

## BATH TOWNSHIP DRIVEWAY PERMIT INSTRUCTIONS

2880 Ada Road  
Lima, Ohio 45801  
(419) 221-1797

**PERMIT MUST BE ON JOB SITE AT ALL TIMES!!!!**

**Contact Bath Township**

**(419) 221-1797**

**\*48 hours prior to the installation of an asphalt or concrete driveway\***

**or**

**\*Upon completion of a stone driveway\***

- The permit is valid for 180 days. The permit holder shall keep Bath Township advised as to the status of the driveway on a monthly basis.
- Prior for the close of the 180 days after the permit was originally valid, the permit holder may apply for an extension.
  - The extensions may be granted in 30-day increments.
  - If the extension is granted, there will be a fee of \$75.00 per 30-day extension.
  - This "extension fee" will be subtracted from the performance bond that is returned to the applicant upon completion and approval of the driveway.
- Corrugated metal pipe, steel pipe, steel casing, or reinforced concrete pipe shall be used for all drive pipes.
  - NO PLASTIC DRIVE PIPES WILL BE ALLOWED.
  - Drive pipe must be minimum of 8" or Bath Township Road Supervisor required size.
- The drive pipe must be a minimum of 8' longer than the width of the driveway at the location where it crosses the driveway. (4' feet on each side of the driveway).
- The applicant will notify Bath Township 48 hours prior to the installation of any asphalt or concrete driveway.
  - If a 48-hour notice is not made prior to the installation of any asphalt or concrete driveway, the applicant will forfeit \$100.00 of the bond.
- The Applicant and/or Contractor are to ensure that all signage is compliant with the Ohio Manual of Uniform Traffic Control Devices (O.M.U.T.C.D.).
- The Applicant and/or Contractor are responsible to restore the road frontage to its original state.
- The Applicant and/or Contractor are responsible for all costs to repair any damage done to the roadway pavement and roadside drainage.
- If at any time in the future after the work on the driveway is complete, the driveway is upgraded to asphalt or concrete or altered in any way, including replacing the concrete in the driveway, another permit will be required.
- Allen County Standard Construction Drawings are found on the Allen County Engineer's website:
  - <https://www.allencountyohengineer.com/standard-dwgs/>

The permit is to be on the job site at all times and is to be shown upon request to any representative of Bath Township.

No work shall be done under the permit until the party or parties to whom it is granted shall have communicated with and received instruction(s) from Bath Township or their designated representative.

The permit shall be void unless the work herein contemplated has been completed by expiration date at the top of the permit.

**DRIVEWAY PERMIT**

BATH TOWNSHIP  
2880 ADA ROAD  
LIMA, OHIO 45801  
PHONE: (419) 221-1797

Date Permit Issued: \_\_\_\_\_

*\*Must be completed within 180 days\**

PIPE SIZE: Diameter: \_\_\_\_\_ Length \_\_\_\_\_

**ITEMS REQUESTED UNDER THIS PERMIT**  
(Check all that apply)

**FEE (Non-Refundable):**

☐ Driveway Permit

\$ 200.00

Check # \_\_\_\_\_

**PERFORMANCE BOND (Refundable):**

\$ 800.00

Check # \_\_\_\_\_

Printed Name of Property Owner \_\_\_\_\_

Printed Name of Property Owner's Representative \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone : (\_\_\_\_) \_\_\_\_\_ Fax : (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

☐ Survey Submitted Parcel # (or out of parcel): \_\_\_\_\_

Address or detailed description of location of proposed driveway (set a flag or stake at the center or edges of the proposed driveway):  
\_\_\_\_\_  
\_\_\_\_\_

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

It is required that a stake be driven at the centerline of the driveway location

\* The stake will assist in locating the driveway to size the drive pipe.

\* Adding colored paint or ribbon will increase visibility.

Driveway type to be installed: ☐ grass ☐ stone ☐ concrete ☐ asphalt

I/We agree to comply with all the conditions, restrictions, specifications and regulations of Bath Township as listed on the next page: (Make sure to read and initial next page)

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Signature of Contractor

If this permit is granted, I/we agree to the following conditions:

1. That all Construction must comply with the **ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS**. The \$800.00 bond will not be returned to the applicant until the driveway meets all specifications set forth by Bath Township.
2. That the restoration of the road frontage shall be equal to or better than its original state.
3. That traffic will be maintained at all times unless permission is granted by Bath Township to do otherwise.
4. That the necessary lights, signs, barricades, flagmen and watchmen are maintained for the protection of traffic at all times, during the work provided for under this permit. I/we and my/our contractor will fully comply with all instructions given by Bath Township as to the handling of traffic.
5. If the roadway pavement or roadside drainage is damaged either by construction, construction equipment or by excessive weight, I/we and my/our contractor will complete the repairs as advised by the Bath Township.
6. That the driveway pipe, where required, must be installed concurrent with the construction of the driveway. The driveway pipe must be properly bedded as shown in the **ALLEN COUNTY STANDARD CONSTRUCTION DRAWINGS DW-2 AND DW-3** drawings to prevent crushing by heavily loaded vehicles.
  - The size and type of driveway pipe specified by the Bath Township must also be installed before the bond can be released.
7. That the applicant will notify Bath Township 48 hours prior to the installation of any asphalt or concrete driveway.
  - If 48-hour notice is not made prior to the installation of any asphalt or concrete driveway, the applicant will forfeit \$100.00 of the \$800.00 bond.
8. That the permit will be valid for 180 days. The permit holder shall keep the Bath Township advised as to the status of the driveway on a monthly basis.
9. If the 180-day period from the date the permit is granted to the date the driveway is completed is not met, extensions may be granted in 30-day increments.
  - There will be a fee of \$75.00 per 30-day extension.
  - This "extension fee" will be subtracted from the performance bond that is returned to the applicant upon completion and approval of the driveway.
10. That if the permit expires before the work has begun; a new application must be filed with Bath Township along with the associated fees.
  - The permit fee (\$200.00) (from original permit) will be retained by the Bath Township.
  - The performance bond (\$800.00) (from original permit) will be returned to the applicant.
11. If the driveway permit application is made after the driveway is installed, a late fee of \$100.00 will be required.
  - \$200.00 Permit Fee
  - \$100.00 Late Fee
12. That if at any time in the future the driveway location is moved or the driveway is reconstructed with new materials, a new "Permit Application" must be submitted to Bath Township.
13. That only one (1) drive is allowed for each residential parcel of land.
  - No U-shaped driveways will be permitted.
  - Parcels with more than 500 feet of roadside frontage may be evaluated for more than one (1) drive.
  - Driveways for agricultural purposes may be evaluated for an additional driveway on that parcel.
  - All concrete driveways must stop a minimum of two (2) feet from the edge of pavement of the road.
  - All concrete driveways must be one (1) inch lower than the edge of pavement of the road, where the concrete stops.

**OFFICE USE ONLY**

Minimum size drive pipe required: \_\_\_\_\_

Permit to do this work under the conditions stated is hereby ☐ Granted ☐ Denied

Bath Township has performed final inspection of this driveway project. The Permit Applicant is hereby released of all requirements set forth by this permit.

Approved By: \_\_\_\_\_  
Bath Township Road Superintendent

\_\_\_\_\_  
Date

Pipe Type Used: Reinforced Concrete Pipe Corrugated Metal Pipe Steel Casing Other: \_\_\_\_\_