



KNOX COUNTY ENGINEER

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UTILITY PERMIT CHECKLIST

General Requirements

- ☐ A Utility Permit Application is required to be submitted for review and approval prior to any work in Knox County roadway right-of-way.
- ☐ Construction plans detailing the proposed work are required to be submitted with each Utility Permit Application.
- ☐ Permit fees are made payable to Knox County Engineer and should be submitted with each Utility Permit Application.
- ☐ A separate Utility Permit Application is required for each road.

Construction Plan Requirements

- ☐ Projects that propose installation of a utility by opencut, directional drilling, boring, plowing or any other belowground method require engineered drawings prepared by a Professional Engineer (PE) licensed in the State of Ohio.
- ☐ Construction plans shall be provided on 11"x17" sheets with north arrow and appropriate scaling to clearly show the proposed work.
- ☐ A vicinity or location map shall be included and show the overall extent of the project.
- ☐ A legend is required to identify all symbols and line types used in the plans.
- ☐ The plans shall show in plan view all existing and/or proposed: utilities, drainage structures, road names, property addresses, topographic features, roadway right-of-way, edge of pavement, driveways, ditches, poles, equipment, drill/bore pit locations, handholes, pedestals, etc. Items shall also be shown in profile view for projects proposing belowground installation.
- ☐ Project baseline, stationing and offsets are to be shown on the plans along with appropriate dimensions to detail the proposed utility installation, alignment, bury depth and clearance with respect to existing utilities, drainage structures, edge of pavement, right-of-way, etc.
- ☐ Plans should include any details that may further clarify the proposed work.
- ☐ Notes and/or details for the restoration of disturbed areas shall be included and meet the requirements of the appropriate item in the current edition of the *State of Ohio Department of Transportation Construction & Material Specifications*.
- ☐ A traffic control plan shall be included as applicable.