



155 Rehl Road  
Zanesville, Ohio 43701  
Phone - 740-454-0155  
Fax - 740-455-7180

Mark J. Eicher, P.E., P.S. - Muskingum County Engineer

Engineer@mceo.org

**Right-of-Way Permit**

Permit No. \_\_\_\_\_

Public Utility/Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Application Date (mm/day/year): \_\_\_\_\_

Township: \_\_\_\_\_ County or Township Road Name/Number: \_\_\_\_\_

**Description of work to be performed within the right-of-way:**

Type of Utility: Gas  Electric  Phone  Cable  Water  Sewer  Other: \_\_\_\_\_

- 1. Overhead Line Parallel to Road
- 2. Overhead Line Crossing Road
- 3. Underground (buried) Line Parallel to Road – Specify Length (Feet): \_\_\_\_\_
- 4. Underground (buried) Line Crossing Road
- 5. Utility Pole Installation
- 6. Other (please describe): \_\_\_\_\_

If No. 3 or 4, denote open cut or boring request:    open cut     boring

Details for work to be performed:

\_\_\_\_\_

Beginning Project Location (specify distance from nearest intersection and side of road):

\_\_\_\_\_

Ending Project Location (specify distance from nearest intersection and side of road):

\_\_\_\_\_

Estimated start date and completion date (mm/day/year):    start \_\_\_\_\_ completion \_\_\_\_\_

Hours/days of actual construction within the road right-of-way: \_\_\_\_\_

**Work Provisions**

I, the undersigned, understand that the Muskingum County Engineer and the Muskingum County Commissioners assume no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the County. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specifications, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer reserves the right to order the removal, reconstruction, relocation, or repair of any work performed under a permit at the owner's expense, if the work does not comply with permit provisions. The County Engineer reserves the right to appoint an inspector over the work. I hereby agree to all terms, conditions, general provisions attached hereto and restrictions so far as they apply to work to be performed under the permit as issued.

\_\_\_\_\_  
Public Utility Agent/Owner

\_\_\_\_\_  
Signature of Utility Agent/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer, Muskingum County

\_\_\_\_\_  
Date

**AUTHORIZED:**

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

\_\_\_\_\_  
Board of County Commissioners  
Muskingum County, Ohio

For Office Use Only.....

Inspection:

Before Project - By: \_\_\_\_\_ Date: \_\_\_\_\_

During Project - By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

After completion - By: \_\_\_\_\_ Date: \_\_\_\_\_

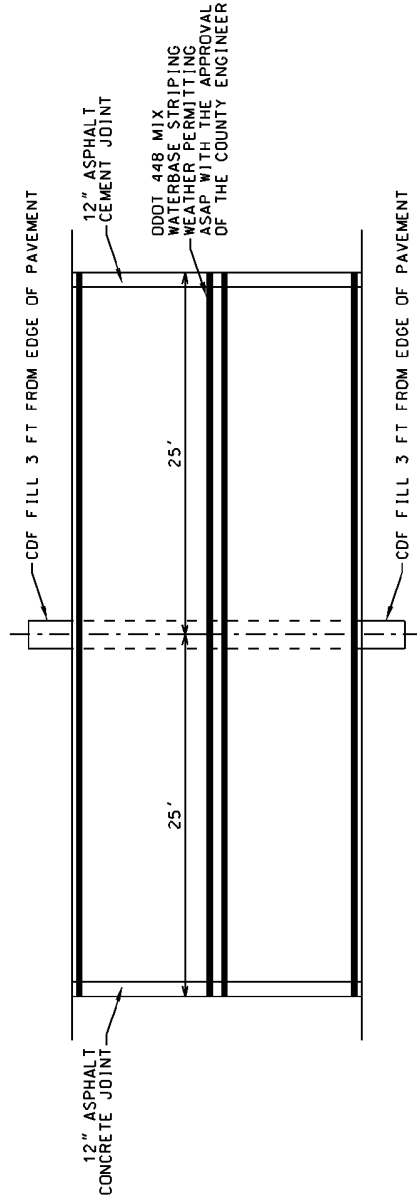
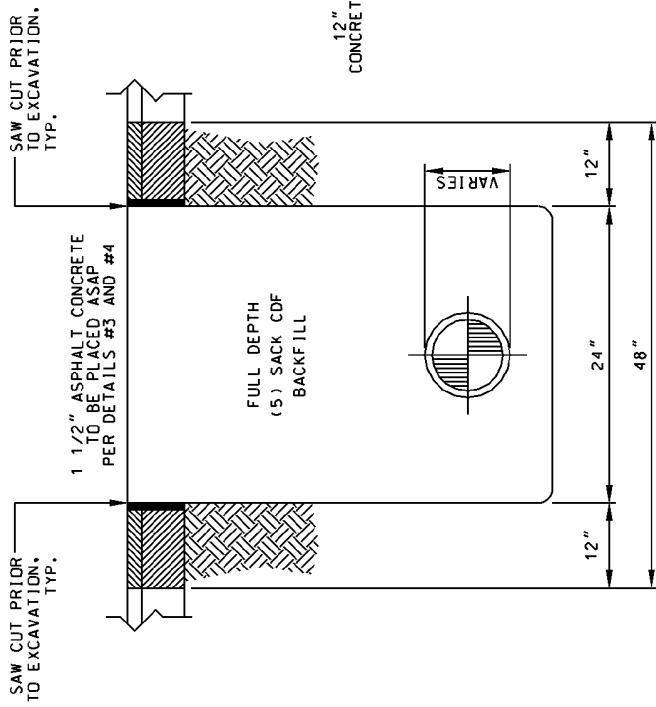
## GENERAL PROVISIONS

### Right-of-Way Permit

Permit holder shall meet the following provisions prior to and during the proposed work unless otherwise specifically approved by the Muskingum County Engineer's Office (MCEO):

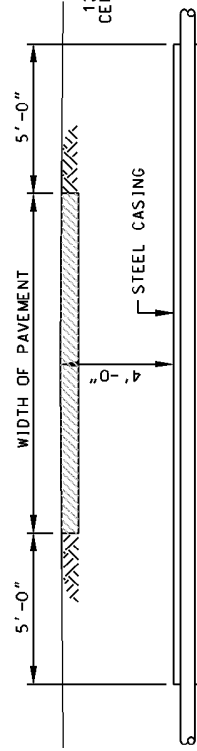
1. Original permits shall be mailed to the Muskingum County Engineer's Office, Attn: ROW Permit, 155 Rehl Road, Zanesville, OH 43701. Right-of-way forms are available for download on the MCEO website at [www.mceo.org](http://www.mceo.org). Permits can also be emailed to the MCEO at [engineer@mceo.org](mailto:engineer@mceo.org) or faxed to (740) 455-7180, and shall be followed up with a telephone call to the MCEO at (740) 454-0155. If sent as an email attachment, the file shall be an Adobe .pdf format to eliminate any compatibility issues. A temporary approval for construction may be granted in specific circumstances to the permit holder. This temporary approval shall be followed with the formal permit that shall be sent in original form and signed by the MCEO and Muskingum County Commissioners.
2. The MCEO shall be notified by telephone, email or fax, not less than Two (2) Days prior to the start of work. The permit holder shall use the form provided by the MCEO for fax notification. The MCEO reserves the right to assign an inspector or representative at no cost to the permit holder to monitor installation and all activities performed by the permit holder within the road right-of-way. The MCEO inspector or representative shall be empowered by the county to approve changes to the permit and insure compliance with the ROW permit general provisions, as well as all local, state, and federal laws. Affected property owners within the construction area shall be notified within two (2) working days prior to the commencement of work.
3. Crossing an asphalt or concrete roadway shall be by boring at a minimum depth of 36 inches, unless the MCEO approves an open cut request.
4. **Roadway Open Cut, if approved**, – Concrete or Asphalt Roads shall be cut by saw. Trenches shall be a minimum of 36 inches in depth. Utility Lines shall be within a steel casing. Trenches shall be backfilled to the road surface with five (5) sack control density fill (CDF) material. Steel plates are recommended to open the road to traffic while CDF has time to set up. During the next immediate paving season, an asphalt patch will be placed on the full width of the roadway, 1.5 inches in thickness, and extending for a total of 50 feet or 25 feet either side of the trench. Butt joints shall be used as directed by the County Engineer to provide a level transition from the new to existing pavement. Liquid asphalt shall be used to seal the edges of the new to existing pavement.
5. When placing utilities along the road, they must be placed a minimum of 36 inches below and located behind the ditch line. If no ditch is present, the utility must be placed at a minimum depth of 48 inches below the road surface. Service drop wires for communication/telephone lines shall be exempt from the 36 inch depth requirement, but shall be located behind the ditch.
6. An underground detectable warning tape shall be placed in the trench approximately twelve (12) inches above the utility line.
7. All utilities shall be installed along the outside edge of the road shoulder or be a minimum of four (4) feet from the edge of the road surface (paved, chip seal) whichever is greater. The utility line shall not be placed closer than ten (10) feet from any part of a culvert, bridge, or wingwall. In the event that the existing road right-of-way cannot accommodate the ten foot setback, the permit holder shall inform the MCEO of the intention to place a line closer than 10 feet to the county structure. Approval of this change can be provided by the MCEO inspector or other field representative of the MCEO. Pre-marking shall be present in all conditions prior to installation of the utility.

8. The owner of any permanent structure (e.g. utility pole, pedestal, pull box, guy anchor, hydrant, valve box, utility markers, etc.) being placed in the county road right-of-way, shall maintain vegetation to a maximum height of 6 inches around said structure, a minimum of 5 feet in any direction from the structure, at all times by all legal means necessary.
9. Should the road, structures, or any public property become damaged from this operation, the named permit holder is responsible for the cost of repair or replacement to the condition before work began.
10. Drainage ditches shall be opened and restored at the completion of line installation or other type of work.
11. Bridge load limits shall be observed when encountered along a route or traveling to a location.
12. Trenches within four (4) feet of the edge of pavement or road surface, if approved, shall be thoroughly compacted with granular backfill and the shoulder restored in as good a condition as prior to the installation. Ditches shall be restored to the same shape and depth of those adjacent to the work and seeded and mulched.
13. No dirt or other materials shall be placed on the road. It is preferred that the road be completely clear of all debris at end of each day's operation.
14. **All safety precautions necessary to workers and the traveling public shall be taken.** Flag persons and proper traffic control shall be provided at all times including but not limited to proper color, shape and size. When necessary, reflective signs, barricades, flags or stop and go paddles shall be utilized for proper traffic control. All traffic control shall comply with the ODOT Traffic Manual (Ohio Manual of Uniform Traffic Control Devices, current edition).
15. Traffic will be maintained at all times, unless permission is granted by the MCEO to close the road. The permit holder shall notify the county five (5) working days prior to the close of a road, if the MCEO approves such closure, and provide a firm start date and completion date, including estimated times of day for the construction period.
16. The permit holder agrees that any time it is contacted to locate its utilities by the County or the MCEO or on their behalf by OUPS, the permit holder shall stake and mark the location of the underground utility facilities in the requested area in such a manner as to indicate their course and the approximate depth at which they were installed.
17. The permit holder shall call the Ohio Utilities Protection Service at 1-800-362-2764 two (2) days prior to construction. Non-member utilities must be contacted directly.
18. The permit holder shall provide a sketch of location or attach drawings for the work to be performed.
19. The permit holder shall provide a copy of any and all state or federal permits issued as a result of work to be performed within the road right-of-way. This would include authorization for blasting operations or other work requiring state or federal permission.



TYPICAL ROAD CROSSING - DETAIL#2

TYPICAL ROAD CROSSING - DETAIL#3



**OPEN TRENCH W/CASING NOTE:**  
 IF INSTALLED BY OPEN CUT METHOD TRENCH SHALL BE BACKFILLED WITH (5) SACK CDF TO THE SURFACE.

SEAL END W/NON-SHRINK GROUT AND PROVIDE WEEP HOLE, TYP. EACH END

TYPICAL ROAD CROSSING - DETAIL#4

TYPICAL ROAD CROSSING - DETAIL#1