



**PORTER TOWNSHIP**

**Board of Trustees**

Eddy J Ambrose 740-965-3517  
Robert J Ryan 740-965-6498  
Ed Snodgrass 614-565-5705  
12826 McKay Street  
Sunbury, Ohio 43074  
Fax 740-524-6802  
[www.PorterTwp.org](http://www.PorterTwp.org)

**Home of Delaware County's Only Covered Bridge**

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**Drive Permit Process**

1. Determine if you live on a township or county roadway.
2. If it is a township road fill out an application.
  - a. The minimum distances are shown on the permit. Remember these are a must.
  - b. The 40 feet length of the pipe is determined by the following:
    - i. It must be beyond the limits of the driveway four (4) feet.
    - ii. There may be no slopes greater than 4:1.
  - c. The material that may be used is **N-12 Lined Plastic**.
  - d. The minimum drive pipe diameter is twelve (12) inches.
3. After filling out all of the information, return both forms along with the fee to:

Eddy Ambrose Trustee  
5021 Plantation Rd  
Sunbury, OH 43074  
Ph. 740-965-3517

**\* Make check payable to Porter Township\***

4. Upon receiving the permit application, the Trustees will size your pipe for you.
5. You will then be given a permit and the permission to construct the drive using the information provided.
6. After construction, but before paving contact our office (740-965-3517) to schedule an inspection.



# Inspection Notice / OUPS Notification

The applicant must contact the Ohio Utilities Protection Service regarding this improvement prior to submitting this application for approval . In addition the Applicant must notify the Township at least one working day in advance of the desired for / subgrade inspection. (once forms and grading are completed, but before driveway material is placed) Porter Township requires seven(7) working days to process this application.

**CALL OUPS BEFORE YOU DIG 1-800-362-2764**

X \_\_\_\_\_  
Signature of Applicant Date

_____	_____
Township Permit Approval	Date
_____	_____
Form Work Approval	Date
_____	_____
Final Inspection Approval	Date