

# New Jasper Township

## Driveway/Mailbox Specifications and Permit

Permit must be posted on Premises during Construction

Permit # \_\_\_\_\_ Zoning Certificate # \_\_\_\_\_ Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_

Paid by: \_\_\_\_\_ Site Location \_\_\_\_\_

Pipe Length required \_\_\_\_\_ Diameter required \_\_\_\_\_

Approved  Rejected

If permit refused, reason for refusal or conditions of approval \_\_\_\_\_

\_\_\_\_\_  
Signature Road Superintendent  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date approved or rejected  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date re-inspection (if necessary)

- \*Driveway permits are required for all new construction, new access onto roadway, or upgrade of existing driveway.
  - \*Driveway will be located and marked prior to permit issuance.
  - \*All driveways will be installed under the supervision of the Township Road Superintendent or their representative before any building is started.
  - \*Driveways may not enter roads/streets any closer than fifty (50) feet from and intersection in plats or two hundred (200) feet from any major intersection. Anything closer requires a variance (**see variance information**).
  - \*No driveways will be installed closer than Ten (10) from any fire hydrant, catch basin, power pole, or utility box.
  - \*Sight distance will be a major factor in determining driveway location.
  - \*All driveway culverts must be reinforced concrete pipe or corrugated steel pipe, minimum of thirty (30) feet in length and twelve (12) inches in diameter. No head walls are permitted. Double wall plastic pipes also permitted.  
In areas with no curb or gutters, concrete driveways shall terminate at the ROAD RIGHT OF WAY and shall be either gravel or paved to the level of the road surface.
  - \*Driveways that slope towards the roadway will be designed so that one car length from the road will be at the road level, and control water run off by either:
    - (A) Putting a crown in the driveway pavement so that the water will run off to the side and into the road side ditch.
    - (B) Installing an open grate across the driveway so that the water does not sheet flow into the roadway.
  - \*Access to the property shall be only through the driveway. Access to the property through or over the road side ditch line is not permitted.
  - \*The roadside ditch line must remain open and free from obstructions. All ditches along the roadways are to be graded and sloped to handle runoff. No ditches along the roadways are permitted to be filled in or piped (except driveway culvert). All ditching or grading along the roadway is to be done under the supervision of the Road Superintendent or their representative. (ORC 5589.06)
  - \*Downspouts on the structures are not to be designed to sheet flow of top of the ground. No downspouts are permitted to be piped to the roadside ditch line or curb.
  - \*Curtain drains or leach fields are not permitted to outlet into the roadside ditch.
  - \*Any field tile or underground springs that are located and /or destroyed in construction will be repaired or piped a suitable outlet.
  - \*The builder is responsible for maintaining the roadway free of debris such as nails, mud, stone, gravel, wood, etc. on a daily basis. If the Road Department is called out to clean the roadway, the builder will be charged \$100.00 per Hour with a minimum of two (2) hours.
  - \*No construction equipment will be unload or loaded on the pavement or berm (ORC 5589.08)
  - \*No concrete mixers are permitted to wash out trucks within the road right of way or into storm drains.
  - \*No lawn sprinklers, trees or shrubs are to be installed within the road right of way. Nothing is allowed within the road right of way except what is allowed by local, county or state regulations. Structures made of stone or brick, such as entrance ways, fences, gates, or mailboxes are NOT PERMITTED within the road right of way or in any place that is safety factor.
  - \*Mailboxes must be designed according to the postal regulation and the American Association of State Highway and Transportation Officials Guide.
    - (A) Mailbox and newspaper box are to be made of light sheet metal or plastic construction
    - (B) No more than two(2) mailboxes may be mounted on one support structure and front edge of boxes shall be a minimum of 12 inches from edge of pavement.
    - (C) Mailbox supports must be a single 4"x4" OR 4 1/2" diameter wooden posts or metal post with a strength no greater than 2" diameter standard strength steel pipe. These must be embedded no more than 24 inches into the ground. Steel posts may have an anti-twist device no more than 10 inches under the ground and with no anchor plates. Any other mailbox and support system will be considered nonconforming or unsafe and will be removed at the owners expense.
    - (D) Mailbox post shall be approximately thirty nine (39) inches + or -.
- Variance** - Variance must be submitted in writing and will be reviewed within 72 hours by the Road Superintendent.
- Appeals** - Appeal to the Board of Trustees must be submitted in writing and will be reviewed by the Board at their next regular scheduled meeting. Appeal must be submitted no later than the Thursday prior to the Board of Trustees regular meeting.

Builder or Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

By signing this application, the applicant has agreed to the regulations on this permit.

\_\_\_\_\_  
Signature of applicant  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date