



**CHECKLIST FOR SUBMITTAL OF PERMIT APPLICATION FOR  
SIDEWALK OR PATH CONSTRUCTION IN ROW**  
Used for Administrative Completeness Assessment

Township \_\_\_\_\_

Project Location \_\_\_\_\_

I have read and understand the current OCRC *Procedures and Regulations for Permitted Activities*.

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

Printed Name \_\_\_\_\_



Check

A. Permit Application

- 1. Application for Sidewalk or Path Construction within ROW (**See Detail PA-1**)  
Project Type:             Sidewalk             Non-Motorized Path
- 2. Two (2) paper copies on 24 inch x 36 inch sheets and an electronic PDF file of construction plans signed and sealed by a Professional Engineer
- 3. Sidewalk and Non-Motorized Path Construction Permit Fee submitted
- 4. It is understood that the County Engineer may require additional fees after review of the application and construction plan
- 5. Certificate of Insurance in accordance with these Procedures and Regulations submitted
- 6. A Bond in accordance with these Procedures and Regulations submitted
- 7. The proposed sidewalk or path construction location(s) is staked and identified in the ROW

B. Sidewalk or Path Construction Plan

- 1. Cover sheet for plans including:
  - Index of sheets
  - Location of proposed sidewalk or path construction in relationship to existing public road system
- 2. Plans drawn to scale not smaller than 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical
- 3. North directional arrow and scale of plan

- 4. Location map and Township information
- 5. All existing physical features (e.g. road pavement, shoulders, ditches, drainage systems, driveways, buildings, poles, hydrants, utility service boxes, trees, etc.) are shown and dimensioned
- 6. All existing and proposed sidewalks and paths are shown and dimensioned
- 7. ROW and property lines are shown and dimensioned
- 8. Existing contour elevations and location and elevation of USGS bench mark are shown
- 9. Cross-sections with existing topographical data and the proposed sidewalk or non-motorized path for every 50 feet of centerline stationing drawn to a standard scale of not less than 1 inch = 10 feet horizontal and 1 inch = 1 foot vertical are submitted

C. Sidewalk and Path Width, Location, and Grade

- 1. The proposed sidewalk or path location conforms to these Procedures and Guidelines
- 2. It is understood that the County Engineer may require an easement beyond ROW Line so a portion or all of sidewalk or path can be placed to accommodate roadside drainage, other ROW needs, or future road improvements

D. Sidewalk and Path Drainage

- 1. Roadside drainage systems and patterns are not impacted by the sidewalk or path
- 2. Sidewalk and path storm water runoff is accommodated
  - Sidewalk or path drains toward the roadside drainage system
    - Calculations are attached verifying that the existing roadside drainage system can accommodate the additional storm water runoff
  - Sidewalk or Path drainage is accommodated along the ROW Line or private property
- 3. It is understood that any storm sewer or drainage structures placed as part of the sidewalk or non-motorized construction shall become the local Governing Body's responsibility to maintain

E. Sidewalk and Path Construction

- 2. Sidewalk or path construction conforms to the local Governing Body standards or OCRC recommended cross-section

- 3. ADA ramps in accordance with MDOT and OCRC standards are provided for all required commercial driveway, private road, and public road crossings

F. Traffic Control Requirements

- 1. Traffic control plans and details are in accordance with the latest edition of the MMUTCD and are attached
- 2. It is understood that the County Engineer may require revisions and/or additional traffic control devices during construction

G. As-Built Plans

- 1. A paper copy of the as-built plans with storm sewer and drainage structure GPS locations and elevations and electronic file in PDF will be submitted to the County Engineer

- It is understood that this checklist is to aid in the submittal process and that the County Engineer may require revisions and/or additional requirements prior to the consideration permit of issuance