

State of Ohio  
Department of Transportation  
RIGHT-OF-WAY USER PERMITS  
Instructions

PLEASE READ:

- 1) A valid permit to use or occupy the highway right-of-way must be obtained **before any** construction takes place within the right-of-way. No work will be initiated on or off State right-of-way at any commercial site until the site plans have been approved by the Department of Transportation.
- 2) Application for permits can be made in person or sent by mail to the local Department of Transportation District office in care of the District Deputy Director (ATTN: Permit Department). Signatures by contractor are not acceptable and will be returned.
- 3) Applications for public roads, commercial accesses, or residential driveway approaches shall only bear the signature of the property owner, the company owner, or the corporate official responsible for construction and maintenance of the installation placed in the highway right-of-way.
- 4) Permits cannot be issued to developers, contractors, property owners, etc. for any utility service installation, ie; sewer taps, water taps service drops, etc. Applications for these installations must be submitted by the local governing utility company that services the requested area.
- 5) Commercial developments are required to submit the following as a minimum: 4 copies of detailed plans showing all proposed construction, possible effect of traffic movement and trip generation in and out of the proposed site, and drainage calculation based on a 10-year retention. Additionally a separate site plan showing all accesses on both sides of the highway within 1000 feet of the proposed access is required.

**The following information should also be included with your application.**

  - A) Location of the proposed work should be indicated in feet at a distance north, south, east, west, from the nearest intersection indicating which side of the road you will occupy.
  - B) Staking is required for all residential property, showing the exact location of the proposed access, as well as the property lines.
  - C) Total width of through pavements, and if a divided highway, the width of median and location of existing median crossovers.
  - D) Record the width of the pavement and from the edge of a pavement and to the edge of the right-of-way line, keeping in mind the edge of the right-of-way is usually the utility line. If there is no utility line present, the rule of thumb for the edge of right-of-way is for the most part 30' or 33' from the center line of the road. If there is doubt, please contact ODOT for right-of-way information.
  - E) The proposed width of the new access including the width and radii of any existing access.
  - F) Dimensions and type of construction of any proposed islands between approaches.
  - G) The location and dimensions of proposed buildings and parking area.
  - H) The location and description of any existing and all proposed drainage structures within the highway right-of- way.
  - I) The location and type of all landscape items.
- 6) Include a maintenance of traffic plan.
- 7) You must contact the County Manager or his associate 24 hours in advance of starting any work, **or follow notification instructions in the permit.**
- 8) A copy of the permit and approved plan(s) must be in on site at all times while work is being performed within the State's right-of-way.
- 10) You may be required to submit additional documentation as listed on the reverse side of the M&R 505. Check with the issuing authority for these details.
- 11) A performance bond will be required for proposed Commercial Drives, Bore, and Road Improvements.