

**Liberty Township, Licking County, Ohio**  
**Driveway Culvert Installation and Excavation Permit Application**

**Instructions**

Pursuant to Liberty Township Board of Trustees Resolution Number 2020-02, any person, before installing a driveway culvert or making any excavation in a Liberty Township highway or highway right-of-way within the jurisdiction of Liberty Township, except an excavation to repair, rehabilitate, or replace a pole already installed for the purpose of providing electric or telecommunications service, must first obtain a permit from Liberty Township.

This requirement of a permit from Liberty Township is in addition to, and not in place of, obtaining any permit/permission as may be required by Licking County, Ohio.

No application or fee shall be required for an excavation project to install five or fewer poles for the purpose of providing electric or telecommunications service, but the person making that excavation shall provide verifiable notice of the excavation to the Liberty Township Fiscal Officer at least three (3) business days prior to the date of the excavation.

**Requirements**

1. A fee of fifty dollars (\$50.00) shall be paid upon submission of each application.
2. A separate application shall be completed and submitted for each driveway culvert installation and/or excavation to be made.
3. The following shall be submitted with the application. Submission of the items listed, by way of example and not of limitation, shall be a condition of granting the permit.
  - a. The applicant shall submit plans indicating the location, size, type, and duration of the culvert or excavation contemplated;
  - b. The applicant shall specify methods of excavation, refilling, and resurfacing to be followed that meet or exceed Ohio Department of Transportation Construction and Material Specifications;
  - c. The applicant shall, by executing the indemnification agreement attached hereto, hold Liberty Township harmless against liability and/or damage as a result of the culvert installation and/or excavation; and,
  - d. The applicant shall post a deposit or bond, with sureties to the satisfaction of the Board, conditioned upon the performance of all conditions met.
4. The applicant agrees to provide and place such warning devices as the Board considers necessary to protect travelers on the road and to ensure their safety.
5. The applicant must contact Ohio Utilities Protection Service (OUPS) prior to any excavation and allow OUPS sufficient time to notify the applicant of any utilities that may interfere with the excavation.

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6. Licking County maintains four policies that Liberty Township also elects to maintain:
  - a. Pavement cuts are not permitted.
  - b. The “Frost Period” shall run between December 1 and April 1, and during this period there shall be no work in a highway right-of-way.
  - c. Depth of pipe line: a minimum of 36 inches below ditch or channel, and a minimum of 36 inches around cross culverts and bridges.
  - d. Depth of buried service cable: a minimum of 24 inches below pavement, and a minimum of 36 inches below ditch or channel, and a minimum of 36 inches around cross culverts and bridges.

Policies (a) and (b) may be altered or waived at the discretion of the Board.

7. The applicant must contact the Licking County Highway Department a minimum of twenty-four (24) hours in advance of starting the work covered by this permit.
8. Liberty Township requires **15 working days** to process this application.
9. Following the culvert installation or excavation, Liberty Township reserves the right to inspect the work in order to assure compliance with the plans and specifications submitted with this Application and/or the requirements imposed by Liberty Township as a condition of permit approval.
10. Persons failing to comply with the approved permit, or failing to obtain a permit, shall be notified in writing by the Township and shall be responsible for eliminating the violation and/or returning the right-of-way to its original condition. **Persons failing to come into compliance shall be subject to those penalties set forth in R.C. 5571.99.**

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**Applicant Information**

Applicant Name (Company Name): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Phone Number (24-Hour Emergency Number): \_\_\_\_\_

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

**Worksite Information**

Road Name: \_\_\_\_\_

Township Road Number: \_\_\_\_\_

Description of Specific Location on Road where Work is to be Completed:

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

**Description of Work**

Type of Work: \_\_\_\_\_ Excavation \_\_\_\_\_ Driveway Culvert Installation

Location: \_\_\_\_\_ Roadway \_\_\_\_\_ Between Roadway and Boundary of Right-of-Way

\_\_\_\_\_ Other (Describe: \_\_\_\_\_)

Brief Description of Work (Including Estimated Start and Completion Dates):

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

Attach Detailed Specifications as Exhibit "A" (See Requirements Paragraph 3 above).

**Statement of Indemnity**

To the fullest extent permitted by law, I shall indemnify and save and hold free and harmless the Liberty Township Board of Trustees and Liberty Township, its officers, employees, agents, servants, and volunteers from any and all actions, claims, demands, judgments, damages, losses, and expenses, whether direct or indirect, including, but not limited to, attorneys' fees, arising from any accident or occurrence related in any manner to the driveway culvert installation and/or excavation(s) proposed in this Application. I shall undertake to defend, at my own expense, any and all actions, claims, or demands brought against the Liberty Township Board of Trustees and Liberty Township, its officers, employees, agents, servants, and volunteers by reason of or related in any manner to the driveway culvert installation and/or excavation(s) proposed in this Application, and to pay, settle, compromise and procure the discharge of any and all judgments, damages, losses and expenses, including, but not limited to, attorneys' fees.

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I, and anyone I employ by reason of or related in any manner to the work proposed in this Application, shall not at any time be considered an officer, employee, agent, servant, or volunteer of Liberty Township.

I understand and I agree to carry such bodily injury and property damage liability insurance as will protect myself, anyone I employ, and Liberty Township against any and all claims for personal injury, including death, or property damage, which may arise from or be related in any manner to the work proposed in this Application.

**By signing below, I acknowledge that I have fully read, understand, and expressly agree to all terms of the foregoing Statement of Indemnity.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Conclusion**

**By signing below, I acknowledge that I have fully read, understand, and expressly agree to all terms of this Application.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**For Township Use Only**

Permit Number: \_\_\_\_\_

Approved: \_\_\_\_\_ Approved with Conditions: \_\_\_\_\_ Denied: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

All fees/security deposit paid (receipt number): \_\_\_\_\_

**Approval**

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Date

**Final Inspection Approval**

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date