

Driveway Permit Process

Kingston Township Roads

- 1) Fill out the application Form 06061-1 and return along with the fee to:

Kingston Township Fiscal Officer
7295 Blue Church Road
Sunbury, Ohio 43074
740-524-8591

- Flares can only be used in a platted subdivision with curb and gutter streets. Radii must be used for all open-ditch roads.
 - Minimum pipe length is 40 feet (double wall PVC plastic). If necessary, the inspector may determine that additional pipe may be required.
 - Slopes may not be greater than 4:1.
 - The MINIMUM driveway pipe diameter will be 12 inches; Township to determine pipe diameter.
 - The approved material type is PVC Plastic (double walled, corrugated exterior, smooth interior).
- 2) Immediately upon submitting the application, have your site marked for utilities, by OUPS 1-800-362-2764. Also, mark the desired location for your driveway. The Township will determine the diameter size and location of the pipe. Please allow 15 working days for this.
 - 3) Once the pipe diameter size and location has been determined, a permit number will be assigned and you can begin to construct the driveway.
 - 4) For curb and gutter: Call the number above, at least two days in advance, to schedule an inspection.

DO NOT POUR UNTIL THE APPROACH/SIDEWALK HAS BEEN INSPECTED!!!

For open-ditch: After pipe is installed and backfilled, call for an inspection.

When scheduling the inspection, please refer to the assigned permit number, located in the bottom right corner.

A current copy of the portion of the Kingston Township Standards dealing with right-of-way permits is available at the Township Hall or call 740-524-8591.

- ❖ The use of brick pavers or concrete approaches will not be permitted within the right-of-way of roads with open ditches. Brick pavers or concrete approaches may be used within subdivisions that have concrete curb and gutters.

Kingston Township

Application for New Driveway

Applicant Information

Form 06061-1

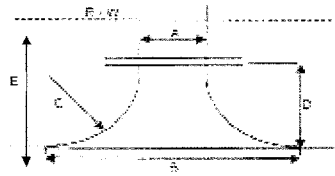
Applicant Name (Company Name):			
Address:			
			Phone # ()
City:	Zip:	Fax # ()	
Name of Contact Person:			Phone # ()

Type of Permit Desired

<input type="checkbox"/> Residential Drive (\$50.00 permit fee)
<input type="checkbox"/> Commercial/Industrial/Common Access (\$200.00 permit fee)
Fees, as shown above made payable to Kingston Township, must accompany this application. Reinspection fees, if necessary, will be charged at the current rate per hour. The Township must be notified at least 5 working days in advance of the subgrade/form inspection.

Site Information

<u>Location of Work</u>																			
Subdivision Name (if applicable): _____																			
Street Address AND Lot #: _____	Township Road # _____																		
Length of Property Frontage: _____ feet																			
Type of existing street: _____ Curb and Gutter _____ Non-Curb and Gutter																			
Width of driveway surface (beyond flare or radius):	<table style="border: none;"> <tr> <td style="width: 100px;">A</td> <td style="width: 50px;">feet</td> <td>10' -20'. residential</td> </tr> <tr> <td></td> <td></td> <td>20-35' min. com./ind./CAD (12')</td> </tr> <tr> <td></td> <td></td> <td>40' min. residential (w/ radius)</td> </tr> <tr> <td></td> <td></td> <td>40' min. residential (w/ flare)</td> </tr> <tr> <td></td> <td></td> <td>52' min. com./ind./CAD (w/ radius)</td> </tr> <tr> <td></td> <td></td> <td>52' min. com./ind./CAD (w/ flare)</td> </tr> </table>	A	feet	10' -20'. residential			20-35' min. com./ind./CAD (12')			40' min. residential (w/ radius)			40' min. residential (w/ flare)			52' min. com./ind./CAD (w/ radius)			52' min. com./ind./CAD (w/ flare)
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		52' min. com./ind./CAD (w/ flare)																	
Width of driveway at edge of pavement of existing road:	B feet																		
Radius of radial flare to existing road:	<table style="border: none;"> <tr> <td>15'-20' residential</td> </tr> <tr> <td>20' min. com./ind./CAD</td> </tr> </table>	15'-20' residential	20' min. com./ind./CAD																
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20' min. com./ind./CAD																			
OR																			
Width of non-radial flare to existing road:	C feet																		
If the driveway joins a street without an existing curb and gutter system, a drive pipe is required. The size of the pipe and location will be determined by the Township or by the design engineer.																			
Distance from existing edge of pavement to center of pipe :	D 10 feet																		
Distance from the face of curb to the right-of-way	E feet																		
Length of driveway pipe : _____ 40 feet																			
Material Type: _____ Double Wall PVC	<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px;">For office use only</td> </tr> <tr> <td style="padding: 2px;">Pipe Diameter inches</td> </tr> </table>	For office use only	Pipe Diameter inches																
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Inspection Notice

<p>Contact the Township Fiscal Officer 48 hours in advance to schedule the inspection at 740-524-8591. Please allow 15 calendar days to process this application.</p> <p>CALL OUPS BEFORE YOU DIG 1-800-362-2764</p>
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X _____	_____
Signature of Applicant	Date
For Office Use Only	
_____	_____
Township Permit Approval	Date
_____	_____
Form work approval—Township Inspector	Date
_____	_____
Sidewalk approval—Township Inspector	Date
Inspection Notes:	Permit # _____

PERMIT EXPIRES 6 MONTHS FROM APPROVAL DATE