



BUTLER COUNTY ENGINEER'S OFFICE
 1921 FAIRGROVE AVENUE
 HAMILTON, OH 45011-1965
 513-867-5744 or 513-424-9144 FAX 513-867-5849
GREGORY J. WILKENS, P.E., P.S.
BUTLER COUNTY ENGINEER

DRIVEWAY PERMIT APPLICATION

Application is hereby made to work within the county or township roadway right-of-way limits by:

OWNER MAILING ADDRESS

BUILDER MAILING ADDRESS

NAME _____ NAME _____
 STREET _____ STREET _____
 CITY _____ STATE _____ CITY _____ STATE _____
 ZIP _____ PHONE (____) _____ ZIP _____ PHONE (____) _____

(check) EXISTING DRIVE _____ NEW DRIVE _____ PARCEL NO. (required) _____

ROAD _____ HOUSE NUMBER _____ TOWNSHIP _____
 N
 W + E SIDE OF ROAD _____ BETWEEN _____ RD and _____ RD
 S

Brief Description of Work: _____

GENERAL INFORMATION & PROCEDURES

1. Only one permit application per driveway need be completed.
2. Stake driveway location with two white stakes indicating the approximate width of the proposed driveway. (Minimum drive width 10'; maximum drive width 20'). Note: Curb and Gutter driveways do not need to be staked.
3. The County Engineer's Office will make an inspection of the proposed drive location to determine the size of the pipe and specifications for installation. The drive may require relocation as necessary to meet minimum sight distance requirements prior to permit approval.
4. The County Engineer's Office will mail the applicant the permit and a drawing with driveway specifications and/or pipe installation instructions, and standards for mailbox installation.
5. After installing the pipe and driveway, please call the Butler County Engineer's Office at 513-785-4119 for a construction inspection.
6. When the driveway has passed the construction inspection, the permit will be released to the Butler County Building Department.
7. A third and final driveway inspection and mailbox inspection is required for Release of Occupancy Permit by the Butler County Building Department. Please call the Butler County Engineer's Office at 513-785-4119 for an inspection.

I, the undersigned, understand that the Butler County Engineer assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the County. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specification, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer reserves the right to order the removal, reconstruction, relocation, or repair of any work performed under a permit at the owner's expense. The County Engineer or his representative may revoke or annul any permit or halt work at any time for non-compliance or non-performance of the conditions set forth in the application or permit. The County Engineer reserves the right to appoint an inspector over the work.

I hereby agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued and general provisions listed above.

Applicant's signature / title (on line above)

Date

Permit to be mailed to (check one): _____ Owner _____ Builder, or _____ picked up at the Butler County Engineer's Office.

Note: The driveway must pass inspection before your building permit can be released. Non-compliance with the above procedures could delay issuance of your building permit.