove such structure or materials as ordered by the Geauga Board of County Commissioners, Geauga County may correct such work or remove such structure or material; and the party or parties to whom the permit is issued shall reimburse Geauga County for any expense incurred in correcting the work or removing the structure or materials to the limit of the law.

All the work contemplated under the permit shall be done under the inspection and to the satisfaction of the Geauga County Engineer.

Upon completion of the work under the permit, the highway shall be left clean of all debris, excess materials, temporary structures and equipment; and all parts of the highway shall be left in condition acceptable to the Geauga County Engineer.

The granting of a permit does not in any way abridge the right of Geauga County in its jurisdiction over highways. If, in the process of any future work for the benefit of the traveling public, it becomes necessary, in the opinion of the Geauga County Commissioners, to order the removal, reconstruction, relocation or repair of any of the fixtures, or work performed under the permit, said removal, reconstruction, relocation or repair shall be wholly at the expense of the owners thereof, and be made as directed by the Geauga County Commissioners.

During the time any work is being performed, an inspector shall represent the interests of Geauga County. The inspector will determine from the nature and complexity of the job whether their continual presence is needed.

Gauga County will require a performance guarantee, a Hold Harmless Statement, Liability Insurance with the Geauga County Board of Commissioners named as “additional insured” and a copy of the contractor’s current workers’ compensation certificate as a prerequisite to the issuance of a permit.

All of the above conditions shall be applicable to the work authorized under the permit, unless the same are inconsistent with conditions entered on the face of the permit, in which case the conditions written or printed on the face of the permit shall apply.

The acceptance of a permit or the doing of any work thereunder shall constitute an agreement, between Geauga County and the party or parties to whom the permit is granted, to comply with all of the conditions and restrictions printed or written in said permit.

A permit may be revoked at any time by Geauga County for noncompliance with any of the conditions, restrictions and regulations.

When highway improvement contracts are awarded by the Geauga County Commissioners at or near the area covered by the permit, the party or parties to whom the permit is issued shall cooperate with the highway contractors and each arrange all work so as not to interfere with the operations of others. The permit holder shall schedule their work in an acceptable manner and shall perform it in proper sequence to that of the others so that the services of the parties will not be unnecessarily interrupted.

4. WHEN PERMITS ARE REQUIRED

a. Underground Installations

Utilities shall be required to obtain permits from Geauga County for the installation of all pipelines, conduits or other underground structures, either temporary or permanent, crossing or occupying highway rights-of-way. Each structure must be installed in accordance with the provisions of the permit.

5. EXCEPTION TO NORMAL PERMIT REQUIREMENTS

a. A permit is not required for maintenance of utility facilities. Maintenance as used in this instance does not include any upgrading of service, or work involving the disturbance of any ground. The utility shall be responsible for installing and maintaining traffic control devices, as required for the protection of the traveling public, in accordance with the “Ohio Manual of Traffic Control for Construction and Maintenance Operations” for all work performed on highway rights-of-way.

b. Should the proposed utility installation fail to meet the requirements as set forth in this manual, or should the Geauga County Engineer be of the opinion that a permit should not be issued because the installation would jeopardize the structural integrity of the roadway or highway structure or endanger the traveling public, then the applicant may request granting of special permission to proceed from the Geauga County Commissioners by a separate resolution.

c. Permits are not required, but the Geauga County Engineer must be notified, when service connections are performed. The utility shall submit to the Geauga County Engineer a weekly manifest of service connections performed in Geauga County.

I. PERMIT PROCEDURES

1. GENERAL

a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application or regulations governing the issuance of permits for the use or occupancy of all highway rights-of-way under the jurisdiction of the Geauga County Commissioners.

b. These procedures do not cover permits for the movement of overweight and/or oversize vehicles and loads on Geauga County highways (see Section II of the “Gauga County Commissioner’s Highway Use Manual”).

c. Issuance of permits in accordance with this section shall apply to all bridges under the jurisdiction of Geauga County and only to Geauga County highways outside municipal corporations unless Geauga County has, by agreement, assumed full maintenance of a section of a highway that lies wholly or in part within a municipal corporation.

d. Requests to locate utility facilities on Geauga County highways must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that townships within Geauga County may have permit requirements for township-maintained roads. The Geauga County Commissioners assume no responsibility for the failure of the applicant to secure such applicable township permits. Each utility has the responsibility for contacting the Ohio Utilities Protection Services for their work.

2. APPLICATION FOR PERMIT

a. Application for permit forms and instructions are available at the office of the Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024-1068.

b. Completed applications containing all required information and fees, as outlined on the application form shall be returned to the Geauga County Engineer for processing.

c. Applications shall bear the signature of the property owner, lessee, company or corporate official or contractor responsible for construction and maintenance of the installation placed within highway right-of-way.

d. At least two copies of a detailed plan shall accompany each application that is submitted. The plan shall show the proposed location of the installation with reference to the pavement edge and right-of-way line and shall show the owners' property lines. If the installation crosses the highway, a cross section of the present roadway and proposed installation shall be shown. In addition, the following information shall be shown on the plan: the township in which the installation is to be made; Geauga County highway name and number; and, the distance from some geographical point, such as intersecting highways, city or village corporation limits, section lines, or State, County or township highways and any existing utilities within the right-of-way.

3. APPLICATION REVIEW AND SITE INSPECTION

a. After receiving the completed application, the Geauga County Engineer will review the permit application and any other information related to the possible installation. Once an office review has been completed, the representative will inspect the site of the proposed installation. The applicant shall be responsible for marking in the field the existing right-of-way and the location of the proposed installation.

b. Review time will be governed by the complexity of the proposed installation. Generally, seven to ten (7-10) working days shall be allowed for processing any application. The applicant shall be responsible for marking in the field the existing right-of-way and the location of the proposed installation.

c. If, after reviewing the application and inspecting the site, the Geauga County Engineer determines that the proposed location or type of construction of the utility will materially affect the appearance, operation or maintenance of the highway, a conference will be scheduled with the utility to discuss possible revisions to the location or type of construction.

4. BOND, INSURANCE AND HOLD HARMLESS REQUIREMENTS

Prior to issuance of a permit, the utility will be required to furnish the following:

a. Performance Guarantee

A Surety Bond, substantially as set forth in Appendix 1 or a certified check for the amount established by the Geauga County Engineer to cover the cost of all possible damages and

maintenance of the disturbed area sustained by Geauga County on account of the failure of the utility to perform all or part of the work as specified in the permit. Said bond or certified check shall remain in force for normal permits for a period of ninety (90) days following completion of the work performed or if weather conditions are not beneficial to restoration, then when deemed appropriate by the Geauga County Engineer. If the restoration has not been completed in accordance with Section I, Part I. SITE RESTORATION, said bond or certified check shall be forfeited and will become property of the Geauga County Commissioners.

A corporate bond from a public utility, when approved by the Geauga County Commissioners may be furnished in lieu of a performance bond or certified check.

b. Hold Harmless Statement

A signed statement in substantially the following form:

_____ as consideration for the authorization from Geauga County to place its _____ within the road right-of-way of No. _____, hereby agrees to hold harmless, indemnify, and defend Geauga County, its Commissioners, officers, employees, and agents against any and all claims, losses, damages or lawsuits for damages, to include reimbursement of any fees or costs incurred by Geauga County arising from, allegedly arising from, or related to, the installation for which authorization is sought in Permit No. _____.

c. Liability Insurance

The applicant shall provide a Certificate of Liability Insurance with no less than a thirty (30) day termination clause naming the Geauga County Commissioners as additionally insured with limits of not less than \$1,000,000 bodily injury liability, \$1,000,000 each occurrence, and \$500,000 property damage liability. If the applicant does not have specified insurance limits, but has an excess umbrella liability policy of \$1,000,000 or greater, the excess liability policy shall be considered as acceptable insurance coverage. The insurance provided shall be of a comprehensive nature, covering any and all damages which may arise during the installation of the project, including underground property damage. Evidence of insurance must be provided to the Geauga County Commissioners.

5. ISSUANCE OF PERMITS

a. After all necessary bonds or certified checks have been posted, and after both the utility and the Geauga County Engineer have agreed on the location and schedule of construction, the Geauga County Engineer, acting as the representative of the Geauga County Commissioners, will issue the permit.

b. The Geauga County Engineer, acting under the authority of the Geauga County Commissioners, may issue a permit, reject the application or request a revised application be submitted.

c. Issued permits will be on the form approved by the Geauga County Commissioners and signed by the Geauga County Engineer or his/her representative.

d. Issued permits must be in the possession of employees in charge of the work at all times and must be shown upon request to any employee of the Geauga County Engineer, the Geauga County Commissioners, or the Geauga County Sheriff.

e. Permits will become void if work has not commenced within thirty (30) days of issuance unless conditions warrant an approval of an extension of time.

J. FEES

1. GENERAL

a. Fees, payable to the Geauga County Engineer, will be charged for the cost of issuing a permit.

(1) Permit Fee

The permit fee covers the cost of clerical work and pre-construction site inspection.

An application for permit will not be reviewed until the permit fee has been paid.

K. INSPECTION

1. GENERAL

a. Prior to any excavation for a utility, or any construction, installation, adjustment or relocation of a utility, as defined on page 5, within rights-of-way under the jurisdiction of the Geauga County Commissioners, the Geauga County Engineer shall be notified. The utility owner will be required to advise the Geauga County Engineer at least one (1) full working day in advance of any proposed activity. An inspector will determine from the nature and complexity of the job whether their continual presence is needed.

b. Failure to comply with the above policy may result in denial to begin construction until proper notification has been received. If scheduled work must be canceled, the Geauga County Engineer must be notified at least one (1) hour prior to the requested inspection time.

c. Repeated failure to notify the Geauga County Engineer when work is being performed may result in the withholding of the approval of future permit applications.

L. SITE RESTORATION

1. GENERAL

In all cases where a permit is granted for excavating or placing obstacles within the limits of a Geauga County highway, it shall be the responsibility of the permit holder to restore the disturbed area to a condition equal to or better than it was originally.

All mailboxes, signs, yards, driveways, roads, drainage structures, fences, ditches and sidewalks damaged or removed during construction shall be replaced or repaired in a timely manner, by the permit holder, to a condition equal to or better than it was originally.

After any pipes, conduits, drains or other underground structures are laid or any excavation is made within the limits of the highway, the trenches or openings shall be properly backfilled with suitable material as directed by the Geauga County Engineer.

2. EXCAVATION WITHIN THE RIGHT-OF-WAY

a. All excavation for mainlines within the right-of-way requires a permit.

b. Approved excavations made within the traveled portion of the highway, in the berm within six (6') feet of the pavement edge, and within six (6') feet or less of the inside edge of the trench, in street intersections, or in driveways, shall be backfilled with approved granular materials as directed by the Geauga County Engineer.

Excavations shall be backfilled with Item 304, Aggregate Base, in layers not to exceed six (6") inches, loose measurement. Each layer shall be compacted to the satisfaction of the Geauga County Inspector. LSM-100 fill may also be used with the approval of the Geauga County Engineer.

c. Approved excavations which require removal of the pavement, shall be cut with a masonry saw, or Vermeer type wheel to a depth required to provide a clean break. The width of the pavement cut shall be a minimum of four (4) feet. The width of a trench shall be a minimum one (1) pipe diameter plus twelve (12") inches each side of the pipe. The contractor must maintain at least one-way traffic at all times during construction by using steel plates to bridge the trench. The trench shall be backfilled with Controlled Density Fill or LSM-100 or as otherwise directed by the Geauga County Engineer.

Excavations that require CDF fill material may be filled by "Free Dumping" the CDF. The CDF must be of a consistency that will cause it to flow into all voids created by the excavation, and shall be brought up to the top of subgrade. Steel plates must then be set in place and edges sealed with bituminous asphalt material "cold patch" material for a period of twenty-four (24) hours. The road base and surface must be replaced as required and approved by the Geauga County Engineer.

3. OPEN CUT

When normal excavation is deemed impossible or the best method of installing the utility is by open cut, it must first be approved by the Geauga County Engineer. The Geauga County Engineer will determine the necessity and if approved, will list any and all special requirements to be made during the work.

Approved excavations made within the traveled portion of the highway or within four (4') feet of the pavement edge or paved berm, shall be backfilled with LSM-100 materials as directed by the Geauga County Engineer.

Where work performed requires removal of the pavement, the surface shall be cut with a masonry saw or Vermeer type wheel to a depth of six (6") or as required to provide a clean break. The width of the trench shall be a minimum one (1) pipe diameter plus twelve (12") inches each side of pipe.

The contractor must maintain at least one-way traffic at all times during construction by using steel plates to cover the trench and providing proper traffic control.

4. BACKFILL MATERIAL

Excavations shall be backfilled with Item 304, Aggregate Base, in layers not to exceed six (6") inches, loose measurement. Each layer shall be tamped or rolled. If layers cannot be tamped or rolled, an LSM (see definition) should be used, or the area should be backfilled as directed by the Geauga County Engineer. In addition, where the road surface was removed for construction, the surface shall be replaced with either asphalt concrete (Item 404) or high-early strength concrete as directed by the Geauga County Engineer. The surface thickness shall be a minimum of two (2") inches of (404) over six (6") inches of (301) (eight inches (8") total) and shall be finished to the same grade as the existing road surface. Adequate precautions shall be taken to prevent the concrete from freezing. Any concrete that fails within ninety (90) days after project completion shall be replaced by permit holder, or on his failure to act, by utilization of his performance guarantee. When using Portland cement concrete, the contractor shall protect the restored area by using steel plates set in place and edges sealed with a bituminous asphalt material "cold patch" for a period of twenty-four hours or until such time as normal traffic can proceed without causing damage to the roadway surface. Driveways and drainage ditches that have been disturbed shall have a top layer of material comparable to that which was removed.

5. TIME PERIOD FOR COMPLETION OF RESTORATION

a. All right-of-way restoration must be completed within ninety (90) days of completion of the work performed within the right-of-way. If conditions prohibit restoration to be performed within the ninety (90) day time period, an extension may be granted at the discretion of the Geauga County Engineer.

b. If restoration is not completed within the approved time-period, the required work will be

performed by the Geauga County Highway Department or in the event of the unavailability of the Geauga County Highway Department, an outside hired contractor. All costs incurred for labor and materials to perform the restoration shall be billed to the permit holder for payment.

c. Failure to pay all amounts charged for restoration performed by the Geauga County Highway Department or outside contractor will result in the amount being deducted from the performance guarantee furnished or forfeiture of the performance guarantee.

d. Any violation of the restoration requirements may result in the withholding of approval of future permit applications.

e. In the case of a contractor damaging another utilities' already existing installation, the contractor is responsible for contacting that utility immediately. The contractor should, under no circumstances, make any attempt to repair the damage prior to notification and approval of that utility. The utility hiring such contractor and/or said contractor shall be solely liable to the utility whose existing installation has been damaged for any such damage, and shall hold Geauga County harmless for any claims or judgments asserted or entered against it, to include its fees and costs, for any such damage.

APPENDIX I

COUNTY OF GEAUGA SURETY BOND

KNOW ALL MEN BY THESE PRESENTS: That we, _____
as Principal, and _____, as Surety, are held and firmly bound unto
the County of Geauga, State of Ohio, in the sum of _____ for
the payment of which well and truly to be made, we jointly and severally bind ourselves, our
successors, heirs, executors, administrators, and assigns.

WITNESS our hands and seals this _____ day of _____, _____.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the
abovenamed Principal may receive authorization from Geauga County to install, repair and
replace tubing, pipes, conduits, and wires, together with the necessary appurtenances on a regular
basis within the rights-of-way of Geauga County highways per individual permits granted for
such work, which shall be made a part of this bond the same as though set forth herein:

NOW, if said _____ shall well and faithfully do and
perform the things authorized by individual permits issued by Geauga County and perform
according to the terms of the permit and the policies and procedures adopted by the Board of
Geauga County Commissioners and save and keep harmless and indemnify Geauga County, its
commissioners, officers, employees, and agents from all actions, suits, costs, damages and
expenses, including attorney's fees, which shall or may at any time happen to come to it on
account of any injury or damage received or sustained by any person as a result of the activity
authorized by each permit issued by Geauga County, then this obligation shall be void;
otherwise, the same shall remain in full force and effect; it being expressly understood and
agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the
penal amount of this obligation as herein stated.

The said Surety hereby stipulates and agrees that no modifications, omissions, or additions, in
or to the terms of the said permit or in or to the plans or specifications therefore shall in any way
affect the obligation of said surety on its bond.

Witness Principal (seal)

Title

Witness Surety (seal)

Attorney-in-Fact

APPENDIX 2

HOLD HARMLESS STATEMENT

Date _____

Office of the Geauga County Engineer
470 Center Street, Bldg. 5
Chardon, OH 44024-1068

_____ as consideration for the authorization from Geauga County to place, install, repair or replace structures, objects, tubing, pipes, conduits and/or wires together with the necessary appurtenances from time to time within the right-of-way of Geauga County highways per individual permits granted for such work, hereby agrees to hold harmless, indemnify and defend Geauga County, its commissioners, officers, employees and agents against any and all claims, losses, damages or lawsuits for damages, to include reimbursement of any fees or costs incurred by Geauga County, arising from, allegedly arising from, or related to, the installation for which authorization has been received through individual permits.

Signed: _____

Title: _____

Company: _____

Phone: _____

Fax: _____

APPENIX 3

C.H. NO. _____ ROAD NAME _____

TOWNSHIP _____

GEAUGA COUNTY, OHIO HIGHWAY USE PERMIT APPLICATION

See Instruction on Back of Sheet

TO: Geauga County Board of Commissioners
c/o Office of The Geauga County Engineer
470 Center Street, Bldg. 5
Chardon, Oh 44024-1068

DATE _____

Application is hereby made by (1) _____ P.O.
Address (2) _____ to (3) _____

at the following described location (4) in _____, Township across/along C.H. NO. _____

Mi. _____ Ft. _____ (N E W S) of _____ in
accordance with the attached plan (5).

Work will commence on or about _____ and will require
_____ days.

(7) Open cut of pavements shall not be permitted unless no reasonable alternate method is available.

If the proposed installation requires the opening of the pavement give the following information.

A. Conditions necessitating opening of pavement _____

B. The opening to be made in the pavement will be _____ feet long by _____ feet wide and _____ feet deep.

C. Pavement is to be replaced by:

(a) _____ as directed by
and to the complete satisfaction of the Geauga County Engineer.

(b) We hereby agree to backfill the trench of said opening in compliance with the standards of the Geauga County Engineer as set forth herein using construction methods, and materials, and workmanship so prescribed in Part L. (Site Restoration), Section 1 of the Geauga County Commissioner's Highway Use Manual.

(8) All work requiring men or vehicles on the pavement or shoulders shall comply with all the requirements of the Ohio Manual of Uniform Traffic Control Devices. Failure to comply with these requirements will be cause for immediate suspension of the permit until the proper traffic controls have been provided.

(9) We agree to comply with all the conditions, restrictions and regulations of the Geauga County Commissioner's Highway Use Manual.

Contractor or Subcontractor: _____

_____ By _____

_____ Title _____

_____ Phone No. _____

TO BE FILLED IN BY THE OFFICE OF THE GEAUGA COUNTY ENGINEER:

C.H. NO. _____ ROAD NAME _____ TOWNSHIP _____ WIDTH
OF R/W _____ FEET WIDTH OF PAVEMENT _____ FEET

POSSIBLE FUTURE EXPANSION _____

TYPE OF SURFACE _____ THICKNESS _____ BASE _____ THICKNESS _____

DITCH DEPTH _____ RAISED CURB _____ BERM WIDTH _____

SHALL PERMIT BE GRANTED _____

WHAT, IF ANY, ADDITIONAL REQUIREMENTS ARE TO BE IMPOSED _____

PERMIT NO. _____ BY _____

DATE ASSIGNED _____ TITLE _____

INSTRUCTIONS

- (1) Owner of proposed installation (application by contractor not acceptable).
- (2) Mailing Address of Owner.
- (3) State fully and completely type of installation proposed.

If pipe line give the following information:

Type of service (water, oil, gas, sewer – sanitary or storm, etc.); if carrying liquid or gas under pressure, state pounds per square inch, internal diameter, wall thickness of pipe, kind and grade of pipe, length of line and proposed location with respect to pavement or right of way line; if pipe or conduit is to cross highway and crossing cannot be made without disturbing pavement, advise condition requiring such method of installation.

- (4) Give County Route and distance from some geographical point, such as intersecting highways, city or village corporation limits, section lines, and county or township highways.
- (5) Attach two (2) copies of a plan showing proposed location of installation with reference to pavement, right of way line, and owner's property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. (Plan should show information listed under item (4)).
- (6) Give anticipated dates for beginning and for completion of proposed installation.
- (7) A performance guarantee in the form of a bond or certified check will be required for all permits granted. The bond or certified check shall be posted prior to the issuance of the permit and shall remain in force for a period of ninety (90) days following completion of the restoration of Highway property.
- (8) The bond or certified check shall be for the amount established by the Geauga County Engineer to insure the complete restoration of any pavement, drainage, shoulder, structures, sod or other items disturbed by the permittee.

(9) Performance Bond with _____

_____(Name of Company)

Effective Date _____ Expiration Date _____

Amount \$ _____

Certified Check (Amount \$ _____)

APPENDIX 4

HIGHWAY USE PERMIT

Township: VARIOUS
County Road: CH000 Permit No. 99-0000-MIS

GEAUGA COUNTY ENGINEER'S PERMIT DEPARTMENT

470 Center Street, Bldg. 5
Chardon, OH 44024-1068

(440) 286-3936
(440) 285-2222 Ext. 6300
(440) 564-7131 Ext. 6300
(440) 834-1856 Ext. 6300

Subject to all of the items, conditions, and restrictions printed or written below and on the reverse side hereof, permission is hereby granted to:

Phone:
Fax:

FOR THE PURPOSE OF : SAMPLE **PERMIT FOR RECORDS AT 1234 ANYPLACE DRIVE**

WORK TO BEGIN ON OR ABOUT:

SAMPLE PERMIT FOR HIGHWAY USE MANUAL.
ALL WRITTEN NOTES FOR CONTRACTORS GO IN THIS SPACE

No work shall be done under this permit until the party or parties to whom it is granted shall have communicated with and received instructions from:

This permit is to be in the possession of employees in charge of work at all times. To be shown upon request to any employee of the Geauga County Engineer, Geauga County Commissioners, or Geauga County Sheriff.

Failure of the Permit Holder to notify the Permit Department before work commences, or if work is cancelled, may result in withholding of future permit applications.

This permit shall be void unless the work herein contemplated shall have been completed before:

Joe Cattell, P.E., P.S.
Gauga County Engineer

Authorized Agent:

Permit Coordinator

GENERAL PROVISIONS IN FORCE IN SO FAR AS THEY APPLY TO THE WORK TO BE DONE UNDER THIS PERMIT

(See Sec. 5547.04 Ohio Revised Code)

General Provisions Applicable to All Permits

The granting of this permit does not in any way abridge the right of the Geauga County Board of Commissioners in their jurisdiction over the Geauga County highways. If, in the process of any future work or for the benefit of the traveling public, it becomes necessary, in the opinion of the Geauga County Engineer to order the removal, reconstruction, relocation, or repair of any of the fixtures, or work performed under this permit, said removal, reconstruction, relocation, or repair shall be wholly at the expense of the owners thereof, and be made as directed by the Geauga County Engineer.

The Geauga County Engineer shall act for and on behalf of Geauga County in the issuance of and the carrying out of the provisions of all permits.

The Geauga County Engineer shall have full authority to insure that the provisions of this permit are fully complied with; and retains the right to reject any materials or workmanship in the restoration of Geauga County

Highway facilities. Failure on the part of the permittee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Geauga County Engineer deems necessary.

If the party or parties to whom this permit is issued does anything contrary to the orders of the Geauga County Engineer and after due notice, fails to correct such work or to remove such structure or material as he or they may be ordered to remove, the Geauga County Engineer may correct such work or remove such structures or material; and the party or parties to whom this permit is issued shall reimburse the Geauga County Engineer for any expense incurred in correcting the work or removing the structure or materials.

All the work herein contemplated shall be done under the inspection and to the satisfaction of the Geauga County Engineer.

Except as herein authorized, no excavation shall be made or obstacle placed within the limits of the highway in such manner as to interfere with the travel over the road.

If any grading, sidewalk, or other work done under this permit interferes with the drainage of the highways in any way, such drainage basins and outlets shall be constructed as may be necessary to take proper care of said drainage.

The acceptance of this permit or the doing of any work hereunder shall constitute an agreement by the party or parties to whom the permit is granted to comply with all of the conditions and restrictions printed or written herein.

All of the above conditions shall be applicable to the work herein authorized, unless the same are inconsistent with the conditions on the face of the permit, in which case the conditions written or printed on the face of the permit shall apply.

Highway property, disturbed by the permittee, shall be restored using materials, design and workmanship in conformance with the Geauga County Commissioner's Highway Use Manual.

All work requiring men or vehicles on the pavement or shoulders shall comply with all of the requirements of the Ohio Manual of Uniform Traffic Control Devices.

Failure to comply with this requirement will be cause for immediate suspension of the permit until the proper traffic controls have been provided.

The permittee, upon completion of the work, shall leave the highway clean of all debris, excess materials temporary structures, and equipment, and all parts of the highway shall be left in an acceptable condition.

The permittee shall save harmless Geauga County and all of its representatives from all suits, actions, or claims of any character, brought on account of any injuries or damages sustained by any person or property or otherwise, in consequence of any neglect or on account of any act or omission as a result of the issuance of this permit to include reimbursement of any fees and costs incurred by Geauga County.

SECTION II

POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL HAULING PERMITS ON COUNTY MAINTAINED HIGHWAYS

A. PERMIT PROCEDURES

1. GENERAL

- a. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits to operate or move vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code on or across any and all Geauga County maintained highways.

- b. Issuance of SPECIAL HAULING PERMITS shall apply only to County highways outside municipal corporations unless the County has by agreement, assumed full maintenance of a section of a highway that lies wholly or in part within a municipal corporation.

c. Requests for SPECIAL HAULING PERMITS must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that these permits cover only Geauga County highways. Permits to move over state highways must be obtained from the Director of Transportation. Permits to move over township maintained highways must be obtained from individual township boards of trustees. Geauga County assumes no responsibility for the failure of the applicant to secure such applicable State or township permits.

2. APPLICATION FOR PERMIT

- a. Application for SPECIAL HAULING PERMIT forms are available at the office of the Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024-1068.
- b. Completed applications containing all required information as outlined on the application form shall be returned to the Geauga County Engineer's Office for processing.
- c. Applications shall bear the signature and the title of the person (or his/her authorized representative) assuming full responsibility for the proposed move.

3. APPLICATION REVIEW

- a. After receiving the application, the County Engineer's Office will review the form for completeness.
- b. Review time will be governed by the amount of weight and size of the vehicles or loads to be moved together with the length of the proposed route and the impact the move will have on the highway. Generally, twenty-four (24) hours should be allowed for processing any application.
- c. If, after reviewing the application, the County Engineer's Office determines that the proposed move would materially affect the appearance, operation or maintenance of the highway, a conference will be scheduled to discuss possible revisions to the proposed route and/or reductions in size and weight of the load.

4. BONDS AND INSURANCE

Prior to issuance of a SPECIAL HAULING PERMIT, the applicant will be required to furnish the following:

- a. Liability Insurance

A Certificate of Liability Insurance with limits of not less than \$1,000,000 bodily injury liability, \$1,000,000 each occurrence and \$500,000 property damage liability. If the applicant does not have specified insurance limits but has an excess umbrella liability policy of \$1,000,000 or greater, the excess liability policy shall be considered as acceptable insurance coverage.

There shall be a Special Contractual Endorsement attached and filed with the Certificate of Liability Insurance (see Appendix I of this section).

b. Surety Bond

If the applicant for a Special Hauling Permit is self-insured, a Surety Bond or certified check is required in an amount sufficient to pay for all damages that may occur to all County maintained highways, bridges and culverts. All Surety Bonds in the amount set by the Geauga County Engineer must be submitted on forms prepared by the Geauga County Engineer (see Appendix 2 of this section).

5. ISSUANCE OF PERMITS

- a. After all necessary insurances, bonds, certified checks have been posted and after both the applicant and the County Engineer have agreed on the time of the move and the route, the County Engineer, acting as the representative of the County Commissioners, will issue the permit.
- b. The Geauga County Engineer, acting under the authority of the County Commissioners, may issue a permit, reject the application or request a revised application be submitted.
- c. Issued permits will be on the form approved by the Geauga County Commissioners and signed by a representative of the Geauga County Engineer.
- d. A SPECIAL HAULING PERMIT will not be issued if inspection of the proposed route indicates that the movement cannot be made without causing damage to highways, bridges or culverts or without causing unnecessary inconvenience to the traveling public.

6. TYPES OF SPECIAL HAULING PERMITS

- a. Trip and Return: This permit is for overweight loads to travel to and from a single location. Tire sizes, axle weights, axle numbers, load weight, gross weight, tractor and trailer empty weights, types and license numbers will be required. All axle weights must still be legal as stated in the Ohio Department of Transportation's Special Hauling Rules and Regulations.
- b. Annual Overwidth: This permit covers legal weight loads that are from 8'6" up to and including 12' width. A single permit will cover the tractor and any trailers or legal loads that fall within this gross width for a period of one year.

- c. Construction Permit: This permit provides a company undertaking a project to permit the oversized loads going to and from a project on a specified route for a specified period of time. A permit is needed for each tractor.
- d. Special Permits: Permits that require special conditions will be reviewed by the Geauga County Engineer's Office and any special arrangements, routing, bonds, escorts, videoing of the roadway, contact with utilities, etc. will be made with the applicant and all applicable parties. Each permit will be reviewed individually to determine what arrangements will need to be handled and whether the permit will be granted. An example of a special move is a building/house move.

7. APPLICANT'S RESPONSIBILITIES

- a. The applicant is responsible for following all safety requirements listed under the Ohio laws such as signs, flaggers, escorts, axle weights, etc. The applicant is also responsible for any additional safety requirements listed by the Geauga County Engineer's Office to insure a safe move.
- b. The applicant is responsible for the safety and accessibility of the destination. The roadway and site must be kept clear of all materials and obstacles to the traveling public during the entering of any site. Access to the site should be easily accessible and inspected prior to the movement of the vehicle and load.

B. FEES

1. GENERAL

- a. A fee, payable to the Geauga County Engineer, will be charged to cover the cost of issuing a permit.
- b. The amount of the fee will be established by resolution and will be reviewed annually by the Geauga County Commissioners and the Geauga County Engineer.
- c. Failure to pay invoices billed for approved permit applications within thirty (30) days after receipt of invoice may result in the withholding of issuance of any future SPECIAL HAULING PERMIT until the invoices have been paid.
- d. Permits pulled for violations issued by any law enforcement officer may require the applicant to re-apply and submit an additional permit fee for renewal of any SPECIAL HAULING PERMIT. Repeated violations, any misrepresentation of the facts, or omission of facts may result in the refusal of further permits being issued to the applicant.

SPECIAL HAULING PERMIT CONTRACTUAL ENDORSEMENT

It is hereby understood and agreed that the policy to which this endorsement forms a part is extended to cover the contractual agreement between the Named Insured and the County of Geauga in relation to the SPECIAL HAULING PERMIT issued by the County of Geauga, of which paragraph 2 is quoted herein:

“Permittee will be held liable for any damage caused by the movement. The County assumes no responsibility for damage to the permittee’s equipment or load being moved due to any such failure. The permittee agrees to compensate the County of Geauga for any damage to a roadway or road structure and also to hold the County of Geauga and the County Engineer harmless from all claims, damages or proceedings of any kind and from all responsibility for personal or property damages (public or private) caused directly or indirectly as a result of the transportation of said vehicle(s) or object(s).”

The applicant will file a Certificate of his/her Liability Insurance showing that he/she has procured adequate insurance to cover the provisions of paragraph 2.

The insurance afforded by this endorsement is only with respect to the following Coverage and Limits of Liability:

COVERAGE

LIMITS OF LIABILITY

Contractual Liability

Each occurrence - \$ 500,000 Property damage
\$1,000,000 Bodily injury to one person
\$1,000,000 Bodily injury to all persons
injured in any one accident

Effective Date of Endorsement _____ Effective Date of Policy _____

Date Endorsement Issued _____ Expiration Date _____

This endorsement is subject to the terms, conditions, limitations and agreements of the policy to which it is attached insofar as the same are not consistent with the specific undertakings of the Endorsement. In the event of the cancellation of this policy, a minimum of ten (10) days written notice will be given to the Geauga County Commissioners, prior to the expiration date of the policy.

This Endorsement, when countersigned by a duly authorized agent and attached to Policy No.

_____, issued to _____

shall be valid and form a part of said policy.

Countersigned at _____ this _____ day of _____, _____.

OFFICER'S SIGNATURE

Authorized Agent

Position

BOND

**COUNTY OF GEAUGA Covering Any and All Permits Issued to Principal for
Movement of Excess Loads Over County Highways**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, being _____
_____ of _____
as principal, and _____ of _____
as surety, are hereby held and firmly bound unto the COUNTY OF GEAUGA in the penal sum
of _____ good and lawful money of the United States, for
the payment of which well and truly to be made, we hereby jointly and severally bind ourselves,
our heirs, executors, administrators, successors and assigns, by these presents.

WHEREAS, the above-named principal has made application to the County of Geauga for a
permit to move one or more loads in excess of the legal limitation over certain county highways
and may make further applications, and as a condition precedent to granting such applications,
the County of Geauga has established the requirements of the furnishing of a penal bond in the
sum of _____ by the applicant.

KNOW, THEREFORE, the condition of the above obligation is such that if the above-named
principal shall move the load(s) described in any and/or all of the applications filed by the
abovenamed principal on and after the date of the execution of this obligation over the county
highways, bridges and culverts of Geauga County in the manner prescribed in the permit
therefore duly issued by the said County of Geauga and shall well and truly pay for all damages
to said highways, bridges and culverts, which are and/or may be caused by the movement of such
load(s) by the above-named principal over or upon the highways, bridges and culverts of the
county, and all other claims for damage lawfully accruing in favor of the county resulting
therefrom, and any fines or penalties to which the said principal shall become liable to pay, and
shall save the County of Geauga harmless in and/or from any and all suits, claims for damages
and/or proceedings arising out of the movement or movements of any of said excess load(s) over
said highways, bridges and culverts, and shall observe all terms and conditions of the permit or
permits or any of them issued to said principal on/and after the date of this obligation, then this
obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the said surety may cancel this bond at any time by giving
FIFTEEN (15) DAYS notice in writing, by Registered United States Mail, addressed to the

Geauga County Board of Commissioners, 231 Main Street, Courthouse Annex, Chardon, OH 44024-1294, and that FIFTEEN DAYS AFTER the actual receipt by the County of Geauga of such written notice, there shall be no further liability to the surety for defaults hereunder, provided, however, that the service of such written notice shall not be construed to waive, release or forego any obligation which may have arisen prior to the effective date of such written notice.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, A.D. _____.

Signed _____
Principal

Name _____

Title _____

(For Use Where Principal is a Corporation)

CERTIFICATE – This is to certify that the Board of Directors of _____
_____ by Resolution duly adopted on _____ day of _____,
A.D. _____ did authorize _____ being _____
of said corporation to sign the name of said corporation to a surety bond in the sum of
_____ payable to the County of Geauga for damage resulting from the
movement of excess load(s) over the highway, bridges and culverts of said county.

Corporation Name

By _____
Secretary

Signed _____
Surety

By _____
Name

Title _____

MAIL
OR
DELIVER
TO:

Office of the Geauga County Engineer
470 Center Street, Bldg. 5
Chardon, OH 44024
Telephone: (440) 286-3936
Fax: (440) 285-9864

Application for Special Hauling Permit No _____
This becomes a permit when validated by the Office of
the Geauga County Engineer. This application and
permit issued in accordance with Section 4513.34 Ohio Revised Code.

Permit to be
Transmitted by

- ☐ Telegram
☐ Facsimile
☐ Mail

Name
And
Address
(TYPE OR
PRINT)

Telephone
Number

A/C ()

Application Must Be Signed Below in Space Provided

DATE _____

Type Permit:

- ☐ Construction Equipment
☐ Oil Drilling
☐ Other

Fee \$ _____ Paid by

- ☐ Cash ☐ Check ☐ Money Order

☐ Deposit Account _____

Make Checks Payable to: Geauga County

THIS PERMIT IS VALID
BEGINNING _____
ENDING _____

All Dimensions Feet & Inches
DIMENSIONS

Vehicle & Load Overall

Length Height Width

| | | |
|--|--|--|
| | | |
|--|--|--|

Load Only

Length Height Width

| | | |
|--|--|--|
| | | |
|--|--|--|

| MAKE & MODEL | LICENSE NO. | STATE | ALL WEIGHTS IN POUNDS |
|--------------|-------------|-------|-----------------------|
|--------------|-------------|-------|-----------------------|

Engineer
Truck or
Tractor

Semi-Trailer

Other Trailer
(Jeep, Dolly)

Description
Of Load
Including
Make & Model
If Applicable

Net
Load
Total
Gross
Weight

Check if Applicable

☐ Load is towed on its own frame and undercarriage

☐ Load is under its own power.

☐ All weights (axle & gross) are LEGAL
in accordance with Section 5577.04
Ohio Revised Code. If checked, do
not complete axle loads & spacing
Section of this application

AXLE SPACING
Feet & Inches

Axel
No.

AXLE LOADS

No. On Axle

TIRES

Sizes

| | | | | |
|---|-----|--|--|--|
| | 1. | | | |
| A | 2. | | | |
| B | 3. | | | |
| C | 4. | | | |
| D | 5. | | | |
| E | 6. | | | |
| F | 7. | | | |
| G | 8. | | | |
| H | 9. | | | |
| I | 10. | | | |

Total Gross Weight

Limitations listed on attached form apply. Special provisions as checked or listed
below apply. Move only during daylight hours. Movement is prohibited Saturday,
Sunday, or a Holiday.

Permittee is responsible to check the route for abnormal or changed
or unknown conditions which may exist during any move. Permission
to travel state or township roads or the Ohio Turnpike must be
obtained from the proper authorities.

I _____ do hereby swear that I am
(Printed Name)

the applicant or his/their legally authorized representative and that
the statements made in the foregoing application are true and correct
to the best of my knowledge:

SIGNATURE _____

TITLE _____ DATE _____

PERMIT OFFICE USE ONLY
VOID IF BLANK, ALTERED OR UNSIGNED

MOVEMENT TO BE MADE

From _____

To _____

Detailed Route _____

GEAUGA COUNTY
LIMITATIONS/PROVISIONS ON THE USE OF A SPECIAL HAULING PERMIT
THIS IS A TWO-SIDED FORM AND MUST BE CARRIED IN ITS ENTIRETY
GENERAL LIMITATIONS

1. The original copy of the Special Hauling Permit shall be in the possession of the driver at all times during the progress of transportation and will be shown on demand to any Deputy Sheriff, State Highway Patrolman, or other law enforcement officer. **SPECIAL HAULING PERMITS MAY NOT BE RETRANSMITTED.**
2. The permission granted restricts the movement of the vehicles(s) or object(s) to the roads specified, between the point designated, and within the time allotted. Permittee is responsible to check the route for abnormal, changed, or unknown conditions, which may exist during any move. **Permission to travel state or township roads, local streets not part of the county road system, or the Ohio Turnpike must be obtained from the proper authorities.**
3. No vehicle(s) or object(s) being transported under a Special Hauling Permit shall be left parked on the roadway either day or night except in case of an emergency, in which case adequate protection shall be provided for the travelling public. The vehicle(s) shall not be loaded or unloaded within the limits of the highway.
4. The operator of the vehicle must comply with all laws, rules, or regulations covering the movement of traffic over highways and streets.
5. Special Hauling Permits will not generally be issued for a built-up load that is divisible into legal loads or loads that have not been loaded to the least over dimension or the least overweight. Miscellaneous items may, however, be transported on the same vehicle with an over dimension piece or pieces so long as the miscellaneous items do not add to the over dimension. It is not necessary to identify these miscellaneous items. If, in the event of an extenuating circumstance, a permit is issued for a divisible load in which two or more pieces add to the over dimension or overweight, such load will be adequately described.
6. A Special Hauling Permit is void at any time road, weather, or traffic conditions make travel unsafe, as determined by the Geauga County Sheriff.
7. Movement of mobile homes, manufactured structures, office trailers, and park model recreational vehicles is prohibited when wind velocity exceeds 25 mph on the roadway or 15 mph on bridges.

OPERATING LIMITATIONS

1. No vehicle(s) or object(s) being transported under a Special Hauling Permit shall travel in convoy with any other oversize/overweight vehicle or vehicle and load. Every vehicle operating under a permit shall maintain a minimum spacing of 500' from all vehicles traveling in front and in the same lane as said vehicle whenever possible.
2. No vehicle operating under a Special Hauling Permit shall pass other vehicles traveling in the same direction.
3. Any load with an overall height in excess of 14 feet 10 inches shall be required to coordinate the travel route with the Geauga County Engineer's Office, utilities, etc., which may obstruct safe, clear movement.
4. Any load in excess of 100,000 lbs. shall be required to coordinate the travel route with the Geauga County Engineer's Office.
5. Reductions in legal weight posted on roadways or bridges must be obeyed. Contact the Geauga County Engineer's Office immediately if your route includes legal load reductions.
6. Movement of all overweight vehicles/loads traveling under a Special Hauling Permit shall be strictly prohibited while Frost Laws are in effect.

DAYS/HOURS OF OPERATION

1. Overweight vehicle/loads that are not over dimensional, traveling under the authority of a Special Hauling Permit, will not be restricted as to travel hours or days so long as the overweight vehicle/load can move without obstructing the normal flow of the traffic.
2. With the exception of permitted legal dimensioned overweight vehicle/loads noted in 1. above, vehicle/loads traveling under the authority of Special Hauling Permits shall be prohibited from movement on the following holidays/holiday weekends: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holiday prohibitions begin at noon the day preceding and continue until onehalf hour before sunrise the day following the holiday or holiday weekend.
3. Movement of all vehicles/loads in excess of twelve feet in width shall be required to have an escort vehicle.

4. Movement of all vehicles/loads in excess of twelve feet in width shall be prohibited from 3:00 p.m. on any Saturday until one-half hour before sunrise on the following Monday. Furthermore, movement of all vehicles/loads in excess of twelve feet in width is prohibited from 3:00 p.m. on any Friday until one-half hour before sunrise the following Saturday.
5. With the exception of limits noted in 1., 2., 3., and 4. above, permit vehicles and loads may move during daylight hours, Sunday through Saturday. Daylight hours are defined as one-half hour before sunrise until one-half hour after sunset.

WARNING FLAGS AND SIGNS

1. Warning flags shall be 18 inches square, red or orange in color, in good repair and free of printing or other markings. Flags shall be securely fastened by at least one corner or securely mounted on a staff.
2. Warning flags shall be displayed on all over dimensioned vehicles and loads.
3. Over width vehicles and loads shall bear two flags at the widest extremities of the vehicle or load as well as one flag at each corner of the vehicle or load. Warning flags are not required to be displayed on the tractor.
4. Over length vehicles and loads or vehicles and loads with a rear overhang of 4 feet or greater shall display a single flag at the extreme rear if the over length or projecting part is two feet wide or less. Two flags shall be displayed if the over length or projecting portion is wider than two feet and the flags should be located to indicate maximum width.
5. Warning signs, when required, shall read "OVERSIZE LOAD" and shall be at least 7 feet long and 18 inches high. The sign's background shall be yellow with black lettering. Letters shall be at least 10 inches with a 1.41 inch brush stroke. If series E Modified is used, the brush stroke is to be two inches.
6. OVERSIZE LOAD signs shall be displayed on any vehicle or vehicle/load exceeding the maximum legal length limit as set forth in the Ohio Revised Code, section 5577.05.
7. OVERSIZE LOAD signs shall be displayed on any vehicle or vehicle/load with an overall width of 10 feet or greater.
8. OVERSIZE LOAD signs shall be displayed on any vehicle or vehicle/load with an overall height in excess of 14 feet 6 inches.
9. OVERSIZE LOAD signs, when required, shall be displayed on the front and rear of the over dimensioned vehicle or vehicle/load.

LIGHTING

1. PERMITTED VEHICLE STANDARD LIGHTING – All standard vehicle lighting must be in operating order; THE HEADLIGHTS MUST BE ON DURING THE MOVEMENT OF ANY OVER DIMENSION VEHICLE OR VEHICLE AND LOAD.

ESCORT VEHICLES

1. Escort vehicles, when required by a Special Hauling Permit to accompany an over dimensional or overweight vehicle/load, shall be required to display a warning sign, yellow with black letters, reading "OVERSIZE LOAD". The sign shall be 5 feet long by 12 inches high with 8 inch high letters. Escort vehicles shall also be required to maintain radio communication with the operator of the permitted vehicle and shall also be required to be equipped with a roof mounted amber flashing or rotating light(s). Driver of the escort vehicle is to act as a flagman when needed.
2. One rear escort vehicle shall be required for the transportation of any vehicle/load with an overall length in excess of 90 feet.
3. One lead escort vehicle shall be required for the transportation of any vehicle/load with an overall width in excess of 12 feet.
4. One lead escort vehicle equipped with a height-sensing device shall be required for the transportation of any vehicle/load with an overall height in excess of 14 feet 6 inches.
5. One lead and one rear escort shall be required on any vehicle or vehicle/load with an overall width in excess of 14 feet 6 inches.
6. One lead and one rear escort shall be required on any vehicle or vehicle/load with an overall height in excess of 14 feet 10 inches.

7. If more than one of the conditions set forth in numbers 2. through 4. above are met, (for example, a load exceeding 12 feet in width and 90 feet in length), two escorts (one lead and one rear) shall be required.
8. Lead escort vehicle, when required, is to proceed 500 feet in advance of permit vehicle/load.
9. Rear escort vehicle, when required, is to follow 500 feet in back of permit vehicle/load.

PENALTY FOR VIOLATION

Non-compliance with the general or special provisions of a Special Hauling Permit, exceeding the weights or dimensions granted, or operating on dates or upon highways other than assigned shall render the permit null and void and the operator of the vehicle subject to arrest, as provided in sections 5577.02 to 5577.05 inclusive, of the Ohio Revised Code.

These limitations and provisions describe the general requirements placed on the operation of over dimension and overweight vehicles traveling on County roads, and are in addition to specific provisions stated on the permit or its attachments. For reference or detailed information, please contact the Office of the Geauga County Engineer.

SECTION III

POLICIES AND PROCEDURES FOR THE INSTALLATION OF DRIVEPIPES WITHIN THE RIGHT-OF-WAY ON COUNTY AND TOWNSHIP HIGHWAYS

DRIVEWAY PERMITS

1. General

Driveway Permits are required for proposed driveways within County or Township rights-of-way.

The incorporated municipalities of Geauga County (villages & cities) each issue their own permits.

2. Permit fee \$75.00. The Engineer's Office will determine the correct size and inspect the installation of driveways within County rights-of-way. Townships will be responsible for inspection of driveways installed within their Township's rights-of-way.
3. Location – The following information is needed for the permit application:
 - a. The parcel number assigned by the Auditor's Office for the property on which the drive will be installed.
 - b. The approximate date of completion of drive installation.
 - c. How many feet from either lot line the drive will be located.
4. Installation of Driveway –
 - a. The County Highway Department will install, at no cost, a driveway culvert

within county rights-of-way, for new or existing locations. Property owners are responsible for purchasing the culvert pipe. Once the pipe is on the property, the permit holder can call the Engineer's Office to request installation. Installation will be within approximately two (2) weeks from the time of the request.

- b. Property owners may wish to have their driveway culvert installed by their contractor. The Engineer's Office is not responsible for any costs associated with drivepipe installations by a contractor. The property owner shall notify the Engineer's Office at least 24 hours in advance of installation so the Engineer may schedule the inspection.
 - c. Some townships will also install drivepipes within Township rights-of-way. Property owners should contact their township road department to determine if this service is available. If it is not available, the property owner is responsible for the installation. The permit holder shall notify the township road superintendent at least 24 hours in advance of installation so the inspection can be scheduled.
5. Addresses – Included in the issuance of a new driveway permit, the lot/parcel will be assigned an address. The Engineer's Office assigns addresses for most parcels in Geauga County. Exception to this are:

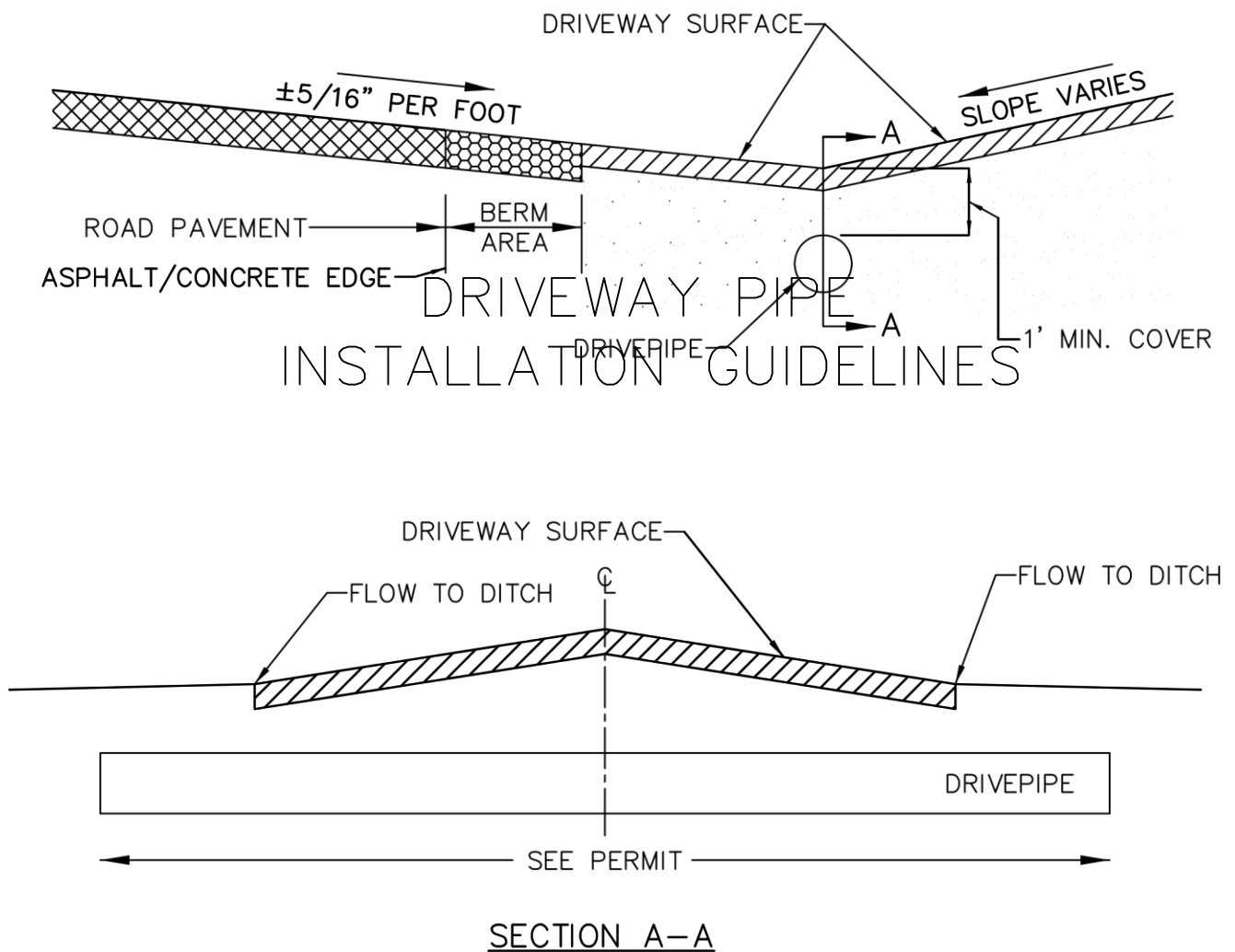
Aquilla Village Village of South Russell City of Chardon

6. Other Permits – Various other county departments require permits during the building process. All other permits require an address prior to issuance.

DRIVEWAY PIPE INSTALLATION GUIDELINES

THE FOLLOWING SPECIFICATIONS APPLY:

- MINIMUM LENGTH = See Permit
- DRIVEWAY SURFACE SHALL BE CROWNED A MINIMUM OF 1/4" PER FOOT
- LOW POINT OF DRIVEWAY SHALL BE AT DRIVEPIPE
- ALL SURFACE WATER SHALL DRAIN INTO DITCH NOT INTO ROADWAY
- A TRENCH DRAIN MAY BE REQUIRED ACROSS THE ENTRANCE OF DRIVEWAYS WITH EXTREME SLOPES WHERE WATER CANNOT BE PREVENTED FROM DRAINING ONTO THE ROADWAY



GEAUGA COUNTY MAILBOX INSTALLATION POLICY

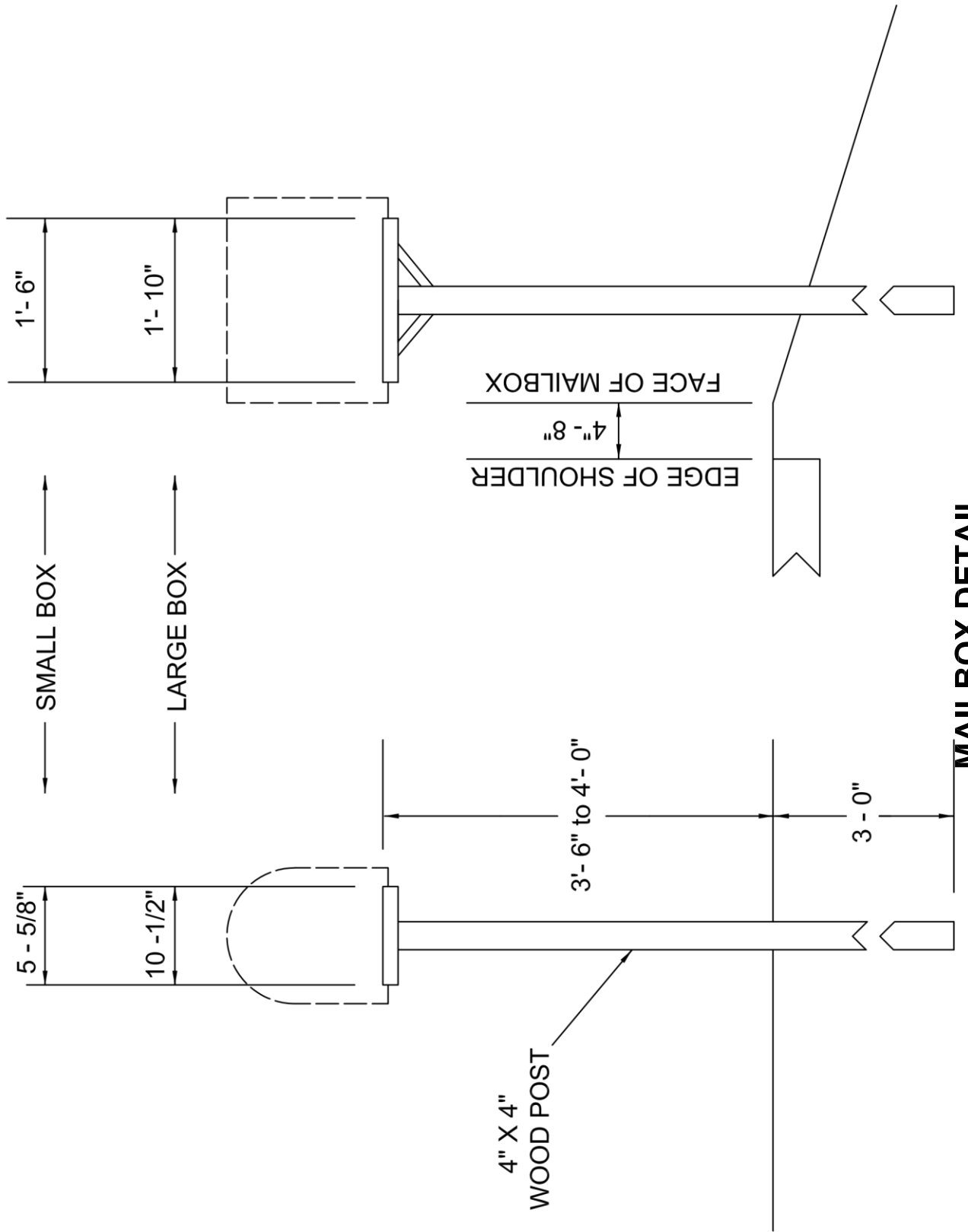
Effective: March 1, 1990

The laws of the State of Ohio provide for the removal of obstructions within the county highway system right-of-way. The following policy should govern the type and installation of mailbox units and mailbox supports within the rights-of-way in Geauga County.

All mailbox units shall comply with the United States Postal Regulations and with the following:

1. The mailbox unit shall be entirely of plastic and/or lightweight galvanized steel/aluminum construction. Newspaper delivery boxes shall be of the same type of construction and of minimum dimensions suitable for holding newspapers.
2. The post shall be a single 4-inch x 4-inch diameter wooden post or a metal post no greater than 2 inches in diameter and no more than 24 inches into the ground. Mailbox supports shall not be set in concrete or be permanently affixed in any manner.
3. Multiple mailbox units of more than two (2) boxes may not be mounted on one support.
4. The door of the mailbox shall be placed a minimum of 4 inches outside the shoulder portion of the highway. When a mailbox is installed in the vicinity of existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the Geauga County Engineer.

The suggested type of installation consists of a yielding support with a box of lightweight galvanized steel and/or plastic construction. Drawings are attached for further reference.



MAILBOX DETAIL

NOT TO SCALE