



Driveway / Excavation / Open Pavement Permit Application

Please print or type. All work is subject to Township review, inspection, and permit conditions.

1. PERMIT INFORMATION

Permit Type

☐ Driveway ☐ Excavation ☐ Open Pavement ☐ Jack & Bore/Tunnel

Permit No.

Township Job No.

2. OWNER / APPLICANT

Name

Phone

Email

Address

City

ZIP

3. CONTRACTOR

Name

Phone

Email

Address

City

ZIP

4. PROJECT LOCATION

Project Location

Township Bldg. App. No.

Subdivision

Lot No.

Street or Road

Feet from Intersection

Direction (N / S / E / W)

Intersection of

Remarks

5. WORK DETAILS

Type of Pavement

☐ Concrete ☐ Asphalt ☐ Other

Other Pavement Type

Type of Curb

Renewal of Permit No.

Type of Driveway

☐ Residential ☐ Commercial ☐ Reconstruct ☐ Other

Excavation Length

Width

Depth

Open Cut Length

Width

Depth

Project Description

Concrete Washout Management

Describe how concrete washout will be contained, managed, removed, and legally disposed of. No washout may enter the roadway, storm sewer system, drainage facilities, or soil.

Applicant Acknowledgment

By signing, the applicant agrees to comply with all permit conditions, approved plans, Township requirements, utility locate laws, and all applicable federal, state, and local laws. See Page 2 for complete conditions.

Applicant Signature

Print Name

Date



Permit Conditions, Restrictions, and Requirements

These conditions apply to all permitted work within the public right-of-way unless otherwise approved in writing by Sycamore Township.

1 General Requirements

Comply with all Township rules, permit conditions, approved plans, and applicable federal, state, and local laws. The permit holder is responsible for all permitted work, restoration, and related activities in the public right-of-way. Construction debris or material is not permitted on Township roads. Protect the public, Township infrastructure, and all public and private utilities.

2 Utility Protection and Locates

Identify, locate, and protect all affected utilities and facilities. Ohio 811 notification is mandatory, and due diligence is required for facilities not registered through Ohio 811. Immediately notify the affected owner of any conflict or damage. Repair all damage caused by the work at no cost to the Township.

3 Seasonal Restrictions

Except for Township-approved emergency work, no pavement cuts, roadway excavations, or work affecting the traveled roadway may occur between October 31 and April 1. When winter weather is forecast within 48 hours of emergency work, remove plating and restore or otherwise secure the roadway at least 24 hours before the event unless the Township approves another method.

4 Maintenance of Traffic

Provide safe passage and adequate protection for the traveling public at all times. No road closures are permitted. The Township may require a Maintenance of Traffic (MOT) Plan showing how vehicles and pedestrians will be maintained. All traffic-control devices, signage, barricades, lane restrictions, and pedestrian accommodations must comply with the current OMUTCD and Township requirements.

5 Pavement Openings and Excavations

Fill or securely plate all unattended openings. Backfill roadway cuts with controlled density fill or other material approved under Hamilton County Engineer requirements, and remove excavated material from the site. Saw-cut asphalt edges for a clean cut, replace pavement in kind, and seal all edges.

6 Directional Boring

Maintain at least 42 inches of cover unless otherwise approved in writing. The Township may require plans, profiles, bore logs, video, or other verification. When crossing a storm sewer, provide pre-construction video before work begins and post-construction video within two weeks after completion. Repair any damage at the permit holder's expense.

7 Performance / Guarantee Bond

Provide a performance/guarantee bond payable to the Trustees of Sycamore Township in the amount of \$1,000 per lineal foot of pavement opening. The bond ensures that all work conforms to the submitted drawings and permit requirements and may be required before work is authorized.

8 Inspection, Restoration, and Closeout

All work is subject to Township inspection. Restore pavement, sidewalks, curbs, driveways, drainage facilities, landscaping, and all other disturbed improvements to Township standards and to a condition equal to or better than before construction. Correct all punch-list items before final acceptance and permit closeout.

9 Unpermitted or Non-Compliant Work

The Township may immediately stop work performed without a permit or in violation of permit conditions, regulations, approved plans, or law. The Township may remove, repair, replace, or otherwise correct the work at the responsible party's expense, without limiting other available remedies or penalties.

10 Permit Revocation and Enforcement

The Township Service Department may suspend, revoke, or annul the permit for non-performance and/or non-compliance with permit conditions, regulations, approved plans, directives, inspection requirements, or applicable laws. Violations may result in penalties under Ohio Revised Code Sections 5589.10 and 5591.26 and other authorized remedies.

11 Notification Requirements

The Township may require advance notice to affected property owners, residents, businesses, utility providers, or other stakeholders when work may affect access, traffic, utility service, or public facilities. Comply with all notification requirements established by the Township.

12 Concrete Washout

Contain wash water, slurry, cement residue, and concrete waste so they do not enter the roadway, storm sewer system, drainage facilities, or soil. Use the method described on Page 1, remove all washout material, and dispose of it lawfully. Washout within the public right-of-way is prohibited unless specifically approved in writing.

FOR TOWNSHIP USE ONLY

Approved By

Date

Conditions / Notes

Acceptance of Permit

Acceptance of this permit constitutes acknowledgment and agreement by the permit holder to comply with all permit conditions and to perform all work in a safe, lawful, and workmanlike manner.