

City of Huron
Planning and Zoning Dept.
417 Main St.
Huron, Ohio 44839
P: 419-433-5000
F: 419-433-5120



**Right of Way (ROW) Permit Application
(Street Openings, Driveways, Sidewalks)**

Property Owner

Name: _____
Address, City, State, Zip: _____
Phone: _____
Email: _____

Contractor (must be registered with the City of Huron)

Name: _____
Address, City, State, Zip: _____
Phone: _____
Email: _____

Location of Project

Address: _____ County Parcel Number: _____ Lot #: _____

Zoning District & Flood Zone Designation

Zoning District: _____ (R-1 R-1A R-2 R-3 B-1 B-2 B-3 I-1 1-2 P-1 MU)

Flood Zone: _____ (A AE AO AH X-SHADED X)

PROJECT INFORMATION

Driveway Disturbing ROW: New _____

Replacement _____ Construction year of existing driveway: _____.

Sidewalk: New _____ Replacement _____

Street Opening: Installation of conduit and/or pipe of any type: _____

Other: _____

Description of Project: _____

Estimated cost of the project: _____ . Square footage of project within ROW: _____

Estimated Dates of Construction: _____ to _____.

Items required to be submitted with this application:

1) Site/Utility Plan. The plan must include the following information:

- ___ Property Lines (verify the location of the property lines)
- ___ Proposed improvement drawn to scale, showing exact dimensions and types of materials.
- ___ Setbacks: Dimensions from Proposed Improvement to Property Lines

2) Non-refundable permit fee of \$55.00

3) Refundable Deposit **OR** Surety Bond

a) Refundable Deposit (check) in the amount of \$10.00 a SF of surface affected by work in ROW or \$1,000, whichever is more **(this is for homeowners self performing work only)**

OR

b) The \$10,000 Surety Bond on file as part of the Contractor Registration Certificate for contractors doing work within the ROW.

i) Contractor Registration Certificate # _____.

4) Review and keep the attached Specifications for construction. Schedule required inspections as noted.

I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

Incomplete applications will not be accepted, please complete all applicable sections and attach the required site plan.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

PLEASE NOTE: DO NOT APPLY FOR PERMITS UNLESS YOU ARE READY TO BEGIN YOUR PROJECT WITHIN 6 MONTHS. BONDS SHALL BE HELD UNTIL FINAL INSPECTION AND AUTHORIZED RELEASE. PERMITS EXPIRE 12 MONTHS FROM DATE OF ISSUANCE.

For use by City of Huron Zoning Department:

Date of Submission:
Site Plan Included?:
Comments/Additional Information requested:
Denial reason:

**Street Opening, Driveway, Sidewalk
Specifications (Sections 1133.15, 1133.16)**

**RETAIN THIS PAGE FOR CONSTRUCTION AND
INSPECTION INFORMATION**

The following specifications shall be considered minimums for driveway right of way areas :

- NEW DRIVEWAYS- APRON: 3' Side Yard Setback off property line. 24' max width.
- REPLACEMENT DRIVEWAYS: If determined to be pre-existing to the code, the paved driveway can be removed/replaced within the same footprint, however, the city recommends that the driveway be brought into compliance with the current code regulations.

The following specifications shall be considered minimums for driveways:

- Aprons: Concrete not less than six (6) inches in thickness for residential aprons; not less than eight (8) inches thick for commercial aprons.
- The final grade of the curb shall meet that of the pavement.
- A minimum of 1 ½" of the original concrete curb shall remain along the flow line.
- The existing curb shall be professionally removed with a horizontal saw or a concrete grinder.
- There shall be a minimum ½" expansion joint between the new driveway and the curb.

-Concrete not less than four (4) inches in thickness, or with bituminous surface not less than four (4) inches thick consisting of two and one half (2 1/2) inches of compacted #301 binder course and one and one half (1 1/2) inches of compacted #404 surface course over a four (4) inch compacted aggregate base or paving with semi-pervious materials that are able to withstand vehicular traffic or other heavy impact uses is permitted (e.g. permeable pavers, porous asphalt, porous concrete)

The following specifications shall be considered minimums for sidewalks:

- Four (4) feet in width, Four (4) inches in thickness, on a two (2) inch stone base.

Inspections Required:

-Initial inspection of excavated area before base is applied. After cut is made in the curb and the sub-base is compacted.

-Final inspection after the concrete is poured and the expansion cuts are made.

If the installation fails to pass inspection or in the event of failure to schedule required inspections, the applicant will forfeit the cash bond, if applicable.

-Contact the Service Manager at least 48 hours in advance to schedule inspections.

Contact Information: 419-433-5000

Service Manager, Jackson Schaefer

ext. 1812 jackson.schaefer@huronohio.us