

SPECIFICATIONS  
AND  
MINIMUM STANDARDS  
FOR  
PERFORMING WORK  
WITHIN ROAD  
RIGHT-OF-WAY LIMITS  
FOR PLEASANT TOWNSHIP  
VAN WERT COUNTY, OHIO

PLEASANT TOWNSHIP BOARD OF TRUSTEES

10507 OLD TILE FACTORY RD

VAN WERT, OH 45891

419-238-4690

EFFECTIVE JANUARY 9, 2013

UPDATED MARCH 28, 2018

**PLEASANT TOWNSHIP**  
**10507 Old Tile Factory Rd**  
**Van Wert, OH 45891**  
**419-238-4690**

*Acknowledgement for ANY work/excavation in the public right of way on township roads*

*Rules for tapping into/using road drainage tile in the public right of way*

Per the rules adopted by the Pleasant Township Board of Trustees on January 9, 2013 no land owner or contractor shall perform ANY work within the right-of-way limits of a township road unless an application for work within the road right-of-way has been filed and approved by a representative of Pleasant Township.

The application and rules for work within the public right-of-way should be filed a minimum of 7 days prior the time contemplated to commence work at any crossing.

The Application for Work within the Public Right-Of Way for Township Roads is available upon request from Pleasant Township. ***THERE IS NO FEE FOR THIS APPLICATION OR PERMIT.*** If the property involved is located on a County Road, you will need to contact the Van Wert County Engineers office (see below) for a permit to perform work in the public right of way:

Van Wert County Engineers Office  
1192 Grill Rd. Van Wert, Ohio 45891  
Office Hours  
Monday-Friday 7:00 AM - 3:30 PM  
Phone: 419-238-0210  
Fax: 419-238-6372

**ADDITIONAL RULES RELATED TO WORK PERFORMED IN PUBLIC RIGHT OF WAY ON TOWNSHIP ROADS**

- Under no circumstances is a sanitary or septic system outlet to be tied into any drainage tile and/or road tile in the public right of way of any township road.
- Work in the right of way also includes the installation of a mailbox and a mailbox approach
- All residential/commercial/industrial and field drives **will require a drive pipe** unless it is determined by Pleasant Township that based on existing ditch conditions no pipe is necessary.
- The landowner or contractor must receive written approval through the application for work within the public right of way prior to connecting any other drainage outlet to drainage tiles in the public right of way. This can include pond overflow outlets and downspout outlets or any other drainage outlets from a residential, commercial or industrial property. ***Please keep in mind that Pleasant Township is under no obligation to provide an outlet for private property drainage related tiling and each application will be reviewed on a case by case basis.***

## SPECIFICATIONS

### PART 1- GENERAL CONDITIONS

#### 1. APPLICATION FOR WORK WITHIN ROAD RIGHT-OF WAY LIMITS

- a. Application by a landowner or contractor for authorization to perform work within the right-of-way limits of a township road shall be made in writing on a form available at the Pleasant Township House 10507 Old Tile Factory Rd. Van Wert, OH 45891 (copy attached).
- b. Application shall be made seven (7) days or more prior to the time contemplated to commence work at any crossing.
- c. No work may proceed within any township road right-of-way without written prior approval of Pleasant Township. (Ohio Revised Code Section 5589.10)

#### 2. SCOPE

##### SPECIFICATIONS ARE APPLICABLE TO:

- a. Any work performed within road right-of-way limits.
- b. In the installation and maintenance of such structures, the work performed shall consist of the contractor engaged, furnishing all materials, supplies, labor, and transportation and performing all work in accordance with these specifications including any amendments and additions, if any, and including any drawings and maps that may be furnished by the Township in connection or in explanation of these specifications.
- c. No expense whatsoever shall be incurred by Van Wert County nor by Pleasant Township in the granting of authorization for the contractor to accomplish the proposed project.

#### 3. DEFINITIONS

- a. Where ever in the specifications or upon the drawings the words directed, required and permitted, or words like import are used; it shall be understood that the direction, requirement of the Township in intended. Where ever words approved, acceptable, and satisfactory or words like import are used they shall mean approved, acceptable, and satisfactory to the Township unless otherwise stated.
- b. Whenever the words Township or Township designee is used it shall be understood that Pleasant Township, Van Wert County, Ohio is meant.
- c. Whenever the word Township Official is used it shall be understood that Pleasant Township, Van Wert County, Ohio is meant.
- d. The roads referred to herein are all the roads maintained by Pleasant Township. Nothing herein is applicable to the roads and highways of the Ohio Department of Transportation or Van Wert County. These specifications do not apply to private roads and lanes; nor to any city and villages streets.
- e. The ditches referred to herein are "township located ditches" or "petition ditches" which are a matter of record in the office of the county engineer and/or Township Office. Also, all other open or closed (tiled) ditches of varying sizes and depths located within or alongside the right-of-way limits of township roads.
- f. The utility referred to herein includes all the above ground or buried utilities (telephone, communications, power, water, gas, etc.) that may be in the construction area.

#### 4. CHARACTER OF WORK AND MECHANICS

Work on any construction project shall be executed in the best and most workmanlike manner by qualified, careful and efficient mechanics in accordance with these specifications. All work must conform to OSHA regulations.

#### 5. SITE INVESTIGATION

- a. Acknowledgment shall be made at time of request of authorization to begin construction, that the contractor concerned with these specifications has visited and investigated the proposed construction sites and examined other available data relative hereto and that the contractor is prepared to successfully accomplish the construction in accordance with these specifications. Failure by the contractor to accomplish the site investigation shall not relieve the contractor from compliance with any part of these specifications.
- b. The Township or Township official(s) assume no responsibility for any conclusions or interpretations made by the contractor on the basis of information furnished to the contractor; nor does the Township or Township official(s) assume any responsibility for the accuracy of data from the records available.

#### 6. PRIVATE LANDS

Nothing herein grants authorization for entry upon nor passage through, nor storage and disposal of material upon adjacent lands of private ownership. Obtaining such consent is a matter to be resolved between the contractor and abutting landowners concerned.

#### 7. QUALITY OF MATERIALS AND WORK ACCOMPLISHED

- a. Materials shall conform to standard specifications incorporated by reference and work accomplished shall be in accordance with these specifications and good practice of trade.
- b. The Township/Township Official has final authority to reject any materials or articles and any work accomplished. In such instances materials or articles shall be replaced and work re-accomplished to the satisfaction of the Township/Township Official; by and at the expense of the contractor.

#### 8. INSPECTION

- a. Materials and work shall be subject to inspection by the Township or Township designee at any time. The absence or presence of an inspector shall not be inferred by the contractor as an approval by the Township for any part of the work at any construction site nor shall the contractor be relieved from compliance with these specifications on such account.
- b. As the work progresses, the contractor shall advise the Township in advance as to the date work is contemplated to commence at each construction site. The contractor shall promptly inform the Township when each construction site is complete, including final cleanup of the site.

9. PROTECTION OF EXISTING STRUCTURES, WORK, DITCH, VEGETATION AND LAND

Any damage to an existing structure, bridge, ditch, drain, road, fence, vegetation and land of any adjacent property owner shall be repaired, replaced, restored or compensated for promptly by and at the expense of the contractor to the satisfaction of the Township or owner as applicable. All areas where vegetation has been disturbed or destroyed, the contractors shall fertilize and seed the disturbed areas.

10. NOTIFICATION

THE CONTRACTOR SHALL NOTIFY:

- a. All utilities (telephone, communication, gas, power, oil etc.) that may have above ground or buried utility cables or pipes in the construction area at least two (2) working days in advance of the start of construction by contacting the Ohio Utilities Protection Service (O.U.P.S.) at 800-362-2764. The Township shall be given the O.U.P.S. reference number.
- b. The Township at 419-238-4690 at least one (1) working day in advance of construction.
- c. The County Sheriff and responsible fire department(s) if the road is closed for any reason.
- d. The appropriate utility and/or private owner of any damage done in the course of the construction.

11. SAFETY

The contractor **shall not** place any dirt, pipe, stone, equipment or any other items in the pavement lane or berm during construction.

12. INDEMNITY

The contractor shall pay all damages and penalties for which they may become liable on account of any act or omission the part of the contractor in connection with the installation or maintenance of any construction site. Further, the contractor shall save the Township and Township Official(s) harmless and indemnify the Township and Township Official(s) from any and all suits, claims, damages and proceedings of every kind arising out of the installation and maintenance of any site.

## PART TWO

### TECHNICAL CONDITIONS FOR A RESIDENTIAL OR FIELD DRIVE

#### 1. MATERIALS

The contractor may use SMOOTH BORE concrete, metal, plastic or PVC pipe in the installation of a drive pipe. It is recommended that all manufacturer's recommendations be followed in regard to bedding, type of backfill and depth of backfill.

#### 2. SIZE

The contractor shall contact the Township for a recommended size of drive pipe. The Township representative shall size pipe in accordance with existing ditch conditions.

***Pleasant Township has minimum size of eight (8) inch for all drive pipes.*** Larger drive pipes may be required, but at minimum they will be an 8 inch pipe unless advised differently.

#### 3. DEPTH

The pipe shall be placed at such a depth and grade as not to impede the free flow of the water.

#### 4. Driveway Slope

The top of the drive shall be constructed to provide a valley gutter across the drive so that all surface water from the drive will flow into the roadside ditch. The drive approaches shall slope down and away from pavement edge at the same rate of slope as the roadway shoulder slope. The profile of the drive must be a minimum of ½" per foot down and away from the pavement edge to the ditch line. **NO SURFACE WATER WILL BE PERMITTED TO DRAIN ONTO THE ROADWAY.**

#### 5. DRIVEWAY SURFACE

The surface of the driveway may be stone, concrete or blacktop. However, in each case the edges of the surface shall be sloped down as not to catch the blade of a snow plow. This sloped edge shall continue back to the ditch flow line.

#### 6. SEEDING

All areas where the vegetation has been disturbed or destroyed, the contractors shall fertilize and seed the disturbed areas.

#### 7. MAINTENANCE

It will be the responsibility of the landowner to maintain the residential or field driveway pipe. The pipe should be installed with sufficient length to prevent the pipe from becoming plugged.

**PART THREE**  
**TECHNICAL CONDITIONS FOR INSTALLATION OF MAILBOX AND APPROACH**

**1. MAILBOXES**

- a. All supports for rural mailboxes shall be of the breakaway type such as a 4"x4" wood post, 2 ½ inch standard wall pipes or any other type of support with equal breakaway characteristics.
- b. All supports shall be a minimum of eight (8) feet off the edge of the pavement, unless otherwise approved by the Township.
- c. The mailbox height and design shall conform to all U.S. Postal Service standards.

**2. MAILBOX APPROACHES**

- a. The mailbox approach shall be a minimum of eight (8) feet wide and seventy (70) feet long. (Drawing available upon request).
- b. The approach shall have a minimum of 7 inches of 304 aggregate stone base.

**3. MAINTENANCE**

The landowner is responsible for all maintenance of the mailbox and approach.

**PART FOUR**  
**TECHNICAL CONDITIONS FOR A DRAINAGE OUTLET INSTALLATION**

**1. METHOD**

The road may be crossed by any usual construction method (trenching, boring or jacking) except where road conditions may require a special method at the direction of the Township. Boring may be required at the direction of the Township, depending on the condition of the roadway surface.

**2. ALIGNMENT**

At the crossing from right-of-way line to right-of-way line, the outlet shall be at right angles to the centerline of the road unless the alignment of the connected surface drainage is prohibitive.

**3. MATERIAL**

The tile outlet under the actual traveled portion of the roadway and three (3) feet on each side of the roadway shall be:

- a. Reinforced concrete pipe, with tongue and groove type connections.
    - 6", 8" and 10" diameter- Class V or Stronger
    - 12" diameter- Class IV or Stronger
    - 15" and above diameter- Class II or stronger
- OR
- b. Schedule 35 PVC, 6" minimum diameter.

#### 4. BACKFILL

In each instance where the road is cut by trenching, the backfill shall be as follows:

- a. Under the paved portion of the traveled roadway and beneath the berm on both sides of the traveled roadway, or if no berm, for three (3) feet outside of the paved portion on both sides and for the full depth of the cut, down to around the pipe, **the backfill shall consist only of slurry backfill**. Slurry backfill consists of a full reverse mix with 100# of cement. It is recommended that if the temperature is below 60 degrees, 1% calcium chloride be added or if it below 40 degrees, 2% calcium chloride should be added. The backfill shall be finished flush with the roadway surface and the surrounding surface of the berm. NO BACKFILL WILL BE PERMITTED UNLESS THE TOWNSHIP ROADMAN OR TRUSTEE(S) IS PRESENT.
- b. For the remaining portion of the trench from flow line to flow line, excluding those portions of the trench dealt with in sub-paragraph "A" preceding, backfill shall be earth. The material shall be free of clods, debris and perishable substance. This backfill may be deposited as by dozing. Excess may be mounded to compensate for settlement provided drainage flows are not interfered with.
- c. The slurry backfill shall be completed by 12:00 noon if possible to allow time for the slurry to harden, so the road can be opened before dark. If it is necessary for the road to remain closed overnight due to the slurry backfill being installed late, the contractor shall be responsible for providing barricades and signing as required by Pleasant Township (barricade and signing placement available upon request).

#### 5. SURFACING

Replacement of the roadway surface where required will be accomplished by the Township at no expense to the contractor.

#### 6. SEEDING

Backfill and disturbed portions likely to erode, except for the roadway, shall be shaped, fertilized and seeded by the contractor.



**PLEASANT TOWNSHIP**  
**APPLICATION TO WORK WITHIN THE ROAD RIGHT-OF-WAY LIMITS**

**THIS PERMIT EXPIRED ONE (1) YEAR FROM DATE OF ISSUE**

(If construction is not completed within one (1) year of issue, you must apply for a new permit)

**APPLICATION IS HEREBY MADE BY:**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_, \_\_\_\_\_

TELEPHONE #(s) \_\_\_\_\_, \_\_\_\_\_

**To perform the following nature of work (brief description):** \_\_\_\_\_

\_\_\_\_\_

**At the following location** \_\_\_\_\_

**Work will commence on or about** \_\_\_/\_\_\_/\_\_\_ **and will be completed by** \_\_\_/\_\_\_/\_\_\_

**I certify that I have contacted the Ohio Utilities Protection Service (O.U.P.S. phone: 800-362-2764) as required by Ohio Law and read these specifications. The O.U.P.S. reference number is:**



We hereby agree to do all work in accordance with Pleasant Township's Specifications and Minimum Standards for performing work within Road Right-Of-Way limits in Pleasant Township, Van Wert County, Ohio.

**\*\*EFFECTIVE MARCH 28, 2018 IF YOU PUT IN CONCRETE/ASPHALT DRIVE TO THE EDGE OF THE ROADWAY AND THE TOWNSHIP HAS TO DO ANY REPAIRS WITHIN THE ROAD RIGHT OF WAY; THE TOWNSHIP WILL ONLY BE RESPONSIBLE FOR BACK FILLING THE DRIVE WITH STONE. ANY REPAIRS TO THE CONCRETE/ASPHALT WILL BE THE RESPONSIBILITY OF THE OWNER.\*\***

\_\_\_\_\_  
Signature of owner or agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

\*\*\*\*\*

Date Approved: \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_

Pleasant Township  
10507 Old Tile Factory Rd  
Van Wert, OH 45891 419-238-4690

\_\_\_\_\_  
Title