

PERMIT NO. \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

**DRIVEWAY PERMIT APPLICATION  
VERMILION TOWNSHIP**

Road \_\_\_\_\_

Owner(s):

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Location of Planned Driveway:

\_\_\_\_\_ miles N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_ of intersection with  
\_\_\_\_\_ and on the N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_ side of the road.

Type of Driveway:

New or existing driveway ? \_\_\_\_\_

Residential \_\_\_\_\_, Field \_\_\_\_\_, Other \_\_\_\_\_

Number of driveways to be on property \_\_\_\_\_

Will the driveway cross an existing tile ? \_\_\_\_\_

Approval :

This application is subject to the conditions below and is approved when signed by an authorized representative of Vermilion Township.

Conditions: I (we) hereby acknowledge receipt of the Vermilion Township Driveway Construction and Design Regulations and will comply with all regulations where applicable.

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_ Title: \_\_\_\_\_

Permit Fee \$25.00

Revised 3/2020

# VERMILION TOWNSHIP

## DRIVEWAY CONSTRUCTION AND DESIGN REGULATIONS

### WHEN IS A PERMIT NEEDED?

A permit is required for any excavation, construction, or re-construction of structures within the road right-of-way. A permit is not needed for regrading a stone drive or for sealing an asphalt drive, but the safety requirements detailed here must be followed. The application and permit fee is \$25.00 plus any inspection costs incurred. (Revised 4/2005)

### GENERAL INFORMATION

Two or more stakes shall be set to mark the location of the proposed driveway. The Road Dept. must be notified a minimum two (2) working days prior to installation of the driveway and pipe (440-967-6841). The Road Dept. will determine whether or not they need to be present at the time of the installation. A project without a permit will be stopped immediately by the Road Dept. or the Erie County Sheriff's Dept., and the permit fee shall be doubled. A project with a permit will be stopped immediately by the Road Dept. and the permit revoked if the regulations are not followed, and a new permit will be required before work shall resume. The permit fee shall be doubled. The Vermilion Township Board of Trustees may, by resolution, set or amend permit and inspection fees.

### SAFETY

1. Driveway locations with sight distances of less than 500 feet are not recommended and may require additional safety measures, such as a turnaround.
2. During construction traffic shall be protected according to the regulations prescribed in the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways, current edition at that time. These include, as needed, advance warning signs, cones, barricades, and flaggers.
3. Massive, decorative driveway markers are not recommended, and may be prohibited. If permitted, they shall not be located within the road right-of-way.

### CULVERTS

A twelve inch (12") minimum inside diameter and thirty-two foot (32') minimum length reinforced, unbroken, grade #1 or #2 concrete pipe is required. A larger diameter and length pipe may be required depending upon site conditions. The Road Dept. will determine the size and length pipe. Double wall HDPE tile may be permitted with approval from the Road Dept.

### APRON SURFACES

Asphalt is acceptable. Stone is also acceptable provided the maximum stone size of the top four inches (4") of the drive within six feet (6') of the road pavement is one and one half inch (1½") or smaller. **Concrete is permitted for curbed roads only.** Driveways shall not drain onto the road pavement (curbed road excepted) and must be graded to a one and one half percent (1.5%) slope (i.e.- 3/16"/foot) away from the road so as to not create a drainage or maintenance problem.

### CONSTRUCTION

Number 304 aggregate stone base is the recommended backfill for all uses. The groove (bell) end of the pipe shall be placed upstream. The invert shall be set with a sufficient grade (to be set by the Road Dept.) to the next culvert or any planned improvements upstream. Manholes and catch basins shall be set one fourth inch (¼") below the apron pavement surface. The road shall be kept clear of debris during construction.

### MAILBOXES

All mailbox supports shall be of 'breakaway' design with one of the following characteristics:

- A maximum of a 4" x 4" wood post,
- A maximum of a 4½" diameter wood post, or
- A maximum of a 2" diameter standard steel pipe (2 3/8" outside diameter)

All mailbox installations shall meet the requirements of the U.S. Postal Service. The mailbox shall be set as far from the road pavement as is practical.