



Residential/Commercial Right-of-Way Permit
Permit Application Submission Procedure

The following steps will help you through the Right-of-Way Permit Application Procedure:

- STEP 1 **Complete a Right-of-Way Permit Application**, available at the Zoning Department, 46 North Ave, lower level or download from www.tallmadge-ohio.org. Please note, applications will require plans to be submitted when applicable. **APPLICATION MUST BE SIGNED AT SITE VISIT.**
- STEP 2 **Contact the Street Department to Schedule a Site Visit.** A 24-hour notice is required to schedule a site visit. During the site visit, **the completed application must be signed for approval by the Street Department. This must be done before the permit can be issued.**
- STEP 3 **Submit the application and necessary fees.** Once the site visit is complete, you will need to submit the approved Right-of-Way Permit Application and pay the necessary fees at the Zoning Department. The cost of the permit is dependent on work being done and the bonds that are set. The bond will be returned once all required inspections are completed and approved by the Street Department. **The Contractor will be required to register with the City prior to issuance of the permit.**
- STEP 4 **Contact the Street Department for inspections.** Call for inspections at the appropriate time. A 24-hour notice is required to schedule an inspection. **All inspections are required in order for bonds to be returned.**
- STEP 5 **Bond return.** When the final inspection has been completed and approved, the bond will be returned. If you do not receive the bond return within 1 month of the final inspection, call 330-633-5130 for status.

Please contact the Street Department at 330-633-5130, Monday-Friday, 7:30 am to 4 pm with any questions.



RIGHT-OF-WAY CONSTRUCTION STANDARDS

CONTRACTORS MUST OBTAIN THE PROPER PERMITS & BONDS FOR ALL WORK PERFORMED IN/ON THE PUBLIC RIGHT-OF-WAY. NO EXCEPTIONS. THIS PROCEDURE IS REQUIRED SO THAT PROPER INSPECTIONS CAN BE MADE.

BEFORE ANY EXCAVATING WORK HAS BEGUN IN/ON THE PUBLIC RIGHT-OF-WAY, CONTRACTORS MUST CALL THE CITY OF TALLMADGE ZONING DEPARTMENT (330-633-0090) FOR PERMITTING AND THE OHIO UTILITIES PROTECTION SERVICES (1-800-362-2764).

GENERAL SPECIFICATIONS:

1. All excavations in/on the public right-of-way must be filled with preferred type low density concrete fill or granular fill tamped in 6" lifts, this will be determined by the Street Superintendent. Do not fill in excavated area with material that has just been removed from the same excavation. Permits and bonds are required. Bonds will be returned after inspection and acceptance.
2. All driveway culvert pipes will be installed by the City of Tallmadge. Determination of pipe material and size will be determined by the City Engineer or Street Department. Inspections must be made and approved. Permits and bonds are required if a contractor performs the work of replacing the culvert pipe. Bonds will be returned after inspection and acceptance.

TCO §913.02 DRIVEWAY PIPE.

No person, firm or corporation shall begin or commence construction of any type of building of whatsoever nature unless and until they have installed a corrugated steel driveway pipe of not less than twelve inches in diameter or less than twenty feet in length, unless the established driveway pipe lines in the area are of a greater diameter, in which case such driveway pipeline shall conform in diameter to that used in other drives in the area. The requirement of this section may be waived in writing by the Service Director when such is patently unnecessary. (*Ord. 102-1957. Passed 12-26-57.*)

- ☒ All roof drains must drain into an underground drain to a storm sewer or drainage ditch, if no storm sewer is accessible. Where this is not possible, the water must be disposed of in a manner approved by the Service Director. Water from roofs may not flow upon sidewalks. (*ref. TCO §801.3 Roof Drainage – amended*)
- ☒ Foundation drains and other clear water drains are prohibited from draining into gutters. New allotments must provide a 6" plastic or fiberglass drainpipe for clear water drains, 1500 lbs. crush strength, connected into storm sewer.
- ☒ All sidewalks must be located on the property line. Sidewalks shall be a minimum of 4' wide and 4" thick; however, sidewalks shall be 6" thick when passing through residential drives & 7" thick through commercial drives. The contractor shall cure & provide protection from damage to the new sidewalk until work is accepted. Permits & bonds are required. Bonds will be returned after inspection and acceptance.
- ☒ Curb cuts are the responsibility of the contractor or owner. Permits & bonds are required. Curb cuts must be cut professionally in order to get bond returned. Bonds are returned after inspection and acceptance. A minimum of a 1" reveal must be used from the elevation of the cut down to the height of the road.
- ☒ All yard & ditch inlets must be to grade of ditch, street or tree lawn/devil-strip.
- ☒ All inlets within curbed areas using standard type 2 curbs and combined gutters should be heavy duty 7030 M2 grate with type 11 back or equal.

9. Ditch enclosures must be approved by Street Superintendent. This will be determined by grade of the ditch, coverage of the pipe, and if any utilities would be affected with enclosing.

CONCRETE SIDEWALKS: CONDENSED SPECIFICATIONS

TALLMADGE CODIFIED ORDINANCE 909.03 PERMIT FOR SIDEWALK CONSTRUCTION.

Any person constructing a sidewalk within the corporation limits of the City shall first secure a permit from the Service Director. The fee for such permit, payable prior to issuance of the permit, shall be fifty dollars (\$50.00) for the first one hundred feet (100') and an additional ten dollars (\$10.00) for each additional ten feet (10') or part thereof thereafter.

The permit fee shall include the cost of one initial preconstruction inspection and one final inspection. Each additional reinspection is subject to a fee of thirty-five dollars (\$35.00).

WIDTH: The minimum width of all sidewalks shall be 4'. The Director of Public Service may increase the minimum width at his discretion.

THICKNESS: All concrete sidewalks (within the driveway approaches) and driveway approaches shall be 6" thick for residential properties and 7" for commercial. Sidewalks shall be 4" thick in areas other than driveway sections.

COURSES: All sidewalks and driveway approaches shall be one course construction.

GRADE & ALIGNMENT: All sidewalks shall be laid on a grade rising 3/8" to the foot from the established curb grade to the street right-of-way so they are contiguous either with the right-of-way line of the street or curb, as determined by the Director of Public Service, except that where any sidewalk exists within any block between intersecting streets, new sidewalks shall be built in the same location in relation to the street as existing sidewalks.

POROUS BASE: Porous base is not required but a base course of free draining sand or gravel may be used if the contractor so desires.

FORMS: The sidewalk shall be constructed between standard steel forms of the required height, except that around sharp curves wooden strips may be used. On small jobs, wooden forms may be used when approved by the engineer.

JOINTS: The sidewalk shall be divided into blocks (approximately 4 x 5) by means of 1/8" metal divider plates extending a minimum of 3" below the top surface or saw cuts 1/4 the thickness of the walk. Every 30' an expansion joint 1/2" wide shall be provided for the full thickness of the sidewalk. Also, expansion joints shall be provided whenever the sidewalk comes against fixed objects such as curbs, retaining walls, buildings or other sidewalks. The expansion joints shall be filled with pre-molded bituminous strips. Where concrete sidewalks surround posts, poles, fire hydrants, gratings, castings and other similar objects, the concrete immediately adjacent to such objects shall be separated from the remaining concrete by means of joints extending through the full depth of the sidewalk. In general, these joints shall be placed about 6" from the objects and arranged in the form of squares or rectangles or as directed by the engineer.

MATERIALS: Cement shall meet ASTM specifications for Portland Cement C-150, Type 1, or C-175, Type IA. Cement conforming to ASTM C-150 shall be used with an approved air-entraining agent. Fine aggregate shall be sand meeting the requirement of State Highway specifications. Coarse aggregate shall be No. 57 (1/2" to 3/4") Grade A Limestone or slag.

CONCRETE: Concrete materials shall be accurately proportioned by weight so that each cubic yard of concrete will contain 6.6 sacks (62 lbs.) of cement. Batches shall be regulated so that fractional sacks of cement are not required. Concrete shall be mixed in an approved mixer

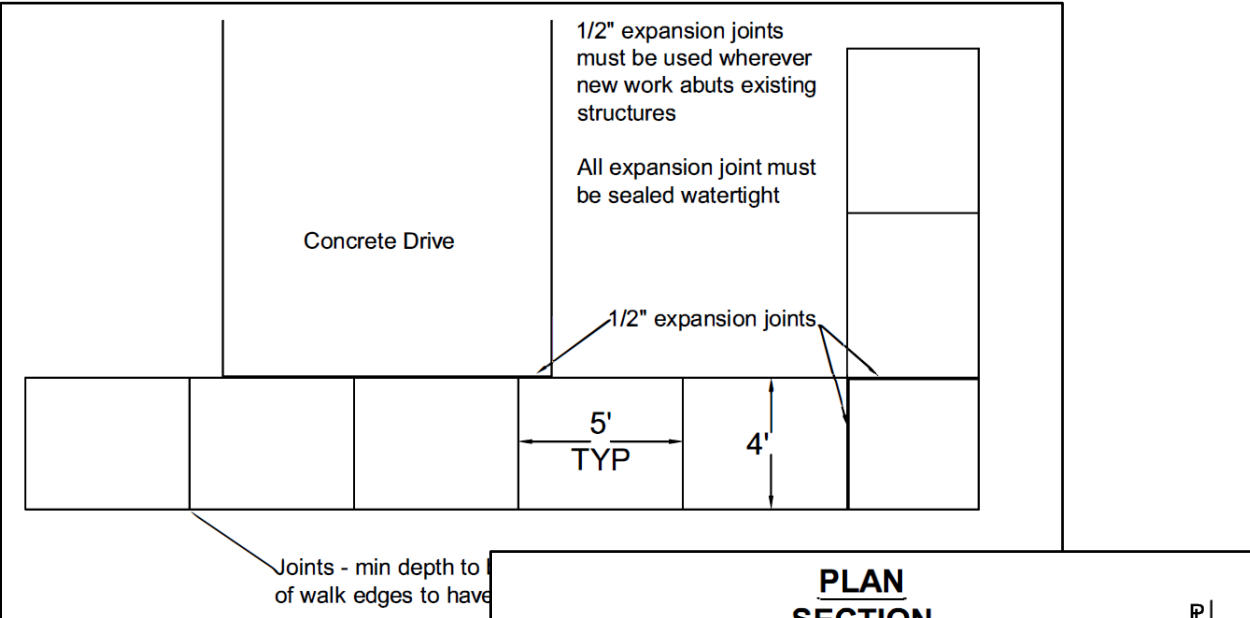
for 1½” minutes: in the case of truck mixers, the engineer will specify the mixing time. The quantity of water shall be regulated so as to produce concrete having a slump of 2” to 3”.

PLACING & FINISHING: While being placed, the concrete shall be tamped, spaded and screened. At the proper time, the surface of the concrete shall be finished with a float to a workmanlike finish, smooth and even, but with a slightly rough texture which can be accomplished by brooming. Special care shall be exercised in finishing on each side of divider plates so as to avoid difference in elevation between adjacent blocks, the top edges of all blocks shall be rounded with suitable edging tools.

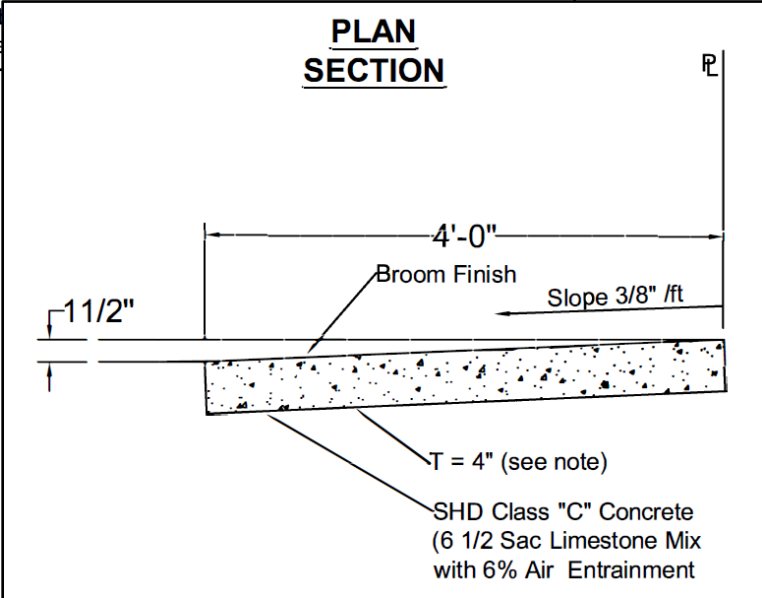
CURING & PROTECTION: After it has hardened sufficiently, to prevent marking, the concrete shall be covered with wet burlap, which shall be kept continuously moist for 3 days. A pigmented liquid membrane curing compound may be used in lieu of the burlap curing. The contractor shall protect the walk against damage of all kinds until the work has been inspected and accepted.

OTHER REQUIREMENTS: All valve boxes, manhole covers and other castings in the sidewalk area shall be adjusted to the grade of the walk. All newly constructed walks shall have the contractor’s name imprinted in front of each lot.

STANDARD SIDEWALK LAYOUT



Note: Thickness of walk thru drives and one walk section each side of drive to be thickened to 6” for residential drives and 7” for commercial drives. This dimension is subject to change by the City Engineer.



COLD-WEATHER CONCRETE PAVING POLICY

Concrete pavements may be placed during cold weather for subdivisions in the City of Tallmadge, if the following rules are strictly adhered to.

1. Appropriate equipment should be available for heating the concrete materials, for constructing enclosure, and for maintaining favorable temperatures after concrete is placed.
2. The ambient air temperature must be at least 40°F. This may be achieved by heating the aggregate and/or the water.
3. The sub grade must be entirely free from frost prior to paving. Concrete placing should be delayed until the ground thaws and warms up sufficiently to ensure that it will not freeze again during the curing period.
4. The concrete, when placed, must be between 50°F and 80°F. This may be achieved by heating the aggregate and/or the water.
5. Water-repellent insulation in an amount sufficient to cover and protect to maintain a minimum 55°F concrete temperature for the planned paving must be present on the job site before any concrete may be placed. This material must be placed on the concrete top and edges.
6. No concrete shall be mixed, placed or finished after dark unless an adequate and approved artificial lighting system is operated.
7. Calcium Chloride, if added to the mix, must be no more than two percent (2%) of the mix.
8. A quarter-depth (1/4) tooled contraction joint must be formed before covering the concrete at a maximum spacing of six (6) feet. This is to be spaced to correspond to a location of a planned sawed contraction joint, so that when the remaining contraction joints are sawed this formed joint is also sawed for a uniform appearance.
9. The concrete must be maintained at a temperature of at least 55°F. The contractor shall be responsible for protecting the concrete from freezing until beams attain a strength of 600 pounds per square inch.
10. The test beams must be cured on the jobsite under identical curbing procedures as the pavement.
11. The new concrete must be protected from road salt for one month to prevent scaling of the surface.
12. The maintenance bond will be held until at least the second April 1st following placement of the concrete, or later depending on when the remainder of the performance is completed.
13. The City may hire an additional inspector to provide additional testing services. This expense will be charged to the developer and/or contractor.

We are confident that these rules will result in a satisfactory concrete pavement and our inspectors are instructed to shut down any job that does not comply with these rules. These rules are in addition to the current Ohio Department of Transportation Construction and Material Specifications. Your cooperation is in your best interests as well as ours.

DRIVEWAY APPROACH SPECIFICATIONS

PERMIT FOR DRIVEWAY APPROACHES.

1. Any person constructing a driveway approach within the corporation limits of the City shall first secure a permit from the Zoning. The fee for such permit, payable prior to the issuance of the permit, shall be fifty dollars (\$50.00).
2. The permit fee shall include the cost of one initial preconstruction inspection and one final inspection. Each additional reinspection is subject to a fee of thirty-five dollars (\$35.00).
3. Reinspection fees shall be paid for at the time the inspections are scheduled or may be applied against the cash deposit required in Section 913.03 at the discretion of the Service Director.

CONCRETE APPROACHES

Prior to the initial pre-placement inspection all forms must be in place and the sub-grade properly compacted. Concrete approaches shall be 6 inches minimum thickness for residential drives and 7 inches for commercial drives. Concrete aprons that butt up to Asphalt roadways must have a form (bulkhead) set at the front of the apron. The distance of the form from the asphalt will be determined by the Street Superintendent. Contractor is responsible for installing 448 asphalt between the form and the roadway. Asphalt must be installed with a minimum of 6" in depth. See the attached design diagrams for all other dimensions. Material and installation specifications are as follows.

Materials: Cement shall meet ASTM specifications for Portland Cement C-150, Type 1, or C-175, Type IA. Cement conforming to ASTM C-150 shall be used with an approved air-entraining agent. Fine aggregate shall be sand meeting the requirement of State Highway specifications. Coarse aggregate shall be No. 57 (1/2" to 3/4") Grade A limestone or slag.

Concrete: Concrete materials shall be accurately proportioned by weight so each cubic yard of concrete will contain 6.6 sacks (62 lbs.) of cement. Batches shall be regulated so fractional sacks of cement are not required. Concrete shall be mixed in an approved mixer for 1-1/2" minutes: in the case of truck mixers, the engineer will specify the mixing time. The quantity of water shall be regulated so as to produce concrete having a slump of 2" to 3".

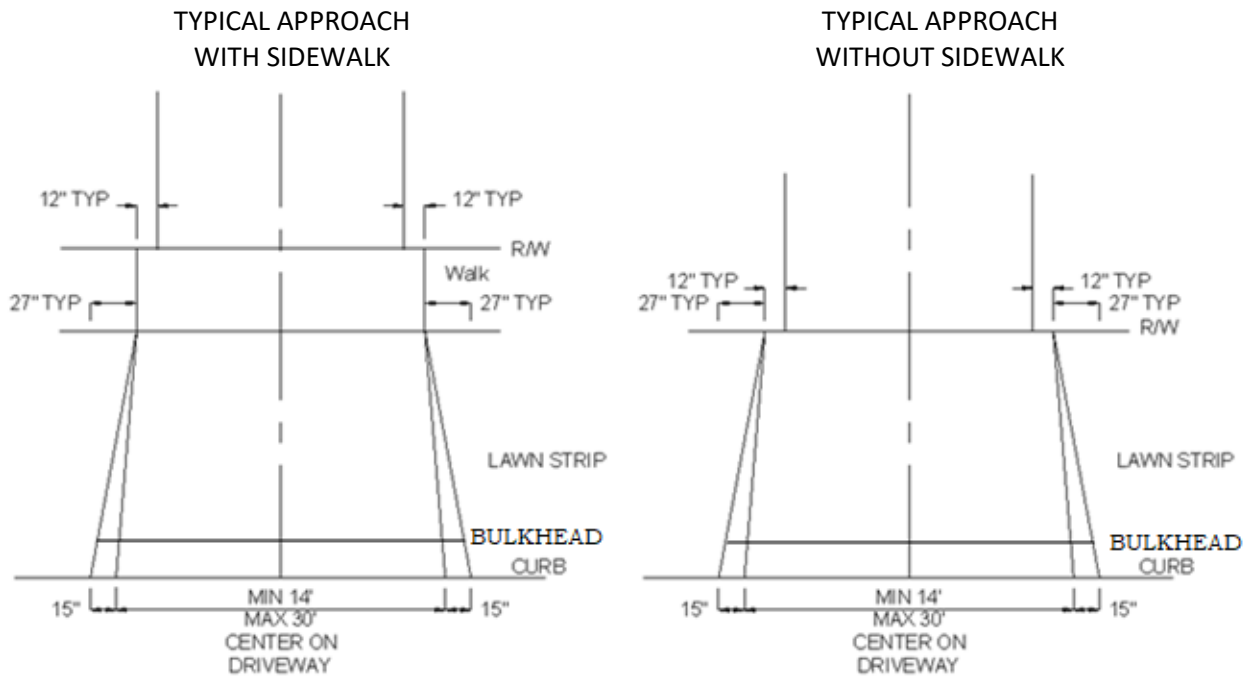
Placing & Finishing: While being placed, the concrete shall be tamped, spaded and screened. At the proper time, the surface of the concrete shall be finished with a float to a workmanlike finish, smooth and even, but with a slightly rough texture which can be accomplished by brooming. Special care shall be exercised in finishing on each side of divider plates so as to avoid difference in elevation between adjacent blocks, the top edges of all blocks shall be rounded with suitable edging tools.

Curing & Protection: After it has hardened sufficiently, to prevent marking, the concrete shall be covered with wet burlap, which shall be kept continuously moist for 3 days. A pigmented liquid membrane curing compound may be used in lieu of the burlap curing. The contractor shall protect the walk against damage of all kinds until the work has been accepted.

Other Requirements: All valve boxes, manhole covers and other castings in the sidewalk area shall be adjusted to the grade of the walk. All newly constructed walks shall have the contractor's name imprinted in front of each lot.

ASPHALT APPROACHES

Asphalt approaches shall be installed at a minimum 3-inch thickness for residential drives and 5 inches for commercial drives. Sub base material shall be properly compacted prior to asphalt placement. Place asphalt only if the surface is dry and if weather conditions are such that proper handling, finishing and compaction can be accomplished. Do not place asphalt if the surface is below 36°F or the ambient air temperature is below 40°F. Asphalt temperatures must be at a minimum temperature at the paver of 250°F. The sub-base shall be inspected prior to the placement of asphalt for proper depth and compaction. See below diagrams.



NOTE: BULKHEADS ARE ONLY NECESSARY ON ASPHALT ROADWAYS.

Note: Where possible approaches should be cross sloped to prevent runoff from flowing onto the roadway.



RIGHT-OF-WAY PERMIT APPLICATION

PROJECT ADDRESS:		Zoning District:	
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APPLICANT NAME:			
COMPANY:			
PHONE:		EMAIL ADDRESS:	

PROPERTY OWNER INFORMATION			
Name			
Mailing Address			
City	State	Zip Code	
Phone Number	Email Address		

CONTRACTOR INFORMATION			
<i>Contractor working in the right-of-way is required to register with the City</i>			
Company Name			Registration #
Mailing Address			
City	State	Zip Code	
Contact Person			
Phone Number	Email Address		

SELECT ALL THAT APPLY:		
<input type="checkbox"/> PRECONSTRUCTION APPROACH	\$50	BOND \$100
<input type="checkbox"/> APPROACH	\$50	BOND \$100
<input type="checkbox"/> DITCH ENCLOSURE	\$50	BOND \$100
<input type="checkbox"/> CURB CUT	\$50	BOND \$100
<input type="checkbox"/> DRIVEWAY PIPE	\$50	BOND \$100
<input type="checkbox"/> SIDEWALK	\$50	BOND \$100
<input type="checkbox"/> STORM WATER CONNECTION	\$50	BOND \$100
<input type="checkbox"/> UTILITY IN ROW*	\$50	BOND* \$ _____
<i>*To be determined by Director of Public Service</i>		
Total: \$ _____		Total Bond \$ _____

SIDEWALK ONLY
\$50 for first 100 feet and an additional \$10 for each additional 10 feet or part thereof thereafter \$ _____

All easements under compliance? Yes or No
 Applicant is / is not aware of deed or Homeowner's Association Restrictions.

Riparian Setbacks under compliance? Yes or No

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE CITY ENTERING PREMISES FOR INSPECTION AND VERIFICATION OF INFORMATION SUBMITTED UPON APPROVAL OF THIS APPLICATION.

____ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE STREET DEPARTMENT AT 330-633-5130 FOR PRE AND FINAL INSPECTIONS.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Tallmadge Street Department Approval: _____ Date: _____

Cash Bond Certificate Bond # _____ Receipt # _____