

MUSKINGUM TOWNSHIP  
WASHINGTON COUNTY, OHIO  
**APPLICATION FOR  
PERMIT TO WORK IN PUBLIC ROAD RIGHT OF WAY**  
In accordance ORC 5547.04 and 5589.10

Permission is requested from the Muskingum Township Trustees to perform the following:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Work Parallel   | <input type="checkbox"/> Bore Across |
| <input type="checkbox"/> Open Cut Across | <input type="checkbox"/> Other _____ |

The project is for the purpose of \_\_\_\_\_

located at \_\_\_\_\_  
*(street address)*

**Or** on the following Township Road with the corresponding mile marker / nearest address:

\_\_\_\_\_  
\_\_\_\_\_

**Or** See Attached Plans for work in right of way, total number of crossings requested: \_\_\_\_\_  
It is understood that the work will be performed following the conditions and specifications on this permit.  
*(This permit must be submitted with all pages.)*

Name of Applicant / Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Phone Number (24 hours a day): \_\_\_\_\_

Contractor/Installer (if different than applicant): \_\_\_\_\_

Date work to start: \_\_\_\_\_ Date work to be completed: \_\_\_\_\_

I AGREE TO THE CONDITONS AND SPECIFICATIONS LISTED IN THIS PERMIT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 7/1/2023, all previous versions obsolete)

**PERMIT FEE:** \$250.00 PER OPEN CUT, BORE OR OTHER MEANS CROSSING THE RIGHT OF WAY.

Invoice will be mailed after permit is approved.

Issuance of this permit does not relieve the applicant from the responsibility of obtaining a permit from other agencies having jurisdiction.

**OFFICE USE ONLY**

---

Additional conditions for approval \_\_\_\_\_

\_\_\_\_\_

Pre-Construction meeting required: YES \_\_\_\_\_ NO \_\_\_\_\_

**Muskingum Township by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
26 Towhall Road, Marietta, OH 45750 - Phone (740)373-0189, Fax (740)373-8963

**PERMIT VALID SIX (6) MONTHS FROM APPROVAL DATE**

---

**CONDITIONS & SPECIFICATIONS**

The following are requirements for permit submittal and approval. The conditions shall be met by applicant during construction unless expressly waived by the Muskingum Township Trustees.

1. Applications for utility service installation must be submitted by the public utility company.
2. Submit a copy of project plans including plan, profile and section views with dimensions for roadway offset from centerline, existing road right of way if pertinent, and depths.
3. All materials used in reconstruction of a Township right of way shall meet or exceed the Ohio Department of Transportation (ODOT) Construction and Materials specifications, latest edition.
4. The Township Trustees shall be notified not less than **TWO (2) WORKING DAYS PRIOR** to the start of work, by calling (740) 373-0189, no work to be performed on weekends unless specific permission is granted by the Township Trustees.
5. Crossing a concrete, asphalt or other hard surface road shall be by boring, unless permission is granted for other. Open cut shall be permitted on aggregate roads. Special permission required from the Township Trustees to open cut a concrete or asphalt roadway and shall meet the specifications herein.
6. **Cover of utility shall be a minimum depth of 36 inches at the lowest ditch line.**
7. A Pre-Construction meeting may be required before start of work, see Page 1. Applicant shall coordinate time and place of meeting, shall have applicant's contractor(s) and any other individuals deemed necessary attend the pre-construction meeting.
8. The Township will not be held responsible for damage caused by road maintenance equipment to utility fixtures not meeting the terms herein or extending above ground and obscured from sight due to brush overgrowth etc.
9. All transmission pipe lines carrying petroleum, natural gas or other volatile product, crossing the highway shall be encased in a suitable conduit and meet applicable statues of the state of Ohio.
10. Public road shall not be closed longer than fifteen (15) minutes and traffic to be maintained at all times unless specific permission is granted by the Township Trustees.
11. Flagger and proper traffic control shall be provided at all times. The road is to be completely clear of all materials and debris at end of each day's operation.
12. Overhead lines crossing the public road shall be at a minimum height of 16.5 feet.
13. Bridge load limits shall be observed when encountered along route or going to location. Any Overloads are required to obtain the proper (ODOT) and Washington County Overload permit.

14. Open Cut – Concrete or Asphalt road, WITH permission, shall be cut either by saw or air hammer. Backfill shall be compacted 304 Limestone in 8 inch lifts to within 6 inches of road surface where the top 6 inches of the trench shall be ODOT Class C concrete or the top 6 inches shall be ODOT approved hot mix asphalt, depending on existing road type. Steel plates, or other as approved, are required to open road to traffic until concrete has time to properly cure. Full depth backfill grout may be substituted in all cases.
15. Open Cut – Aggregate or Dirt Roads, suitable excavated material may be used for backfill, placed and compacted in 8 inch lifts, to within 2.5 feet of road surface. Remaining backfill shall be 304 Limestone, placed and compacted in 8 inch lifts, to the existing road grade. Full depth backfill grout may be substituted.
16. Utilities placed parallel to the road, the backfill shall not contain rocks larger than 8 inches in the top 1 foot of fill.
17. All utilities shall be installed along the outside edge of the road shoulder / ditch and shall be a minimum of 4 feet from the edge of the road, unless permission is granted by the Township Trustees. The utility shall not be placed closer than 10 feet to any part of a culvert, bridge, or wing wall, unless otherwise approved by the Township Trustees.
18. If shoulder or any area within 4 feet of the roadway is disturbed it shall be restored and thoroughly compacted with 304 Limestone and restored in as good condition as prior to the installation. Township Trustees shall be notified of any excavation required within four (4) feet of the edge of the road due to site constraints and permission granted on a case by case basis.
19. If a utility is granted permission to be placed within the ditch line the minimum depth shall be 36 inches below the bottom of the ditch and all backfill shall not contain rocks larger than 8 inches. Backfill shall be compacted in place. The general shape of the ditch prior to construction shall be restored. Ditch flow line shall be restored to the same depth and grade. Ditches shall be finished with a Gradall or equivalent type machine to the satisfaction of the Township Trustees.
20. Should the road, structures, or any Township property be damaged from this operation, the applicant is responsible for the cost of repair or replacement to the condition before work began.
21. Drainage ditches shall be opened and restored at the close of each day's work when a plowing operation is being performed, except splice pits.
22. All disturbed earth areas within the right of way shall at a minimum be re-seeded and covered with straw. Seed mixture shall be ODOT, Item 659, Seeding and Mulching, Class 2, unless work is within a residential neighborhood, in which it shall be a Class 1 mix.
23. **All safety precautions necessary to protect workers and the traveling public shall be taken.** This shall include but is not limited to all necessary signs, lights, barricades and flaggers.
24. The applicant agrees to relieve Muskingum Township and the Muskingum Township Trustees of all liability or damages and accident claims arising as a result of work related to this permit.

The company agrees to locate their facility in accordance with the Ohio Revised Code, Utility Protection Laws; and, shall remove, relocate, or otherwise protect their facilities located within the public rights of way of Muskingum Township for highway maintenance or improvements.

