

Road Opening Permit Regulations

Road Bond Specifications

Road Video

Prior to any commencement of work at the address listed on the Permit, Copley Township shall video the road condition to be used as evidence in the event of a dispute.

Culvert Pipe

1. Culvert pipe shall have a minimum diameter of twelve (12) inches and shall be a minimum of twenty (20) feet in length. Culvert pipe shall be HDPE solid corrugated plastic pipe with smooth interior wall construction. Corrugated interior walls are prohibited. Contact Copley Township Service Director or the Assistant Service Director with any questions or concerns.
2. The Summit County Engineers Office shall determine culvert pipe diameter and lengths for all Summit County Highways and the Ohio Department of Transportation (ODOT) will determine culvert pipe diameters and lengths for all State Highways. Permits must be obtained from the Summit County Engineer's Office or ODOT before any work may proceed on any Summit County Highway or State Highway.

Curb Cuts

1. Curb cuts for residential driveways shall be no wider than twenty four (24) feet (See Drawing). If a width greater than twenty four (24) feet is desired, permission from the Service Director or Assistant Service Director is required.
2. Curb shall be saw cut through its full thickness and removed leaving a minimum of three-quarter (3/4) inch reveal above the existing gutter or pavement.
3. Angle cuts shall be a minimum of twelve (12) inches to a maximum of eighteen (18) inches in width.
4. Curb cuts shall not extend beyond the property line.
5. The top elevation of the angle cuts should have a minimum of six (6) inches from a curb joint.

Requirements for Deposit Refund

The purpose of this Road Opening Permit is to protect the culvert pipe, storm pipe system, drainage ditch, and/or curbs, or road surface or base from damage due to any construction equipment or vehicle working on the site or entering the site through the construction entrance and to ensure any work performed within the road right-of-way meets the specifications for culvert pipe and curb cut installations, if applicable. Once construction is being finalized the Copley Service Dept. shall be notified that the site is ready for inspection.

1. Any damage that occurs within the right-of-way during the construction shall be repaired in kind at the expense of the permittee to protect the interest of the Township. Repairs shall be at the direction of and to the satisfaction of Copley Township and the Summit County Engineer.
2. Culvert pipe shall show no signs of damage of any kind.
3. Culvert pipe shall be set at proper elevations to allow the natural smooth flow of storm water through the entire frontage of the property.
4. Roadside drainage ditch shall be clear of any debris to impede storm water flow.
5. The road right-of-way shall have its final grading and seeding applied, if applicable.
6. Curb cuts shall be neat in appearance.

Inspection

Approved – The culvert pipe/curb cut was installed in compliance with the Culvert Pipe or Curb Cut Installation Specifications. The Inspector will sign off on the permit and it will be sent to the Fiscal Office for deposit refund processing.

Denied - The culvert pipe/curb cut was not installed in compliance with the Culvert Pipe or Curb Cut Installation Specifications. The Permittee will be contacted by the Inspector with the reason(s) for the failed inspection. The Permittee will be given a reasonable amount of time to make the required repairs to bring the installation into compliance. After the repairs have been made the Permittee shall contact the Copley Service Department to request a second inspection.

Notice: Failure to make the required repairs after the second inspection may result in the forfeiture of the Deposit to Copley Township to be used for the cost of repairs.

Excavation in Road Right-of-Way

Rules & Regulations

1. Boring is the preferred method for utility installation under road beds in lieu of an open cut. Contractor shall utilize this option to the fullest before an open cut is proved necessary. Open cuts shall be authorized by the Service Director, or his designee, before saw cutting is performed.

2. On a concrete road the Contractor shall meet with the Service Director, or his designee, to determine the best location for the open cut to avoid crossing both longitudinal and transverse joints where practical.
3. Contractor shall repair all open cuts immediately or as soon as practical. If the open cut is on a concrete road Contractor shall repair the concrete to the nearest transverse joint. Concrete patch shall be a minimum of six (6) feet in width. If any portion of the remaining concrete panel not being repaired is less than six (6) feet at any one point to the nearest transverse joint, as determined by the Service Director, or his designee, then the entire concrete panel shall be replaced.
4. **A Forty eight (48) hour notice to the Township is required to alert Emergency Services before any open cuts may be performed.**

Open Cut/Concrete Panel Replacement Requirements

1. Item 304 ODOT Specifications – eight (8) inch aggregate base – compacted
2. Eight (8) inch thick concrete - Class QC (QC MS concrete may be used to shorten the cure time, but not required)
3. No concrete reinforcement necessary as long as 304 base is compacted
4. Dowel Pins and Epoxy Cement – ODOT Standard Construction Drawing BP-2.5. Smooth dowels shall be used to allow for expansion and contraction
5. Concrete Curbs and Gutter Plates shall be replaced in kind

Open Cut on Asphalt Road or Chip Seal Road Repair Requirements

1. Item 304 ODOT Specifications – eight (8) inch aggregate base – compacted
2. Replace asphalt intermediate course and surface course in kind
3. Joints shall be sealed with Asphalt Cement

Storm Line Tie-in Requirements

Permission from the Service Director or Assistant Service Director is required. The Township has the authority to remove any unauthorized connections.

1. Only storm water drainage pipes (e.g. yard drains, downspouts) are permitted to be connected to the existing storm water system.
2. All interior drains (e.g. floor drains, sinks, washing machine, toilets) shall be connected to the septic system or sanitary sewer system.
3. Applicant shall bring a drawing of the proposed connections to the Service Dept. office for feasibility and requirements review by the Service Director, or his designee.
4. Final inspection by Service Dept. personnel is required before backfilling. If backfilling has occurred without an inspection the Township has the authority to have it exposed.
5. Restoration of right-of-way shall be equal or better than the existing prior to construction.

Driveway Installation – New or Replacement - Concrete, Asphalt, or Aggregate

Rules & Regulations

1. Installation of concrete or asphalt driveway surfaces are required to have an inspection by the Service Dept. before the placement of concrete or asphalt material in the road right-of-way to determine if the existing culvert pipe needs replacement, if applicable.
2. Concrete driveways may extend to the edge of a concrete roadway, however, concrete driveway surfaces shall NOT extend closer than twelve (12) inches from the edge of an asphalt roadway.
3. The finished surface of the concrete approach shall not exceed, at its termination point, beyond the elevation of the road surface edge.
4. Concrete or asphalt driveways shall have a minimum of two inches (2") of aggregate base material before the surface material is applied. #57 limestone is recommended.
5. A saw cut shall be performed along the asphalt road edge to prevent any damage to the road edge due to the removal of the existing driveway surface, as directed by the Service Director, or his designee.
6. A minimum depth of four (4) inches shall be maintained between the concrete driveway and the asphalt roadway or a minimum depth of two (2) inches for a concrete shelf.
7. The Copley Service Department, upon notification by the Permittee, shall fill the area between the concrete driveway and the asphalt roadway with asphalt based material. **After the initial asphalt apron installation by the Township the homeowner assumes future responsibility of maintenance per ORC 5543.16.**

PROVISIONS

PROVISIONS – NOTE: Copley Township may revoke this permit at any time for non-performance or non-compliance with any of the provisions herein. An inspector may be assigned full-time to the job by Copley Township at the expense of the permittee to protect the interests of the Township.

- 1.** Excavation made within traveled portion of the highway, in the berm, within eight (8) feet of the pavement edge, in street intersections, or in driveways, shall be backfilled with granular material, approved by Copley Township in six (6) inch lifts, loose measurement. Each layer shall be tamped or rolled. In all cases, backfill material extending more than six (6) inches above the level of the sides of the trench must be removed from the job site. Any pavement cut, damaged or undermined by excavation, shall be removed and replaced to the satisfaction of Copley Township. Temporary pavement replacements shall be maintained by the permittee in good condition. Permanent replacement must be completed as soon as practicable.
- 2.** Excavations made within the limits of the highway (other than described above) shall be restored equal to or better than the existed prior to excavation as soon as practicable.
- 3.** Permittee shall notify Copley Township (330-666-0365) at least twenty-four (24) hours prior to starting work.
- 4.** A copy of this permit and plan of work must be on the job and available to Copley Township inspectors or work may be stopped.
- 5.** The permittee agrees to provide barricades, lights, warning signs, uniformed officers, or flagmen, as necessary, to protect the traveling public, and agrees to hold Copley Township free from all damages and liabilities arising from the work done under this permit and to comply with Ohio Department of Transportation construction zone policy.
- 6.** No “off-the-road” equipment with steel tires, treads, or cleats will be permitted on the pavement without proper planking.
- 7.** The top of the pipeline crossing the highway must be a minimum of fifteen (15) inches below grade of existing gutter and four feet six inches (4’ 6”) below pavement crown grade.
- 8.** The contractor shall comply with the current standards and specifications of the Summit County Engineer.
- 9.** The contractor shall notify the Ohio Utilities Protection Service (1-800-362-2764) seventy two (72) hours prior to start of the construction.
- 10.** The contractor shall comply with all State and Federal Safety Regulations for the construction site and agrees to hold Copley Township free from all damages and liabilities arising from non-compliance with the safety regulations.
- 11.** The contractor shall notify the local police, fire department, schools, and any other affected agency forth-eight (48) hours prior to the start of construction.
- 12.** NO backfilling of any drainage line connections located within the right-of-way of any Copley Township maintained road is allowed without passing a final inspection by Copley Township Service Dept. personnel. Any and all deficiencies cited shall be corrected and re-inspected before final backfilling shall be allowed. If backfilling has been performed without an inspection the Township has the authority to order it exposed.
- 13.** Copley Township reserves the right to specify roads to be used as haul roads for construction equipment during the duration of any and all phases of developments or projects.
- 14.** Copley Township reserves the right to designate roads that shall not be used to stage, queue, or park any equipment or materials of any kind used in the construction of a development or project. All equipment or materials must stay on the construction site.