BUTLER TOWNSHIP
2974 Slater Road, Salem OH 44460
330-222-1594

APPLICATION INSTRUCTIONS

PLEASE COMPLETE THE FIRST PAGE OF THE APPLICATION, AND SIGN AND DATE WHERE INDICATED.

TOWNSHIP ROAD NAME: THE TOWNSHIP ROAD NAME AND NUMBER.

SECTION NUMBER: THE TOWNSHIP SECTION NUMBER.

ADDRESSES: THE APPLICANT'S NAME AND MAILING ADDRESS. FOR PROJECT ADDRESS, USE THE ADDRESS OF THE PROPERTY OWNER NEAREST TO THE PROJECT.

PHONE NO.: YOUR BUSINESS PHONE NUMBER. ALSO INCLUDE ANY OTHER NUMBERS, INCLUDING CELL NUMBERS, OF PERSONS WHO MAY BE CONTACTED FOR INFORMATION ABOUT THIS PROJECT.

SIGNATURE: MUST BE AN ORIGINAL SIGNATURE OF AN AUTHORIZED PROJECT MANAGER, COMPANY OFFICER, OR OTHER DESIGNATED REPRESENTATIVE. COPIES, INCLUDING FACSIMILES, WILL NOT BE ACCEPTED.

PLAN. A PLAN (DRAWING OR SITE MAP) IS REQUIRED. THE PLAN SHOULD SHOW THE ROAD, ANY EXISTING DRIVEWAYS, PROPERTY LINES, MAIL BOXES, UTILITY POLES, EXISTING DRAINAGE CULVERTS, ETC., THE LOCATION OF THE WORK TO BE DONE, AND DESCRIBE ANY CABLES, PIPE, OR OTHER FACILITIES TO BE INSTALLED.

MARKING. A STAKE OR FLAG SHALL BE PLACED IN THE LOCATION OF THE WORK AREA SO THE TOWNSHIP ROAD SUPERVISOR CAN LOCATE THE AREA.

AFTER THE APPLICATION AND PLANS ARE COMPLETED AND SUBMITTED TO THE TOWNSHIP FISCAL OFFICER'S OFFICE, THE ROAD SUPERVISOR WILL INSPECT THE WORK AREA. THE SUPERVISOR WILL DETERMINE IF THE PROJECT WILL CONFORM TO THE CONSTRUCTION STANDARDS REQUIRED BY THE BOARD OF TRUSTEES.

NO OPEN CUTTING OF ANY TOWNSHIP ROADS SHALL BE PERMITTED.

ALL BRIDGES THAT ARE NOT LOCATED ON A STATE ROUTE ARE UNDER THE JURISDICTION OF THE COLUMBIANA COUNTY ENGINEER AND WILL REQUIRE COUNTY PERMIT AND COUNTY APPROVAL

CALL 2 WORKING DAYS BEFORE YOU DIG:
(800) 362-2764
IT'S THE LAW! Ohio Utility Protection Service

BUTLER TOWNSHIP
2974 Slater Road, Salem OH 44460
330-222-1594

APPLICATION TO EXCAVATE WITHIN A TOWNSHIP ROAD AND/OR RIGHT-OF-WAY
(Please type or print)

TOWNSHIP ROAD NAME AND NUMBER _____

SECTION NUMBER _____

APPLICANT'S NAME AND ADDRESS:

NAME: _____

STREET: _____

CITY: _____

ZIP CODE: _____

PROJECT ADDRESS:

NAME: _____

STREET: _____

CITY: _____

ZIP CODE: _____

PHONE NO(S).: _____
_____.

DESCRIPTION OF WORK TO BE PERFORMED: _____
_____
_____
_____
_____.

ATTACH PLAN

ATTACH COUNTY APPROVAL AND PERMIT AS REQUIRED IF A BRIDGE NOT ON A STATE ROUTE IS WITHIN THE WORK AREA

HAS THE WORK AREA BEEN MARKED WITH A STAKE OR FLAG?_____

APPLICANT HEREBY INDEMNIFIES THE TOWNSHIP FROM AND AGAINST ANY LIABILITY OR DAMAGES WHICH MAY ARISE OR BE CLAIMED AS A RESULT OF THE CONTEMPLATED EXCAVATION AND RELATED ACTIVITIES.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

DATE: _____

THIS APPLICATION MUST BE ACCOMPANIED BY A $50.00 APPLICATION FEE, WHICH WILL BE RETURNED IF THE APPLICATION IS DENIED. MAKE CHECKS PAYABLE TO: BUTLER TOWNSHIP.

(FOR TOWNSHIP USE ONLY)

SUPERVISOR'S INSPECTION DATE: _____

APPLICATION IS: _____ GRANTED _____ DENIED

IF APPLICATION IS GRANTED, THE APPLICATION, INCLUDING ATTACHMENTS, BECOMES THE PERMIT, SUBJECT TO POSTING THE SECURITY REQUIRED BELOW.

PERMIT NUMBER:_____

PERMIT IS VALID FOR ONE HUNDRED AND EIGHTY DAYS (180) DAYS FROM THIS DATE: _____

PERMIT IS SUBJECT TO ALL CONDITIONS, SPECIFICATIONS, AND REQUIREMENTS ATTACHED HERETO.

A LEGIBLE COPY OF THIS PERMIT SHALL BE AVAILABLE AT THE PROJECT SITE AT ALL TIMES THAT WORK IS BEING PERFORMED.

SECURITY REQUIRED (Complete one of the following)

_____ CASH DEPOSIT IN THE AMOUNT OF: $ _____
(MAKE CHECKS PAYABLE TO TOWNSHIP).

OR

_____ BOND, WITH SURETIES LICENSED TO DO BUSINESS IN OHIO AND CONDITIONED UPON THE PERFORMANCE OF ALL CONDITIONS OF THIS PERMIT, IN THE AMOUNT OF:
$ _____.

IF APPLICATION IS DENIED, REASON(S) FOR DENIAL: _____

_____

_____.

DATE: _____ _____
(Township Trustee Signature)

CONDITIONS, SPECIFICATIONS AND REQUIREMENTS

CONSTRUCTION NOTIFICATION

The owner shall notify the Township Road Supervisor at least 48 hours prior to the start of construction. His telephone number is: _____.

PRECONSTRUCTION MEETING

The owner and contractor shall meet with the Road Supervisor prior to starting construction. The contractor shall have at this meeting a detailed construction schedule, material list, supplier list, construction sign plan, detour plans and any other pertinent information, including any required county bridge permits.

CONSTRUCTION SPECIFICATIONS

All materials used in the reconstruction of a Township Road and/or Right-of-Way shall meet or exceed the ODOT Construction and Materials Specifications (latest edition).

Traffic shall be maintained at all times in accordance with the current Ohio Manual of Uniform Traffic Control Devices. All signs and their placement shall be approved by the Township Road Supervisor prior to the start of construction. One-lane traffic must be maintained throughout working hours with flaggers using Stop/Slow paddles and two-way radio communication. Both lanes shall be opened to traffic after work hours and on weekends/holidays with proper warning lights installed for night. If the road cannot be opened to two-lane traffic, a suitable detour shall be established by the contractor with directional signage and proper barricades closing the work area. Notification shall be given to the local newspapers at least 48 hours prior to installing a detour.

All work shall be inspected by the Township Road Supervisor and his approval must be given before additional work can continue.

The contractor shall give the Township Road Supervisor phone numbers so that the contractor may be reached 24 hours a day, and contractor shall have someone available 24 hours a day if needed.

UTILITY LOCATION AND DEPTH SHALL ALSO MEET THE ATTACHED MINIMUM REQUIREMENTS.

OPEN CUTTING SHALL NOT BE PERMITTED ON TOWNSHIP ROADS.

OTHER CONDITIONS: _____

_____

_____

_____

_____

_____

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ADDITIONAL REQUIREMENTS FOR UTILITY CONSTRUCTION WITHIN A TOWNSHIP ROAD RIGHT-OF-WAY

1. Cables, pipe, or other facilities must be at least two feet off the edge of the traveled road.

2. Cables, pipe, or other facilities must be installed a minimum of 48" deep.

3. Cables, pipe, or other facilities must be placed under all culverts.

4. The township road supervisor must approve all installations before they are covered.

Additional Minimum Requirements for Fiber Optic Construction

All Fiber optic line installations must have a permit.
Permit must go through a Township Board of Trustee's Meeting.
Should future construction or improvements by Township or the underlying fee owner of the land require this utility to be relocated, it will be done at the expense of the utility owner.
Should the installation extend beyond the existing public right of way the utility must obtain the necessary easements from the underlying fee owner.

Aerial Installations Only

Must have permit.
Must go through a Township Board of Trustee's Meeting.
Any additional restrictions on the permit must be adhered to.

Underground Installations

Must have permit
Must go through a Township Board of Trustee's Meeting.
Plans must be signed by an Ohio P.E with a COA to work in Ohio
Plans must be signed by an Ohio P.S with a COA to work in Ohio.
All underground lines must be a minimum of 48 inches deep.
All road crossings must be a minimum of 60 inches below the road and accompanying ditch.
All storm sewer crossing must be a minimum of 60 inches below the storm pipe.
5-foot isolation distance out to out from any Sanitary sewer and Sanitary manholes.
2-foot vertical separation from any Sanitary sewer.
2-foot isolation distance out to out from any Storm sewer.
All utility crossings must have a 4-inch minimum over casing.
Tracer wire must be installed on all underground lines.
Line must be a minimum of 5 feet from edge of pavement or 2 feet beyond back of ditch, whichever is greater.
Only flush mount hand holes and test stations will be permitted to be placed in Township right of way.
The placement of hand holes and test stations will not be permitted to be placed in the ditch line, within 2 feet of any storm sewer trench or road culvert trench, within 2 feet of the outside wall of any catch basin, inlet or storm manhole.
Any additional restrictions on the permit must be adhered to.