

**DRIVEWAY PERMIT APPLICATION**  
**BERLIN HEIGHTS, OHIO**  
Permit Fee: \$25.00

Application No. \_\_\_\_\_ Road: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractor (if known) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Location of Planned Driveway: \_\_\_\_\_ Miles \_\_\_\_\_ Feet  
North ( ) South ( ) East ( ) West ( ) of intersection with \_\_\_\_\_  
North ( ) South ( ) East ( ) West ( ) side of road

House Number (if known): \_\_\_\_\_

Planned construction dates: \_\_\_\_\_

Starting on: \_\_\_\_\_ and completed by: \_\_\_\_\_

*Note: Ninety days is normal limit. Notify inspector two working days prior to installation.*

New or Existing Driveway? Yes ( ) No ( )

Residential ( ) Field ( ) Other ( ) \_\_\_\_\_

Width requested \_\_\_\_ ft. (12 ft. is normal for residential drive)

Planned length and size of pipe if needed

\_\_\_\_ ft. of \_\_\_\_ inch \_\_\_\_\_ (type)

*Minimum length and size is 30 ft. of 12 inch pipe. Reinforced concrete is recommended.*

Material for driveway apron must be Asphalt. If a concrete curb exists, the owner may elect to use Concrete for the driveway apron.  
*Driveway may be constructed of the owner's choice of materials further than the greater of 10 feet from the edge of pavement or between the edge of pavement and the street side of the sidewalk.*

Is manhole or catch basin in the way of the driveway? Yes ( ) No ( )  
Number of driveways to be on the property \_\_\_\_\_  
Will the driveway cross an existing tile? Yes ( ) No ( )

***Applicant agrees to maintain driveway tile. If debris or damage to the tile causes a block in the water flow, the applicant will make the necessary repairs or as the tile is on a Village road; the Village will make repairs and bill the applicant.***

***The permittee agrees to abide by the regulations of the Access Management Manual of Erie County, Ohio, which has been adopted by the Village with certain modifications. (Check with inspector).***

***\* If permittee does not to follow the regulations, recommended or otherwise, they are responsible for repairing and installing new replacement tile and repairing any water damage caused to public property.***

**Traffic control and Indemnification:**

If this permit is granted, I/we agree to comply with all the conditions, restrictions and regulations of Berlin Heights, Ohio, and to protect traffic according to the Ohio Manual of Uniform Traffic control Devices during all phases of construction.

Except for negligent acts of the Village, the applicant shall assume all liability for and save the Village, its officers, agents and employees and their successors in interest, harmless from any and all liability and claims for damage arising out of the work to be done herein and the continued use by the applicant.

Applicant(s) / Owner(s)

Date(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approval:**

This application is subject to the conditions below and is approved when signed by an authorized representative of Berlin Heights Village.

Conditions: \_\_\_\_\_

\_\_\_\_\_.

Applicant hereby agrees to the additional conditions and has complied with those conditions which can be complied with prior to issuance of the permit:

Applicant(s) / Owner(s)

Date

\_\_\_\_\_

\_\_\_\_\_

**Permit Issued:**

By \_\_\_\_\_  
Village Zoning Inspector

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Inspected by:**

\_\_\_\_\_  
Village Road Dept.

Date: \_\_\_\_\_