

**Henry Township Trustees**

14690 Quarry Road  
North Baltimore, OH 45872  
Phone: 419-257-2495

Trustees:  
CLIFFORD BRUMBAUGH  
JAMES CASEY  
JAMES WYMER, JR

Fiscal Officer: MATT DAVIS  
Zoning Inspector: CHRIS NORTH

**General Permit**

Township Permit No: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Township Employees:  
HUNKER FRANCISCO  
BRYANT MATTHES

**APPLICANT/OWNER INFORMATION:**

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**PROJECT LOCATION:**

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

Location of Anticipated Construction: \_\_\_\_\_

Anticipated Construction Begin Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Plat Number: \_\_\_\_\_ Lot Number(S): \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Township: \_\_\_\_\_

I hereby make application for a permit to install or perform work in the public right-of-way of the unincorporated areas of Henry Township for a: (check all items that apply):

**UTILITIES:** \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_ Cable \_\_\_\_\_ Fiber Optic  
R.C. 5547.04/1723.02 \_\_\_\_\_ Water \_\_\_\_\_ Sanitary \_\_\_\_\_ Storm \_\_\_\_\_ Other

Description: \_\_\_\_\_

**ROADWAY:** \_\_\_\_\_ Road Bore (\$100)

Description: \_\_\_\_\_

**STORM TAP:** (Complete the following information) (\$50)

1. \_\_\_\_\_ Size for the pipe for footer tile, sump pump or general lot/parcel drainage to (Location Description)

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

2. Notes or Alternate Description \_\_\_\_\_

For purposes of the Application(s) and General Conditions, "Henry Township Trustees (HTT)" means the elected official or a duly authorized employee of the HTT's office.

Applicants/permit holders shall comply with the following:

**ROAD BORE**

1. The Road Boring Permit will be issued upon payment of \$100 to Henry Township Trustees.
2. The Road Boring Permit must be in hand and the permit holder must notify the Township in person or by phone (419-257-2495) at least 24 hours in advance of commencing the road boring, excluding weekends and holidays.
3. Pipe used under the road must be a minimum of Schedule 35 PVC plastic at a minimum of 24 inches.
4. Boring may be no larger than the pipe diameter plus 1/2 inch.
5. The outlet must have a rip rap apron installed to prevent erosion.
6. The area around the outlet of the pipe must be backfilled with K-Krete.
7. Additional work may be required based upon inspection by the township employee.
8. Any additional work needed, if performed by the township employee, will be paid by the contractor (labor and materials).
9. Township designated inspector must be present for pipe over 24 inches with a cost of \$25.00/hour. Minimum 4 hour charge.
10. Construct the final surface to drain and slope away from the edge of the pavement.

## General Conditions

1. Attach detailed plans and drawings, including elevations and materials to be used, for work performed under the permit. Describe briefly and include a sketch of the traffic control and maintenance anticipated for this project.
2. Submit a schedule of all work to be performed in the public right-of-way two (2) weeks prior to starting work. If schedule changes, contact HTT at 419-257-2495. Failure to timely submit a schedule of work can result in revocation of the permit.
3. Notify the HTT at 419-257-2495 seven (7) working days prior to commencing the work under the permit. Notify the HTT seven (7) days prior to commencing work if a detour is necessary.
4. Keep the permit in the possession of the person in charge of the work site who shall produce the permit upon request by HTT personnel.
5. Obtain prior HTT approval of any revisions to the work described in the application or the attached plans.
6. Perform all work in accordance with Ohio Department of Transportation's (ODOT) current edition of Construction and Material Specifications, this permit and all special conditions and attachments.
7. Keep all pavements, drive areas, etc. clean within work and haul areas and to restore all disturbed areas to the condition that existed prior to performing the work or better, and to the satisfaction of the HTT.
8. Furnish and maintain lights, signs, barricades and flaggers necessary for the protection of traffic at all times, day and night, during the work listed under this permit. All traffic control devices, flaggers, traffic maintenance methods and other operations to provide for protection of traffic shall conform to the requirements of the ODOT Construction and Materials Specifications, Current Edition and the ODOT Manual of Uniform Traffic Control Devices for Streets and Highways, current edition, including all applicable revision.
9. Backfill all trenches at berms, sidewalks and all trenches within five (5) feet of the edge of pavement/berm using granular material (ODOT Item 703.11, Type 1 and Type 3) and to meet ODOT compaction requirements.
10. Call the HTT for approval of work prior to any backfilling or covering of work and for final inspection and approval at the completion of the project.
11. Replace or repair at the Applicant/Permit Holder's expense any right-of-way feature or structure determined to be damaged by the work performed under this permit and discovered within one year of the HTT final inspection and approval of the work.
12. The permit holder shall be responsible to provide an operator and excavating equipment to repair any bank slides which occur within 30 days of the final inspection and approval of the work.

-If the permit holder or his agent(s) performs work contrary to the approved plans and, after notice from the HTT fails to correct such work or remove such structure or material as directed, the HTT may, with or without further notice, correct the work, remove such structure or material, and/or place protective material, device or flaggers at the permit holder's expense.

-If a road-related public improvement in the right-of-way requires the relocation or removal of work performed or equipment installed by a permit holder within the public right-of-way, the permit holder, after notice from HTT, must remove and/or relocate work and structures at the permit holder's expense. Removal and relocation shall be under the direction of the HTT, shall be performed in a timely fashion. Any additional cost due to delay, removal, or relocation by permit holder shall be assessed to the permit holder.

*-Applicant may need county approval/permit in addition to the township permit before proceeding. It is the applicant's responsibility to contact the county regarding any additional requirements.*

### PERMITS ARE VALID FOR 365 DAYS.

Application made by: \_\_\_\_\_

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

Printed/Owner: \_\_\_\_\_

Printed/Contractor: \_\_\_\_\_

Signature/Owner: \_\_\_\_\_

Signature/Contractor: \_\_\_\_\_

**By signing this permit Application, the Applicant/Owner, Permit Holder, their successors-in-interest, employees, contractors, agents, or assigns agree to indemnify and hold Henry Township, the Henry Township Trustees, the Board of County Commissioners, their employees, agents and assigns, harmless for injuries or death to persons or damage to property resulting from the work performed under the permit and will indemnify them against any and all liability, loss, damages, cost or expense which they may incur, suffer or be required to pay by reason of the work performed under this permit.**

Approved by: \_\_\_\_\_

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

**Henry Township Trustees (Duly Authorized Representative)**

**Amount due** \_\_\_\_\_ **Amount Received** \_\_\_\_\_ **Method of Payment** \_\_\_\_\_