



LCExpress

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

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

General Permit Checklist

A General permit is required for any work that will be performed in a Lucas County Right of Way or Easement. You must create a site plan and submit through LCExpress following the Applicant Instructions for Submitting a Permit Request.

This checklist will assist you in creating your site plan.

Plan Requirements

- North Arrow
- Site Location Map showing entire project (see *How To Determine Twp. and Jurisdiction* Below)
- Location of all easements and right of way areas.
- Total lineal foot length of Lucas County Easements and/or ROW impacted by planned development.
- Location of road centerlines and pavement edges.
- A clear description of the work being performed in the Right of Way
 - Dimensional information showing size, and location of any excavation.
 - Dimensional information for each length of any directional bore or underground excavation.
 - Material types and sizes for any underground infrastructure including conduit, duct bank, piping, underground structures, hand holes, manholes, vaults, etc.
 - Design details for all proposed infrastructure/plant placement.
- Temporary Traffic Control Requirements:
 - Follow requirements of the ODOT Ohio Manual For Uniform Traffic Control Devices (OMUTCD)
 - Include in your plan the applicable figures from the OMUTCD detailing the temporary traffic control measures that will be used.

*** 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.**

Any proposed cutting of existing road pavement or road closure will require the applicant to coordinate with the Lucas County Engineer Construction Department prior to submitting permit applications and plans. Pavement must be repaired according to the requirements of the Lucas County Engineer Manuals and standards or as directed by the Lucas County Engineer Construction Department.

The LCEO Maintains a GIS Map that can provide information for you in developing your plans. See *GENERAL USE Lucas County Engineer GIS Map System* below.

How To Determine Twp. and Jurisdiction

Most Lucas County Engineer permit requirements pertain to the Township areas of the county. The Municipal areas of the county have their own individual requirements and typically do not require approval from the Lucas County Engineer unless specifically requested by the Municipality. The following are municipal areas within Lucas County that do not typically require permits from the Lucas County Engineer's office.

Berkey
Holland
Maumee
Oregon
Ottawa Hills
Swanton
Sylvania



***LCE*Express**

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**Toledo
Waterville
Whitehouse**

The Lucas County Engineer provides GIS Map Data that shows the general location of these areas and each township in the county. You can determine if your development location is within these areas and does not require a permit from our office or within a particular Township and does require a permit from our office by doing the following

1. Go to the Lucas County Engineer GIS Maps:
 - a. You can find the Lucas County GIS Information on the Lucas County Engineer Website under Plan Viewers & GIS Data. <http://co.lucas.oh.us/263/Engineers-Office>
 - b. On that page please click the "GIS/MAPS" link to agree to the disclaimer.
 - c. On the Next page Under "Engineer's Maps-Drainage, Utilities & Survey" please select the "LCE All Drainage" Map
2. Once the map comes up please enter the address in the box in the upper left and click the search button.
3. Once you have found the address, please click on the "Layers" button in the upper left.
4. Click on the box to the left of the JURISDICTIONS layer.
5. This will show shaded areas of the map indicating Townships and Municipal areas. Yellow tinted shading indicates Municipal areas. If your development area is within any yellow shaded area you would likely not need a permit from the Lucas County Engineer and you will need to contact the appropriate Municipality.

GENERAL USE Lucas County Engineer GIS Map System

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The Layers will provide a large amount of data from multiple Lucas County Departments and Government offices. You can view and remove the data from the map by clicking the check boxes on and off.