



**JACKSON COUNTY HIGHWAY RIGHT-OF-WAY  
WORK PERMIT (PUBLIC UTILITY APPLICATION)**

**JACKSON COUNTY ENGINEER'S OFFICE**  
3062 CLARY RD., JACKSON, OHIO 45640  
PHONE (740)-286-4139 FAX (740)-286-2143

Date of Application \_\_\_\_\_, 20 \_\_\_\_\_

Site Approved by Jackson County \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant \_\_\_\_\_

P.O. / Address \_\_\_\_\_

Project is located on **County Rd.** \_\_\_\_\_ / **Township Rd.** \_\_\_\_\_

- 1. Does this work require a road bore? **Yes / No**      1a. Is this a road bore only? **Yes / No** (If Yes, Go to Item #4)
- 2. Will a utility be installed parallel to road? **Yes / No**      2a. Which side of road? **North / South / East / West / N/A**  
(minimum 24" depth)
- 3. If parallel, what is the distance from edge of pavement to the ditch \_\_\_\_\_ ft. and to the new utility \_\_\_\_\_ ft.  
**(note item 8 b & 8 c below)**
- 4. Description of work: \_\_\_\_\_
- 5. Describe beginning point or location of work: \_\_\_\_\_
- 6. In what direction will work proceed? **North / South / East / West / N/A**      Length of work: \_\_\_\_\_ ft.
- 7. Length of time required for completion of project: \_\_\_\_\_ day(s).

- 8. a. Open pavement cuts shall not be permitted unless no reasonable alternate method is available. If proposed installation requires the opening of the pavement, give the following information:  
The opening to be made in the pavement will be \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide and \_\_\_\_\_ deep (min. 24" deep). Arrangements are to be made with County Engineer prior to any opening of the pavement. Pavement is to be replaced by: \_\_\_\_\_ as directed by and to the complete satisfaction of the County Engineer.
- b. All **utility pedestals** shall be located within the outside 5 feet of existing right-of-way (obtain r/w info @ the County Engineer's Office). All **utility poles** shall be located at a minimum of eight feet off the edge of pavement.
- c. All utilities are required to be buried (minimum depth: 24 inches) on the back side (outside) of ditches. Permission will not be given to bury next to the edge of pavement unless there absolutely is no reasonable alternative, which would then require premium granular backfill (O.D.O.T. 304) to be used.
- d. No utilities shall be buried over culverts or other drainage structures. All utilities shall be routed around such structures at the required minimum 24" depth.
- e. All aerial crossover of utilities on the roadway shall not be located within 50 feet of a bridge or other drainage structure. New lines on existing aerial crossover lines shall be located above existing lines. Minimum height of new construction of aerial crossover shall not be less than 18 feet 6 inches.
- f. Aerial utilities shall also be located at the edge of the road right-of-way at all bridges and drainage structures.
- g. Disturbed areas shall be returned (as closely as possible) to their original conditions, including seeding & mulching.
- h. All work requiring men or vehicles on the pavement or shoulders shall comply with all the requirements of the Ohio Manual of Uniform Traffic Control Devices and Item 614 (Maintaining Traffic) of the Ohio Department of Transportation Construction and Material Specifications. Failure to comply with this requirement will be cause for immediate suspension of the permit until proper traffic controls have been provided.

9. If applicant is excavating, he/she is responsible for calling "OUPS" at 1-800-362-2764 as well as all non-OUPS utilities at least 2 days prior to start of work, for the safe location of existing utilities in county road right-of-way.

Two (2) working days notice shall be given to the Jackson County Engineer's Office before commencing the above work in order to inform the public. **A PLAN DRAWING SHALL BE SUBMITTED WITH THIS PERMIT.**

Note: The Jackson County Engineer and the Jackson County Highway Department shall be held harmless for any inadvertent damage done to telephone cables and/or pedestals while performing routine ditching, mowing and other highway related maintenance activities at or near the road/ground surface (less than 12" deep).

**We (Utility Owner) hereby agree to comply with all the above conditions, restrictions and regulations of the Jackson County Commissioners.**

Name of Contact Person \_\_\_\_\_ Phone of Contact Person \_\_\_\_\_

This application is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
JACKSON COUNTY ENGINEER