



ATHENS COUNTY ENGINEER'S OFFICE

Jeff Maiden, P.E., P.S., Athens County Engineer
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ATHENS COUNTY UTILITY APPLICATION / PERMIT

(Form Effective 10/22/25)

Permits may be submitted to: bwilliams@athensoh.org or engineer@athensoh.org

Permit fee: **\$50.00**

Permit No. _____

Date _____

Submittal Procedure: All utility permits will be submitted to the Athens County Engineer's Office. Make check payable to the Athens County Engineer. The Engineer will process and distribute Permits to the County Commissioners for approval.

Subject to all the terms, conditions and restrictions printed or written below, permission is granted to:

Owner/Applicant Name: _____

Mailing Address: _____

Contact Person: _____ Mobile: _____

Phone: _____ Fax: _____ Email: _____

Location of work to be performed within the right-of-way (Location Map to be Included):

One Road Per Permit, Multiple roads require multiple permits.

County Road Number: _____ County Road Name: _____

Beginning & Ending Points: _____

Description of work to be performed within the right-of-way: ☐ Gas ☐ Electric ☐ Phone ☐ Cable ☐ Water ☐ Sewer

Other (please describe): _____

Type of Installation (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Overhead Line Parallel to Road | <input type="checkbox"/> Fiber Optic Line |
| <input type="checkbox"/> Overhead Line Crossing Road | <input type="checkbox"/> Underground (buried) Line Crossing Road |
| <input type="checkbox"/> Underground (buried) Line Parallel to Road | <input type="checkbox"/> Directional Boring Crossing Road |
| <input type="checkbox"/> Utility Pole Installation | <input type="checkbox"/> Directional Boring Parallel to Road |
| <input type="checkbox"/> Other (please describe): _____ | |

Estimated Project Schedule

Start Date (mm/dd/yyyy) ____/____/____

Completion Date (mm/dd/yyyy) ____/____/____

General Description of Work: _____

General Construction Requirements

1. Each permit application must be filled out by Utility company, not contractors or subcontractors. Each permit must contain a location map, plan & profile sheets, and a typical section sheet. All permit locations shall be marked in the field with flags, marking paint or wooden stakes prior to ACEO inspection.
2. **No open cuts shall be allowed across County Roads. Boring requirements:**
 - 2.1 No bore pits are permitted within 10 feet of the edge of pavement, unless authorized by the Athens County Engineer's Office (ACEO). No bore pits shall be left open overnight unless approved by the ACEO.
 - 2.2 All boring casing materials and material certifications, for casings used in road borings, shall be approved by the ACEO prior to installation
 - 2.3 No open cuts shall be allowed across driveways unless they are gravel; concrete/asphalt drives must be bored. Any open cuts across gravel driveways shall be restored to their original condition within 4 hours of being disturbed. All open cuts across driveways shall be coordinated with the landowners.
3. Depths of all buried telecommunication utilities shall be a minimum of 3 feet, except for fiber optic lines which shall be buried a minimum of 5 feet with 8 feet preferred. Electric lines shall not be buried in the right-of-way, except as permitted by the County Engineer. When permitted, electrical distribution or transmission lines shall maintain a minimum depth of 8 feet and include location markers provided, installed, and maintained by the power company. Buried Electric Service Lines will be permitted providing the line exits a pole that is 2 feet or less from the right-of-way line, buried a minimum of 5 feet deep, and exits the right-of-way perpendicular to the road. All other underground utilities must be a minimum of 4 feet deep unless construction plans approved by the County Engineer's Office show otherwise. No underground utilities shall be installed by any vibratory/knifing methods. All buried utilities crossing an open watercourse shall be buried a minimum of 6 feet deep under the watercourse.
4. All utilities shall be installed within 4 feet or Less of the outer right-of-way limits unless approved by the ACEO. After installation of fiber optic companies are required to uncover fiber optic line (Pot Hole) to verify line location at work site for the ACEO.
5. Anything considered a road hazard, in accordance with the Athens County Engineer's Office Road Hazard Policy, is not permitted within the preferred clear zones established by this policy. Preferred clear zone widths vary from 9 feet to 14 feet from edge of pavement, depending on the County Road Classification. Any road hazard, including poles, lines, vent pipes, etc., installed within the right-of-way must be delineated on a set of plans accompanying the permit application, with the offset from centerline to each object clearly marked.
6. The option to directional bore without casing may be granted provided the utility is designed in accordance with the ODOT Utilities Manual and the following:
 - Depth to be 6 feet or greater below ditch lines and drainage structures. All drainage structures (Culverts, Box Culverts, Bridges) to be shown on construction drawings.
 - Owner to submit calculations verifying that pipe internal pressure does not exceed 30% of SMYS (Specified Minimum Yield Strength) for the internal operating pressure.
 - Lines larger than 16" are to be designed in accordance with 49 CFR 192, 193, or 195 as applicable.
7. Any trenches between edge of the pavement and ditch line shall be thoroughly compacted with granular backfill or controlled density fill (cement) as specified by the Athens County Engineer. The berms shall be restored to as good a condition as before construction.
8. If the road surface is damaged, it shall be restored to as good or better condition than before the line was laid. The County Engineer reserves the right to have County crews repair any damage at the utility company's expense. Unless notified by the County Engineer, however, the utility company is responsible for repairing the road damage at their expense.

9. **Overhead utilities** shall maintain a minimum clearance of **16.5 feet**. Overhead electric lines shall maintain the National Electrical Safety Code clearance.
10. All installations, lines, manholes, improvements, etc. shall be the permanent responsibility of the utility. Utility installations that must be relocated due to a County Road or Bridge Project shall be relocated at the expense of the responsible utility.
11. All traffic control work shall conform to the current edition of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) as published by ODOT.
12. Bridge Load limits will be strictly adhered to as posted.
13. Any disturbed areas shall be restored to an equal or better condition.
14. Utility installed at any other location that is different than stated on permit will void the permit

General Provisions of the Permit

1. All the work contemplated under the Permit shall be done under the supervision and to the satisfaction of the Athens County Engineer, and the entire expense thereof shall be borne by the party or parties to whom this permit is issued. **Written and verbal notification shall be given to the County Engineer at least 48 hours prior to commencing work via phone at (740) 593-5514 and email at engineer@athensoh.org.**
2. This permit gives the applicant the right to construct their utility lines within the public right-of-way, but does not confer easement rights. If, in the process of any future work, it becomes necessary, in the opinion of the County Engineer, to order the removal, reconstruction, relocation or repair of any of the fixtures or work performed under this permit, said removal, reconstruction, relocation or repair shall be wholly at the expense of the owners thereof and be made as directed by the County Engineer. If, in the future, the County initiates construction and/or utility work in the area of this permit, the permit holder shall be responsible for any required hand-excavating and exposing of the utility line covered by this permit. The County and its agents will exercise due caution in its work, but the owner of the utility will be responsible for repairs due to inadvertent damage to the utility line by the County or its agents.
3. At all times during the progress of the work, adequate protection and passage shall be provided by the permit holder for the traveling public. Not more than one-half of the traveled roadway shall be closed at one time; such barriers shall be erected and maintained as may be necessary for the protection of the traveling public; the same shall be properly lighted at night; and the party or parties to whom this permit is issued shall be responsible for all damages to persons or property due to or resulting from any work done under this permit.
4. Any expense of the County which may occur as a result of this project, including necessary inspection, shall be billed to and paid by the applicant and holder of this permit.
5. This permit gives only the rights that are under the control of the County and is not a guarantee that any other permits, right of ways, or easements are not required.
6. All work is to be done in accordance with applicable laws, including notification of appropriate underground utilities protection services.
7. Applicant agrees to hold harmless the County of Athens and the Athens County Engineer from and against any liability or damage to persons or property occurring as a result of the applicant's construction or operation of its installation within the public right of way.
8. Any special conditions shall be attached hereto as an Addendum No. _____, dated _____.

In connection with the application for the above Permit, the applicant agrees to comply with all the conditions, restrictions and regulations as described above.

Agreed to by:_____ Date_____

Applicant Signature

Applicant Printed Name / Title

Company Name

Athens County Commissioners: _____

Township Trustees: _____

Athens County Engineer: _____

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