

POLICIES AND PROCEDURES FOR THE ACCOMMODATION OF UTILITIES ON COUNTY AND TOWNSHIP MAINTAINED HIGHWAYS

A. INTRODUCTION

The Coshocton 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 Coshocton 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 applied to all utilities, as defined on page 4, to be constructed, adjusted or relocated on or across rights-of-way under the jurisdiction of the Coshocton 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 Coshocton 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.

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 acceptable soil 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 a boring bar.
- Cap - Rigid structural element surrounding a pipe or conduit.
- Carrier - Pipe directly enclosing a transmitted liquid, gas or solid.
- Casing - A larger pipe enclosing a carrier.
- 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 wires or cables.
- Cover - 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.

- Encasement - Poured concrete, completely surrounding a pipeline or conduit installed in a trench.
- Encroachment - Unauthorized use of highway rights-of-way or easements as for signs, fences, building 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.
- 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.
- 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.
- 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 application, 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 non-standard permit is one in which the application contains a feature in variance with applicable policies contained in this section or minimum standards for design.)
- Pipeline - 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.
- 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 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 pier or 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 pipeline design.
- Traveled Way - The portion of the roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.
- Trench - Long narrow open excavation.
- Tunnel - Enclosed excavation through which a utility is to be installed.
- Unprotected - 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 - 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 wholly-owned or controlled subsidiary. Service lines, privately owned devoted exclusively to supplying the various commodities to the owner and not directly or indirectly serving 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 or other utility installations.
- c. To the extent feasible and practicable, utility line crossings of the highway should cross on a line generally normal 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 aboveground 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 installation, or cross under existing bridges.**
- g. In all cases full consideration should be given to the measures reflecting 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 the safety factors.

2. DESIGN

- a. The utility is responsible for the design of the utility facility to be installed within the highway rights-of-way or attached to a highway structure. The Coshocton County Engineer is responsible for review of the utility's proposal with respect to the location of the utility facilities to be installed and the manner of attachment and, acting under the authority of the 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, as a minimum, meet the following requirements, and any and all subsequent amendments thereto:

- (1) Electric power and communication facilities shall conform with the currently applicable Administrative Order No. 72 of the Public Utilities Commission of Ohio, and/or the provisions of the National Electrical Safety Code, as prescribed therein.

- (2) Water lines shall conform with the currently applicable specifications of the Coshocton County Engineer.

- (3) Sewer lines shall conform with the currently applicable specifications of the Coshocton County Engineer.

- (4) Pressure pipelines shall conform with 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, including:

- a) Liquid Petroleum Transportation Piping Systems: ANSI B31.4; the currently applicable recommended practices of the American Petroleum Institute for pipeline crossings under highway and railroads; or the currently applicable Minimum Federal Safety Standards, Title 49, Part 195, Code of Federal Regulations.

- b) Gas Transmission and Distribution Piping Systems (including gathering lines): ANSI B31.8; Administrative Order 200 of the Public Utilities Commission of Ohio; or the currently applicable Minimum Federal Safety Standards, Title 49, Part 192, Code of Federal Regulations.

- c) Power Piping: ANSI B31.1.0.

- d) Petroleum Refinery Piping: ANSI B31.3.

- c. The design of ground-mounted utility facilities should offer desirable characteristics to the appearance of the highway and its environment. Effort should be made to harmonize or blend the natural and man-made objects in the environment, insure continuity of visual form without distracting interruptions, and strive for simplicity of design which are desirably functional in shape but without clutter. In all cases, full consideration will be given to sound engineering principles and economic factors.

- 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. They should be planned so as to minimize hazards and interference with highway traffic when additional overhead or underground lines are 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 the site conditions, type of utility involved, and type of highway, therefore, the following is to be considered as a flexible policy which may be modified where special conditions exist. 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 prevail. Arrangements for emergency maintenance procedures shall be made, whenever possible by the utility notifying the Coshocton 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 but such installations should be located between the ditch and right-of-way line. If location beyond the ditch is not feasible, the line may be located between the ditch and the pavement, and the line should normally be located such that the distance between the edge of the pavement (or paved or stabilized shoulder) and the inside edge of the trench is greater than the depth of the trench.

3. DESIGN

a. Casing is required for non-plastic pipe lines crossing the highway and carrying liquid petroleum or gas under pressure if the pipe carries an internal pressure in excess of 30% SMYS of the pipe.

- (1) Casing is required for plastic pipe crossing the highway and carrying liquid petroleum or gas under pressure if the internal pressure exceeds 60 psig. The use of plastic pipe by the utility on highway right-of-way will require that the following information be provided on the application: the name of the manufacturer and brand name of the pipe; the pipe material designation; the pipe size and wall thickness; and the design working pressure.

- (2) The County, through the Coshocton County Engineer, reserves the right to require casing or equivalent alternate protection based on conditions or hazards involved.
- (3) When not required by the County, casing may be used at the election of the utility when it is the policy of the utility to use casing.
- b. Galleries are provided for the purpose of performing repair or replacement of a pipe or lines of extreme importance to the public convenience or safety, or to a dependent industrial installation, where the cost or consequences of a prolonged shutdown or famine 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 pulling 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 each site.
- d. Tunnels shall be constructed of steel liner plates left in place, or of materials acceptable to the County Engineer. Voids remaining outside of the tunnel lining shall be filled with appropriate material. Tunnel ends shall be sealed and provision may be made for tunnel drainage if outlet is available.
- e. Pipelines shall be designed to accept internal and external pressure and to resist external corrosion. Provisions shall be made for the cathodic protection of metal pipe lines crossing or occupying highway rights-of-way as found necessary by the Coshocton County Engineer.

Steel pipelines 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. In plastic piping systems, provisions shall be made to allow quick access to the pipe so that it can be clamped to control the flow.

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

- f. Determination of the need for strengthening or replacing an existing utility pipe line 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 an existing utility pipeline, thorough investigation should be made and consideration given to such treatments as concrete

cap, partial encasement, full encasement or replacement with a stronger pipe. If the determination indicates that it is feasible to leave an existing utility pipe parallel under pavement, extensions for future service connections shall be made prior to pavement being placed.

4. INSTALLATION

- a. Pipeline crossings of all highways shall be made without disturbing existing pavements. Open cut of the road will only be permitted when approved by the Coshocton County Engineer.

Where a pipe crossing or casing is installed by jacking or driving, augering or boring ahead of the casing will be allowed, where soil conditions permit. Water jetting will not be permitted.

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

- b. 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 as follows:

	<u>Water Lines</u>	<u>Other Facilities</u>
Under pavement surface	4 feet	3 feet
Under sod ditches	3 feet	3 feet
Under paved ditch	2 feet	2 feet
Under other surfaces	3 feet	2 feet

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

Additional depth of cover, or less than minimum, may be required to meet existing field conditions. Any variation in the minimum cover must be approved by the Coshocton County Engineer.

- c. When the highway is now, or is to 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. Any variation in casing length must be approved by the Coshocton County Engineer.
- d. When the highway is now, or is to be constructed in 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. Such requests will be evaluated on a case-by-case basis.

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. Design of the utility facilities shall conform to the guidelines contained herein, but where Local or 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 Administrative Order No. 72 of the Public Utilities Commission of Ohio and/or the National Electrical Safety Code. All overhead crossing will be a minimum of 17 feet above the road surface. The 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 Coshocton County Sheriff for the purpose of traffic safety.

2. LONGITUDINAL OCCUPANCY

- a. Within highway rights-of-way, longitudinal lines, either overhead or underground, may be permitted. Location of such lines should be between the ditch and the right-of-way line.

If thorough investigation reveals that the location is not feasible for an underground line, authorization may be granted to construct the line in the shoulder area. When constructed in the shoulder area, it shall be so located that a one-to-one slope from the inside edge of the bottom of the trench will intercept the ground surface outside the paved or stabilized shoulder. Plowed cable shall not be installed within the shoulder area where lines for highway lighting, illuminated signs or other obstructions are located. Backfilling of the trenches shall be in conformance with the standards set forth in Part L of this section.

Ground-mounted utility facilities should be placed as far as practical from the traveled way, 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 should not be placed between a pole and the traveled way 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 border space (i.e., the space between the edge of the pavement or curb line and the right-of-way line), 15 feet from pavement edge should be used as a design safety concept guide. In urban areas where there are curbed sections, the utility facilities should be located a minimum of 8 feet behind the face of outer curbs, or if not practical, as far back as feasible.

- b. Longitudinal installations of overhead lines should be limited to single pole type of 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 so installed as to virtually preclude any necessity for disturbing the roadway to perform maintenance or expansion operations.
- b. Conduits, casing, where desired, or unprotected utilities for underground lines crossing existing highways shall be installed by driving, boring, tunneling or jacking without disturbing the pavement or paved shoulders. Water jetting will not be permitted. Open cut of pavements will not be permitted unless it is demonstrated there is no reasonable alternate method available, and is approved by the County Engineer.
- c. Conduits, casing, where desired, or unprotected utilities for underground lines crossing existing highways installed in open cut trenches shall be bedded and backfilled in accordance with the provisions set forth in Part L of this section.
- 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 deep cut, the conduit or casing may be terminated beyond the shoulders.
- 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 as follows:

Under pavement surface	3 feet
Under sod ditches`	3 feet
Under paved ditch	2 feet

Under other surfaces

2 feet

Additional depth of cover, or less than minimum, may be required to meet existing field conditions. Any variation in the minimum cover must be approved by the Coshocton County Engineer.

G. UTILITY INSTALLATIONS ON 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 public interest. 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 other locations for a utility facility to span an obstruction prove to be difficult or unreasonably 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, nor detract from the appearance of the structure.
- b. None of the structural members in the proposed bridge are to be reduced in section, nor the cross section of the superstructure 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 of the pipe, and cut-off valves are provided at readily accessible locations within 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 reasonable distance from each end and of the bridge, and insulating wrapping is provided, as required, to prevent sweating or freezing.
- f. The design of pipeline installations on bridge structures shall provide for a pipe line support that will prevent vibration in the pipeline when traffic crosses the bridge.

- g. Power and communication conduits installed on bridges shall be equipped with access points at readily accessible locations within reasonable distance from each end of the bridge.

H. PERMITS

1. GENERAL

Utilities shall obtain permits for the use or occupancy of all highway rights-of-way under jurisdiction of the County.

2. RESPONSIBILITY FOR PERMITS

The Coshocton County Engineer shall be responsible for receiving applications for permits; reviewing the application and plan to insure conformity to applicable regulations; issuing of permits; inspecting construction to insure conformity to the permit; and maintaining records of all applications and permits.

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 highway.

If any grading or other work done under the permit interferes with the drainage of the highway in any way, such catch basins and outlets shall be constructed as may be necessary, in the opinion of the Coshocton County Engineer to take proper care of said drainage.

If the party 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 Board of County Commissioners, the County may correct such work or remove such structure or material, and the party to whom the permit is issued shall reimburse the County for any expense incurred in correcting the work or removing the structure.

All the work contemplated under the permit shall be done under the supervision and to the satisfaction of the County Engineer, and the entire expense thereof, shall be borne by the party to whom the permit is issued.

After completion of the work under the permit, the highway shall be left clean of all rubbish, excess materials, temporary structures and equipment, and all parts of the highway shall be left in an acceptable condition to the Coshocton County Engineer.

The granting of a permit does not in any way abridge the right of the 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 County Commissioners, to order the removal, reconstruction, relocation or repair of any of the fixtures, or work performed under the permit, said work shall be wholly at the expense of the owner thereof, and be made as directed by the County Commissioners.

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

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 the County and the party to whom the permit is granted, to comply with all of the conditions and restrictions printed or written in said permit.

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

When highway improvement contracts are awarded by the County Commissioners at or near the area covered by the permit, the party to whom the permit is issued shall cooperate with the highway contractors and arrange his work so as not to interfere with the operations of others. The permit holder shall schedule his 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 the County for the installation of all pipelines, conduits or other underground structure, either temporary or permanent, crossing or occupying highway rights-of-way. Each structure must be installed in accordance with the provisions of the permit.

b. Overhead Installations

Utilities shall be required to obtain permits from the County for the placement of poles or other structures, either temporary or permanent, to occupy highway rights-of-way longitudinally.

Utilities shall be required to obtain permits from the County for all overhead installations, either temporary or permanent crossing highway rights-of-way as follows:

(1) Highways

Permits shall be required for temporary guard poles or structures located within highway rights-of-way for supporting conductors or other lines over the highway during installation or removal operations, or permanent poles or structures located within highway rights-of-way for the support of conductors or other lines over the highway.

(2) Service Drops Crossing All Highways

Permits shall be required for service drops crossing highway rights-of-way where: temporary poles or structures are to be located within highway rights-of-way for support of conductors during installation or removal operations; or permanent poles or structures are to be located within highway rights-of-way for support of conductors or other lines over the highway.

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. In all work performed on highway rights-of-way by, or for the utility, 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 Uniform Traffic Control Devices for Streets and Highways."
- b. Should the proposed utility installation fail to meet the requirements as set forth in this manual, or should the Coshocton County Engineer feel 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 from the Coshocton County Commissioners by a separate resolution.
- c. Permits are not required, however, the Coshocton County Engineer must be notified, when the following work is being performed:

1. Emergency Pole Replacement

Emergency replacement of communication or power poles when the replacement pole is set immediately adjacent to the existing pole and not closer to the roadway surface.

2. Service Connections

Service connections, on the same side of the roadway as the facility being served, both underground and overhead, where the existing distribution line, telephone pedestal, power line pole or communication line pole is no farther than ten feet from the road right-of-way line and no closer than eight feet to the edge of pavement.

I. 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 for use or occupancy of all highway rights-of-way under the jurisdiction of the Coshocton County Commissioners.
- b. These procedures do not cover permits for the movement of overweight and/or oversized vehicles and loads on county or township highways.
- c. Issuance of permits in accordance with this section shall apply only to county or township highways outside municipal corporations unless the County or Township 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 county and township highways must be made in accordance with the policies and procedures as set forth in this section. Applicants are advised that townships within the County may have permit requirements for township maintained roads in addition to those set forth herein. The Coshocton County Commissioners assume no responsibility for the failure of the applicant to secure such applicable township permits.

2. APPLICATION FOR PERMIT

- a. Application for permit forms and instructions are available at the office of the Coshocton County Engineer, 318 Main Street, Coshocton, OH 43812
- b. Completed applications containing all required information as outlined on the application form shall be returned to the Coshocton County Engineer for processing.

- c. Applications shall bear the signature of the property owner, lessee, company or corporate official responsible for construction and maintenance of the installation placed on highway right-of-way. The application form may be filed for the applicant by his contractor, however, the signature of the contractor on the application form is not an acceptable signature.
- d. At least one copy 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, right-of-way line and owner's property lines. If installation crosses the highway, show cross section of present roadway and proposed installation. In addition, the following information shall be shown on the plan: the Township in which the installation is to be made; the County Highway 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.

3. APPLICATION REVIEW AND SITE INSPECTION

- a. After receiving the completed application, the County Engineer will review the permit application and any other information related to the possible installation. Once an office check and review has been completed, the County Engineer will inspect the site of the proposed installation.
- b. Review time will be governed by the complexity of the proposed installation. Generally, five working days shall be allowed for processing any application.
- c. If, after reviewing the application and inspecting the site, the 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. ISSUANCE OF PERMITS

- a. After the utility and the County Engineer have agreed on the location and schedule of construction, the County Engineer, acting as the representative of the County Commissioners, will issue the permit.
- b. The Coshocton County Engineer, acting under the authority of the County Commissioners, may issue a permit, reject an application, or request a revised application be submitted.
- c. Issued permits will be on the form approved by the Coshocton County Commissioners and signed by the Coshocton County Engineer.

- 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 Coshocton County Engineer, the Coshocton County Commissioners, or the Coshocton County Sheriff.
- e. Permits will become void if work has not commenced within thirty (30) days of issuance unless otherwise agreed to by the Coshocton County Engineer.

J. FEES

1. GENERAL

- a. Fees, payable to the Coshocton County Engineer, will be charged for the cost of issuing a permit.
- b. Where proposed utility installations are of such magnitude that detailed plan review is required for approval, a fee for plan checking will be charged.
- c. The fee amounts will be established by resolution and will be reviewed annually by the Coshocton County Commissioners and the Coshocton County Engineer. A resolution amending the fee schedule or continuing it for an additional year will be passed during the month of January each year.
- d. Failure to pay permit fees within thirty days after receipt of the invoice may result in withholding of future permits from the applicant until permit fees are paid.

K. INSPECTION

1. GENERAL

- a. Prior to any excavation for a utility, or any construction, installation, adjustment or relocation of a utility, on or across rights-of-way under the jurisdiction of the Coshocton County Commissioners, the Office of the Coshocton County Engineer shall be notified. The utility owner will be required to advise the Coshocton County Engineer's Office at least one full working day in advance of any proposed activity. An inspector will determine from the nature and complexity of the job whether his 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 Coshocton County Engineer must be notified at least one hour prior to the requested inspection time.

- c. Failure to give notice will be considered a violation of the permit and will be just cause for the Coshocton County Engineer to request the Board of Commissioners to take appropriate action to stop the construction. Repeated failure to notify the Coshocton County Engineer when work is being performed may result in the withholding of the approval of future permit applications.
- d. The inspector's normal working hours are between 7:30 A.M. and 4:00 P.M., Monday through Friday. When he is required to perform his inspection duties at times other than these, the charge per hour will be computed at the inspector's hourly rate times one and one-half. Work requiring inspection at a time other than normal working hours may be performed only if an inspector is available to perform the inspection at the requested time.

L. SITE RESTORATION

1. GENERAL

In all cases where a permit is granted for excavating or placing obstacles within the limits of a county or township 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 structure, fences, ditches and sidewalks damaged or removed during construction will be replaced or repaired, by the permit holder, equal to or better than existed prior to construction, as soon as possible.

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 County Engineer.

2. OPEN CUT

Approved excavations made within the traveled portion of the highway, in the berm within four feet of the pavement edge, and within four feet or less of the inside edge of the trench, in street intersections, or in driveways, shall be backfilled with granular materials as directed by the County Engineer.

Where work performed requires removal of the pavement, the surface shall be cut with a masonry saw to a depth of three inches, or as required to provide a clean break. The width of the trench shall be a minimum of twelve inches or one pipe diameter plus eight inches, whichever is greater.

The contractor shall maintain one-way traffic during times of construction by using steel plates to cover the trench, unless otherwise approved by the Coshocton County Engineer.

3. BACKFILL MATERIAL

Excavations that require a granular backfill material may be filled by “free dumping” No. 57 Limestone (see Item 703 Aggregate, State of Ohio, Department of Transportation, Construction and Material Specifications) both under the road surface and in the berm areas. The No. 57 Limestone shall be brought up to within eighteen inches of finished grade. The remainder of the excavation shall be backfilled with Item 304, Aggregate Base, in layers not to exceed six inches, loose measurement. Each layer shall be tamped or rolled. If layers cannot be tamped or rolled, the area should be backfilled as directed by the Coshocton County Engineer. In addition, where the road surface was removed for construction, the surface shall be replaced with either asphaltic concrete (Item 404) or high-early-strength concrete as directed by the County Engineer.