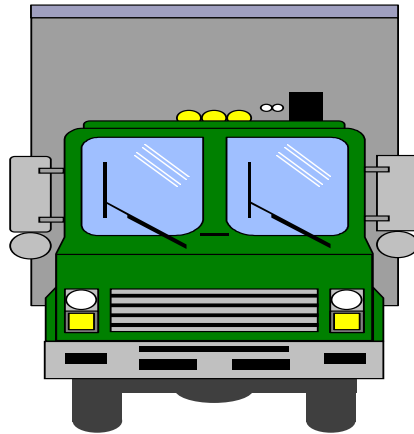


**MANUAL FOR ISSUANCE
OF
SPECIAL HAULING PERMITS**



DELAWARE COUNTY ROADS

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APPENDIX A - "SAMPLE FORMS"

I. INTRODUCTION

Section 4513.34 of the Ohio Revised Code, in part, grants permission to local authorities with respect to highways under their jurisdiction to issue special permits for the operation or movement of vehicles or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximum specified in Sections 5577.01 to 5577.09 of the Ohio Revised Code.

The Delaware County Board of Commissioners, in their effort to effectively control the use of County maintained roads and township roads with County maintained structures, have set forth the following conditions whereby permission may be granted to operate such oversize or overweight vehicles or move such oversize or overweight loads in a manner that will not materially affect the integrity of the highways and structures or present a hazard to the safety of the motoring public.

II. SCOPE AND APPLICATION

A. GENERAL

All individuals, firms, partnerships, companies, or corporations wishing to operate or move a vehicle or combination of vehicles of a size or weight of vehicle and loading exceeding the maximum specified in sections 5577.01 to 5577.09 of the Ohio Revised Code (ORC) on any Delaware County maintained highway or structure must obtain a special hauling permit from the Delaware County Commissioners through the Delaware County Engineer. This permit requirement is also extended to operating or moving a legal size load on roads posted with load limit reductions as set forth in section 5577.07.

B. TYPES OF SPECIAL HAULING PERMITS

1. TRIP (SHP-1T)

The TRIP permit provides for a single movement of one vehicle and load(s) over one specific route within a four- (4) day period. Special provisions required such as signage, escorts, etc. will be specified in the permit.

2. TRIP AND RETURN (SHP-1T)

The TRIP AND RETURN permit provides for a single movement of a specific vehicle and load(s) over one specific route and a return trip of the same vehicle and loads over the same specified route within a four- (4) day period. Special provisions required such as signage, escorts, etc. will be specified in the permit.

3. ANNUAL (SHP-1)

The ANNUAL permit allows an unspecified number of trips within a calendar year. This permit shall be issued for a specific vehicle and cannot be used for another vehicle. If more than one type of load is transported in combination with the specified vehicle they must be listed separately on form SHP-1L. Each type of load listed must completely show the following: load type, manufacturer or make, model number, load dimensions, vehicle and load dimensions, net load, total gross weight, and all axle loads for that vehicle and load combination. SHP-1L forms will be kept on file and may be revised during the year for an additional fee. If all weights (axle and gross) are legal the "axle loads" portion of the permit form need not be completed. No annual permit will be issued for any vehicle and load that exceeds 120,000 pounds. If a vehicle and load is overweight and /or exceeds 12'-0" in width, 13'-6" in height, or is over 70'-0" in length, a SHP-1C "coupon" must be used for each movement. These SHP-1C "coupons" must be obtained from the Delaware County Engineer's Office prior to movement. To use a SHP-1C coupon the permit holder must inform the Delaware County Engineer or his authorized representative of the specific route requested and date of movement. If this route is acceptable an authorization code will be given to the permit holder to affix to the SHP-1C coupon. Any special provisions required will be given verbally over the telephone or sent by FAX. After the Delaware County Commissioners have approved the ANNUAL permit, a request to move using the coupon will normally be authorized within 24 to 48 hours. Any holder of an ANNUAL permit who violates any provision of the permit shall be subject to having the ANNUAL permit revoked and may be required to obtain an individual trip permit for each movement of the vehicle and load(s).

4. POSTED ROAD (SHP-1PR)

Posted Road permit allows the holder to deliver/transport: aggregate, concrete, asphalt, building supplies, refuse, construction equipment and/or any construction-related material to a job-site or lot, only if located on a county or township road that has been posted "40% REDUCTION" in Delaware County. ORIGINAL permit must be in vehicle at all times accompanied by the county-issued sticker. The sticker is to be adhered to the driver's side window and visible at all times. A Posted Road permit DOES NOT ALLOW the use of any other POSTED ROAD as a through road to desired destination or the crossing of any bridges that are posted at a lesser allowable tonnage than the weight of the permitted vehicle described on the permit. Permit holder must travel roads that are NOT POSTED, when possible, to reach the desired destination.

Any POSTED ROAD permit holder who violates any provision of the permit shall be subject to having the POSTED ROAD permit revoked and may be required to obtain an individual trip permit for each movement of the vehicle and load(s) for the duration of the posted road season.

C. RESPONSIBILITY FOR PERMITS.

The Delaware County Engineer or his authorized representative on behalf of the Board of Commissioners shall be responsible for administering the issuance of special hauling permits. This includes receiving and reviewing applications, inspecting proposed routes, and maintaining records of all applications and permits.

D. REQUIREMENTS FOR OBTAINING A SPECIAL HAULING PERMIT.

1. The maximum weights for which a special hauling permit will be issued will be in conformance with the Ohio Department of Transportation Operational Guide issued by the ODOT Special Hauling Permits section. In general, most routes are approved for 150% of Ohio Legal Load as defined by the Operational Guide. However, if the County Engineer or his authorized representative determines that vehicles of such weight could cause damage to the highways or structures, the loads must be reduced or other routes selected so that the move can be made without such damage.

Each axle is determined to be defined as one, or a part of, the following definitions:

- a. **SINGLE axle.** Every adjacent axle to this axle is greater than 16 feet (center to center)
- b. **SHORT TANDEM group.** Two adjacent axles are within 4 feet (≤ 4 ft) of each other.
- c. **LONG TANDEM group.** Two adjacent axles are within 16 feet (≤ 16 ft) of each other.
- d. **SHORT TRI AXLE group.** Three adjacent axles are within 16 feet (≤ 16 ft) of which one pair of axles are within 4 feet (≤ 4 ft) of each other.
- e. **LONG TRI AXLE group.** Three adjacent axles are within 16 feet (≤ 16 ft) of each other.
- f. **SHORT QUAD AXLE group.** Four adjacent axles are within 16 feet (≤ 16 ft) of which any pair of axles are within 4 feet (≤ 4 ft) of each other.
- g. **LONG QUAD AXLE group.** Four adjacent axles are within 16 feet (≤ 16 ft) of each other.
- h. The Steering axle is never defined as a Single axle, but it can be part of a Tandem axle group only if both axles are steering axles.

General rules for the maximum weights of axles or groups of axles are as follows:

- Single Axle maximum weight allowed is 29,000 pounds.
- Short Tandem maximum weight allowed is 36,000 pounds.
- Long Tandem maximum weight allowed is $46,000 + [1000 \text{ times } (S-4)]$
"S" is the spacing between the two axles. Round "S" to the nearest foot [4'1" through 4'5" rounds down to 4 feet; 4'6" to 4'11" rounds up to 5 feet], then subtract four feet, then multiply that by 1000, then add that to 46000.

- Short Tri Axle or a Short Quad Axle maximum weight allowed is 47,000 pounds.
- Long Tri Axle or Long Quad Axle, maximum weight allowed is 53,000 + [700 times (L-8)]
"L" is the spacing between the first and last axle of this group. Round "L" to the nearest foot, then subtract 8, then multiply that by 700, then add that to 53000.
- Internal Axle Combinations. Group together adjacent axles in all possible combinations. For example: axle 1 & 2; 1 & 2 & 3; 1 to 4, 2 to 3, 2 to 4, etc. For each of these combinations, the maximum weight allowed is 55,000 + (1000 times L) (remember to round L after the axle spacings are added).
- Tire Load. For each axle, the maximum weight allowed is 800 times the number of Tires, times the tread width of the tire in inches.
- Minimum Axle Weight. Every axle except the front axle must have at least 10,000 pounds.
- Equalization Within Group (Tandem / Tri / Quad groups). Within each group, the weight on each axle must not differ by more than 2000 pounds.

The maximum height, width, and length of vehicles will be determined by the clearance of structures or other obstructions and by the extent that a vehicle or combinations of vehicles with such dimensions would interfere with or endanger normal traffic on the routes traversed.

2. Prior to the issuance of any special hauling permit, a certificate of Liability Insurance with attached Special Contractual Endorsement must be filed with the Delaware County Engineer. The insurance coverage shall comply with the limits defined in Section III-D-1 of this manual, "Permit Procedure".
3. In lieu of the Certificate of Liability Insurance described in Section II-D-2 and prior to the issuance of any special hauling permit, the applicant shall furnish to Delaware County a Surety Bond, certified check or approved escrow account. The amount of which shall be sufficient to pay for all damages that may occur to any County maintained highways, bridges and culverts caused directly or indirectly as a result of the transportation of the permitted vehicle(s) or load(s). An annual bond in the sum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) may be furnished to cover all anticipated moves in lieu of a bond, certified check or approved escrow account for each individual permit issued. All Surety Bonds must be submitted on forms prepared by Delaware County and available through the Delaware County Engineer. All certified checks and approved escrow accounts must remain valid for a minimum of thirty (30) days after issuance. Annual bonds must be renewed not less than thirty (30) days prior to expiration.
4. Each application will be given individual consideration to determine whether the load can be moved or routed so as to have the least likelihood of causing damage to the highways or endangering or interfering with normal traffic.

5. All weights and dimensions given on an application for a special hauling permit are to be actual weight and dimensions and not the maximum allowable limits for such a movement.
6. A permit application to move a load of such dimensions that may cause detouring of normal highway traffic will be reviewed by the Delaware County Engineer or his authorized representative.
7. Non-compliance with the general or special provisions of a permit, exceeding the weight or dimensions granted, or operating on dates or upon highways other than assigned shall render the permit null and void and the operator of the vehicle subject to arrest as provided in sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code.
8. An application for a permit to move a load over a posted road may be granted in accordance with this manual and damage fees collected as set forth herein. The cost for such damage shall be determined by the County Engineer on a case by case basis. An evaluation of cost for subdivision lot development and residential housing construction costs are included in Appendix C.

E. LIMITATION ON THE USE OF A SPECIAL HAULING PERMIT

1. The granting of a permit does not guarantee that the load(s) described can be moved without damage to the pavement, structures and private property. Permits are granted on the assumption that the load can be moved without damage based on the best information available. If damage is anticipated, a damage fee shall be determined by the Delaware County Engineer and appropriate damage fees shall be collected prior to issuance of a permit.
2. Permittee will be held fully liable for any damages to roadway(s) or road structure(s) caused by the movement, and the permittee agrees to compensate Delaware County for the damages. The County assumes no responsibility for damage to the Permittee's or his assignee's equipment or load being moved due to any road structure failure. The permittee also agrees that neither Delaware County nor the Delaware County Engineer can be held liable for any claims, damages (public or private), or proceedings of any kind directly or indirectly resulting from or associated with the transportation of said vehicles(s) or load(s).
3. The applicant must file a bond or certificate of liability insurance, showing that adequate bond and insurance has been procured to cover the provisions of section II-D-2.
4. The permit shall be in the possession of the driver at all times during the progress of transportation and will be shown on demand to the Delaware County Engineer or his representative, the Delaware County Commissioners, the Delaware County Sheriff or the Ohio State Highway Patrol.

5. The permission granted restricts the movement of the vehicle(s) or load(s) to the highways specified, between the points designated, and the time allotted.
6. A representative of the Delaware County Engineer may be required to be present during the time of movement if so stipulated in the permit. Notification of the exact time of movement must be made during the County Engineer's normal working hours. If a representative of the Delaware County Engineer is required to be present during the movement, a minimum of 24 hours is required between the time of the notification and the start of the move.
7. All permit requests must be made during the normal working hours of the Delaware County Engineer's Office.
8. Movement under a special hauling permit shall be made during daylight hours and in such a manner to cause the least possible disruption to normal highway traffic. If the applicant wishes to make a movement after daylight hours and can prove to the County that such a movement can be safely made with less disruption to highway traffic than during daylight hours then it may be so stipulated in the permit. All movements made after daylight hours shall be required to have a minimum of two escorts.
9. Escort(s) shall be required when a hazard exists or when a vehicle and/or load(s) exceed certain dimensions. Escort(s) shall be required under the following circumstances:
 - a. When total width including any load exceeds 10 feet but is less than 14'-6", a minimum of one escort shall be required.
 - b. When a total width including and load equals 14'-6" or more, a minimum of two escorts shall be required.
 - c. When overall length including and load exceeds 70 feet, a minimum of one escort shall be required.
 - d. When overall height including load exceeds 13'-6", a minimum of one escort shall be required.
 - e. When movement is to be made after daylight hours a minimum of two escorts shall be required.

Vehicles and loads, which are extremely heavy, wide, or long, may require additional escorts and will be specified in the permit. The requirements for escorts may be waived or modified if conditions exist that would allow safe movement of the vehicle and load(s) without undue risk or hazard. Any modifications to the above escort requirements that are granted based upon favorable conditions will be specified in the permit and will supersede the minimum requirements as otherwise stated. The Delaware County Engineer or his representative shall make the final determination of escort requirements for a particular move.

10. No vehicle(s) or load(s) being transported under a Special Hauling Permit shall be left parked on the roadway or right-of-way either day or night except in case of an emergency, in which case adequate protection shall be provided for the traveling public. The vehicle(s) shall not be loaded or unloaded within the limits of the right-of-way (unless stipulated in the permit).
11. The operator of the vehicle(s) must comply with all laws, rules or regulations covering the movement of traffic over highways and streets. All operators of the permit vehicle and private escort vehicles must have a valid driver's license or CDL as required by law for the vehicle.
12. When weather, road, or traffic conditions make travel unsafe movements shall be delayed until safe conditions exist.
13. A permit will not be issued for loads that are divisible into legal loads (such as gravel, dirt, scrap iron, ready mixed concrete, other materials etc.) and equipment and/or machinery that can be reasonably broken down and transported in legal loads.
14. Oversize or overweight loads shall be operated or moved at such speed and in such manner as to cause a minimum of interference with other traffic and minimum impact stresses on structures and pavements. If a reduced speed is deemed necessary for safe movement the required speed limit will be specified in the SPECIAL PROVISION portion of the permit.
15. Loads having extremely large dimensions shall require additional protective measures when necessary for the safeguarding of other traffic. Due regard shall be taken of traffic in both directions and every possible effort shall be made to prevent traffic congestion. One or more flaggers, or escorts may be required and will be specified in the permit.
16. Non-compliance with the general or special provisions of a permit, exceeding the weights or dimensions granted, or operating on dates or upon highways other than assigned shall render the permit null and void, and the operator of the vehicle subject to arrest, as provided in sections 5577.02 to 5577.05 inclusive of the Ohio Revised Code, and/or a fine provided in section 4513.34.
17. All construction equipment and other machinery shall be identified showing the manufacture's name and the model.

F. PRIVATE ESCORT REQUIREMENTS

1. **Vehicle Requirements.** A private escort vehicle may be a passenger sedan, open can type vehicle, station wagon, two (2) axle open panel truck or pickup truck having a rated capacity not to exceed two tons. An escort vehicle shall have a rear view mirror on each side and shall be in good mechanical condition. It shall be equipped with a two-way radio for communication with the operator of the permit load, and shall carry at least one spare tire at all times. Escort vehicles, when required by a Special Hauling Permit to accompany an oversize or overweight vehicle and/or load, shall be required to display a warning sign reading "OVERSIZE LOAD". The sign shall be yellow in color and 5 feet wide by 12 inches high with 8-inch high black letters. When a private escort vehicle is traveling ahead of the permit vehicle, it shall display an "OVERSIZE LOAD" sign visibly toward the front. When the escort is trailing, the sign shall be displayed to the rear. All private escort vehicles shall have a flashing or rotating amber beacon of such intensity as to be clearly seen at a minimum distance of 100 feet in normal daytime conditions.
2. **Operator Requirements.** A private vehicle operator shall be at least 18 years of age and have a valid driver's license issued by the state in which the escort vehicle is registered.
3. **Vehicle Position.** When one escort vehicle is required it shall precede the permit movement when operating on two-lane highways with traffic in either direction. It shall, insofar as possible, be positioned 150 feet in advance of the permit movement. On multiple lane highways the escort vehicle shall follow the permit movement at a distance of 150 feet where possible. When two escort vehicles are required one shall precede and one shall follow the permit movement at a distance of 150 feet where possible. No action shall be taken by an escort or towing vehicle to prevent an overtaking vehicle from safely entering and occupying the space between the escort and the permit vehicle.
4. **Traffic Control.** Escort vehicles together with flag persons, shall control the permit movement in a manner that will insure the safety of the traveling public. When it becomes necessary to occupy a portion of the opposing traffic lane for any reason, it shall not be occupied by the permit movement until the operator is signaled by the escort driver or flag person that the lane is clear of opposing traffic. Opposing traffic shall not be stopped except in extreme emergencies or as directed by a law enforcement officer. It shall be the responsibility of the operator of the permit movement to stop safely until the opposing lane is free of approaching traffic before proceeding, regardless of conflicting signals by an escort driver or flag person.
5. **Vehicle Headlights.** Towing and private escort vehicles are required to have headlights turned on at all times during the permit movement.

III. SPECIAL HAULING PERMIT PROCEDURES**A. GENERAL**

1. The procedures set forth herein shall serve as a guide in establishing a uniform method for the application of regulations governing the issuance of permits to operate or move vehicles and/or combinations of vehicles on or across any and all Delaware County maintained highways, including posted roads. These vehicles and/or combinations of vehicles shall not exceed the maximum legal size or weight as specified in sections 5577.01 to 5577.09 of the Ohio Revised Code.
2. Request for Special Hauling Permits must be made in accordance with the procedures set forth in this manual. Applicants are advised that these permits cover only Delaware County maintained highways and structures including County maintained structures on township roads.
3. Permits to move over state highways and state maintained structures on the county and township road system must be obtained from the Director of the Ohio Department of Transportation. Permits to move over municipal highways must be obtained from the applicable municipality if so required. Permits to move over township maintained highways must be obtained from individual township trustee boards. The Delaware County Commissioners assume no responsibility for failure of the applicant to secure such applicable state, municipal, or township permits.

B. APPLICATION FOR PERMIT

1. Application for Special Hauling Permits forms are available at the office of the Delaware County Engineer, 50 Channing Street, Delaware, Ohio 43015, telephone: (740) 833-2439. Normal working hours are 8:00 AM to 5:00 PM Monday through Friday, excluding holidays.
2. Completed applications containing all required information as outlined on the application form shall be returned to the Delaware County Engineer for processing.
3. All applications must show the exact axle spacing and weights. If the application is not for an overweight movement, weights are not required to be shown unless specifically requested by the Delaware County Engineer or his designated representative. The form must be complete in every regard.
4. Applications shall bear the signature and the title of the person (or his/her authorized representative) assuming full responsibility for the proposed move(s).

C. APPLICATION REVIEW AND SITE INSPECTION

1. After receiving the application, the County Engineer or his authorized representative will review the form for completeness and inspect the proposed route to examine roadway and structure conditions.
2. Review time will be governed by the amount of weight and size of the vehicles or loads to be moved in conjunction with the length of the proposed route and the impact the move will have on the highway. Permits and coupons will be prepared and processed as soon as possible in the order in which they are received. Routine requests for TRIP, TRIP AND RETURN, ANNUAL, and POSTED ROAD permits can normally be processed in seven (7) to ten (10) days. Permittees should try to schedule their moves to allow as much time as possible for processing time. Coupons for ANNUAL and POSTED ROAD permits can normally be processed in 24 to 48 hours. When characteristics of a movement require filed review or structure analysis a minimum of ten (10) working days should be allowed for processing the application. All applications should be made as soon as possible to avoid unnecessary delays.
3. If after reviewing the application and inspecting the proposed route, the County Engineer or his authorized representative determines that the proposed move would materially affect the operation or maintenance of the highway, a conference may be scheduled at the applicant's request to discuss possible revisions to the proposed route and/or reductions in size and weight of the load. If the application or the route condition is not suitable for permit issuance, then the permit will be denied for that designated route and the applicant will be informed.

D. BONDS AND INSURANCE

Prior to issuance of a Special Hauling Permit, the applicant will be required to furnish one of the following:

1. **Liability Insurance.** A Certificate of Liability Insurance with limits of not less than \$500,000 bodily injury liability, \$1,000,000 each occurrence and \$500,000 property damage liability is required. If the applicant does not have specified insurance limits but has an excess umbrella liability insurance policy of \$1,000,000 or greater, the excess liability policy shall be considered as acceptable insurance coverage. There shall be a Special Contractual Endorsement attached and filed with the Certificates of Liability Insurance.
2. **Surety Bond.** In lieu of Liability Insurance, a surety bond, certified check or approved escrow account may be accepted in the amounts required in the previous paragraph. All Surety Bonds must be submitted on forms approved by Delaware County.

E. ISSUANCE OF PERMITS

1. After all necessary insurance, bonds, certified checks, or approved escrow accounts have been posted and after both applicant and the County Engineer or his authorized representative have agreed on the time of the move and the route, the County Commissioners, will administer the issuance of the permit.
2. The Delaware County Engineer or his authorized representative, acting under authority of the County Commissioners, may recommend the issuance of a permit, rejection of the application, or request that a revised application be submitted.
3. Issued permits will be signed by the Delaware County Engineer and Commissioners. Coupons will be signed and issued by the County Engineer or his authorized representative.

F. PERMIT VIOLATIONS

1. Misrepresentation of information on a permit or non-compliance with the provisions of a permit may result in *REVOCAION* of a permit or other administrative action against an offender. Administrative actions include but are not limited to:
 - a. Official letter of reprimand.
 - b. Imposition of special conditions on future permits deemed appropriate to assure compliance.
 - c. Rejection of future permit applications for specified periods of time.
2. Following an arrest for a permit or traffic violation, the equipment may be removed to a safe location at the direction of the arresting officer who may then revoke the permit and prevent further movement until a new permit is issued or authority is granted to continue the movement. If such authority or permit is refused, the vehicle and load may be required to be reduced to legal or permit size and/or weight.
3. A record of permit violations and supporting evidence will be maintained in the permit files in the Delaware County Engineer's Office and will be reviewed when future applications for permits by the permittee are being considered.

IV. FEES

A. GENERAL

1. A fee, payable to the Delaware County Engineer, will be charged to cover the cost of issuing a permit and /or inspecting the roadway and structures before, during, and after permitted movement.
2. An application for a Special Hauling Permit must be accompanied by the application fee.
3. The fee schedule will be established by resolution and will be reviewed periodically by the Delaware County Commissioners and the Delaware County Engineer.
4. Permit fees shall be paid by check or money order. The permit holder may elect to establish an account with the Delaware County Engineer's Office whereby future permit fees may be drawn from the balance. The cost of the permit and credit balance will be shown on the permit.
5. **Application of Damage Fees.** A fee payable to the Delaware County Engineer will be charged to cover the cost of the normal and expected damage caused to the roadway or street highway structure(s) as the result of the operation of the non-conforming vehicle or combination of vehicles. This fee is in addition to the insurance or bond required under section III (D).

B. PERMIT FEES

Fee for Special Hauling Permits shall be as follows:

1. Basic Fees

\$10	Basic Trip
\$10	Basic Trip and Return
\$75	Annual (Jan 1 – Dec 31)
\$150	Posted Road (Feb 1 – June 1)

2. Extra Fees

\$10	additional equipment added to existing Annual (per request).
\$25	Overweight
\$25	Over 12'-6" width
\$25	Over 14'-6" height
\$100	Pack of ten (10) SHP-1C coupons (required with original purchase of Annual permit). Unused coupons shall be returned at the end of each year and will be credited to the purchase of new coupons.

3. Inspection Fees

- | | |
|------|--|
| \$36 | Per hour for each employee involved with the inspection |
| TBD | Vehicles and equipment utilized for inspection will be billed at the standard hourly rate established by the Delaware County Engineer. |

4. Damage Fees

A certified check will be deposited at the Delaware County Engineer's Office in the amount as determined by the County Engineer. This amount will be determined on a case by case basis. The determined amount will be sufficient enough to cover the cost of the normal and expected damage caused to the roadway, street, or highway structure(s) as the result of the non-conforming vehicle or combination of vehicles.

C. INSPECTION FEES

1. The permit holder will be responsible for all inspection fees charged for the movement of a load.
2. An inspection fee will be charged when an inspector is required to perform inspection at a time other than normal working hours. All inspection fees billed for inspection at a time other than normal working hours will be billed at one and one-half times the current inspection rate.
3. Normal working hours are 8:00 AM to 5:00 PM Monday through Friday, excluding holidays.
4. Failure to pay invoices billed for inspections within thirty (30) days after receipt of an invoice may result in withholding of issuance of any future Special Hauling Permit until the invoices have been paid.

APPENDIX A
“SAMPLE FORMS”