



LCExpress

Office of the Lucas County Engineer
Mike Pniewski, P.E., P.S.

1049 S. McCord Road
Holland, Ohio 43528
Phone: 419-213-2860

Adding or Changing a Driveway Checklist

Adding or changing a driveway requires an Access Permit to make sure the addition or change is compliant with the Lucas County Access Management Regulations (LCAMR) and with the Lucas County Engineer's Office Manuals and Standards.

This checklist will assist you in creating your site plan.

Plan Requirements

- Show a North Arrow
- Lines and dimensions identifying public rights of way.
- Include the intended total width of the drive throat.
 - Drive Throat is the regular width of the drive excluding any widened or flared out portions.
- Include the original width of the drive if you are modifying or widening an existing drive.
- Radii or flair: Show dimensions of the curved radius line or slanted flair line where the drive connects to the road.
- Include a profile view to show driveway material and thickness including subbase material.
- For concrete driveways on uncurbed roads, show a 3-5' asphalt buffer strip at the connection to the asphalt road. This should be included in both the overhead plan view and profile view.
- Traffic Plan in compliance with ODOT Maintenance of Traffic requirements for any changes to the regular flow of traffic that may occur such as equipment in the road.

Driveway drainage pipe.

Drainage pipes are typically required for most driveways in order to make sure the road drains correctly through the roadside ditch.

- Show the size and material of the driveway drainage pipe.
- Show the length of the pipe.
 - Pipe should extend past the edge of the driveway to allow 3to1 slope from top of drive to bottom of ditch.
- In situations where drive drainage pipe may not be needed.
 - Applicant shall include a note on the plan requesting that a pipe not be required and details for the request.
 - For example: "I am requesting that a pipe not be required in my drive because of limited elevation space."
 - The plan should show ground grading sloped to direct road drainage away from the road.
 - Grading slope should show drainage directed toward catch basins or other planned drainage whenever possible.

*** This checklist is strictly for assistance. It provides the most common requirements for the common development type indicated in the title. You may need to provide additional information to meet requirements if requested by the LCEO.**