

**DRIVEWAY CONSTRUCTION AND DESIGN NOTES**  
**ERIE COUNTY ENGINEER'S OFFICE**

**ACCESS MANAGEMENT REGULATIONS.** All applications, permits, and access connections are subject to the requirements of the Access Management Manual of Erie County, Ohio, (the Manual) in force on the date of application.

**WHEN IS A PERMIT NEEDED?** A permit is needed for any new access connection or driveway, or when the use of a property changes and results in a change in traffic using the driveway. Section 210 of the Manual describes changes in use and the thresholds that require new permits. A permit is not needed for regrading a stone drive or for sealing a blacktop drive, or for other routine drive maintenance, but the safety requirements detailed here and in the Manual must be followed. The application fee is \$10, plus the costs of any additional attachments, plan reviews, inspection fees, and other charges as specified in the Manual.

**GENERAL INFORMATION.** Two or more flags shall be set to show the location of the proposed driveway.

The inspector must be notified a minimum of 2 working days prior to the installation of the driveway and pipe. The inspector will determine whether or not he needs to be present at the time of installation. A project without a permit will be stopped immediately by the inspector or the Erie County Sheriff, and subject to legal action under Section 212 of the Manual. A project with a permit will be stopped by the inspector if the work is not conducted as authorized by the permit, or jeopardizes road user safety.

The maintenance of the driveway and culvert pipe is the driveway owner's responsibility. If the said installation creates a drainage or road maintenance problem, the Erie County Commissioners may declare it an obstruction and order its removal. The cost of such a removal will be charged to the driveway owner.

**SAFETY.** Driveway locations with sight distances of less than that required by the Location and Design Manual, Volume 1, of the Ohio Department of Transportation are not recommended and may need special treatment--for example, a turnaround.

During construction, traffic shall be protected according to the regulations prescribed by the *Ohio Manual of Uniform Traffic Control Devices for Streets and Highways*. These include, as needed, advance-warning signs, cones, barricades, and flagmen.

Large, decorative, non-breakaway driveway markers are prohibited within County rights-of-way. If they must be used, they must be beyond the right-of-way line of the road.

**CULVERT PIPE.** A 12-inch minimum inside diameter and a 32-foot minimum length (a larger diameter and/or longer length may be needed, depending on the site conditions). Reinforced concrete pipe is recommended for all uses.

**APRON SURFACES.** Asphalt and stone are acceptable. **Concrete is allowed only for curbed roads.** Driveways must not drain onto the road pavement (curbed road excepted) and must be graded (sloped  $\frac{3}{16}$  inch/foot down from the road) so as to not create a drainage or maintenance problem, and must meet the design requirements of the Manual.

**CONSTRUCTION.** No. 304 aggregate base is the recommended backfill for all uses. The groove (bell) end of the culvert shall be placed upstream. The invert shall be set with a sufficient grade (to be set by the Erie County Engineer's Office) to the next culvert or any planned improvements upstream. Manholes and catch basins shall be set  $\frac{1}{4}$ -inch below the apron pavement surface. The road shall also be kept clear of all debris during construction.

**MAILBOXES.** All mailbox supports shall be of a "breakaway" design with the one of the following characteristics:

- a maximum of a 4 x 4-inch wood post,
- a maximum of a 4½-inch diameter wood post, or
- a maximum of a 2-inch diameter standard steel pipe ( $2\frac{3}{8}$  inch outer diameter).

The post and mailbox shall be placed as far from the pavement as is practical.

All mailbox installations must meet the requirements of the U.S. Postal Service.