

**POLICIES AND PROCEDURES FOR THE ISSUANCE OF SPECIAL
HAULING PERMITS ON CITY OF MEDINA MAINTANED ROADWAYS.**

- (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 or combinations of vehicles of a size or weight of a vehicle or load exceeding the maximums as specified in Chapter 5577 of the Ohio Revised Code or Chapter 339 of the Medina Codified Ordinances on or across any and all Medina City maintained roadways and/or appropriate City maintained highways.
 - (2) Issuance of City of Medina Special Hauling Permits shall apply only to City of Medina maintained roadways and streets.
 - (3) Requests for City of Medina Special Hauling Permits must be made in accordance with the policies and procedures as set forth in this ordinance. Applicants are advised that these permits cover the City of Medina maintained streets and roadways. Permits to move over state highways must be obtained from the Ohio Director of Transportation.

- (b) Application of permit.
 - (1) Application for City of Medina Special Hauling Permit forms are available at the office of the Medina City Engineer, 132 North Elmwood Street, Medina, Ohio, 44256 (or P.O. Box 703, Medina, Ohio, 44258-0703).
 - (2) Completed applications containing all required information as outlined on the application form shall be returned to the Medina City Engineer's Office for processing.
 - (3) All applications must show the exact axle spacing and weights. The form must be complete, even if the permit is not for an overweight movement.
 - (4) Applications shall bear the signature and the title of the person (or his/her authorized representative) assuming full responsibility for the proposed moved.

- (c) Application review and site inspection.
 - (1) After receiving the application, the City Engineer's Office will review the form for completeness. The City Engineer or his authorized representative will inspect the proposed route, examining the 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 together with the length of the proposed route and the impact the move will have on the roadway(s). Generally seven (7) working days should be allowed for processing any application.
- (3) If, after reviewing the application and inspecting the proposed route, the City Engineer's Office determines that the proposed move would materially affect the appearance, operation or maintenance of the roadway, a conference will be scheduled to discuss possible revisions to the proposed route and/or reductions in size and weight of the load.

(d) Bonds and insurance.

Prior to issuance of a City of Medina Special Hauling Permit, the applicant will be required to furnish 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. If the applicant does not have specified insurance limits but has an excess umbrella liability 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 Certificate of Liability Insurance (see Appendix 1 of this section).

- (2) Surety Bond: A Surety Bond, certified check, or approved escrow account is required in an amount sufficient to pay for all damages that may occur to all City of Medina maintained roadways, bridges, and culverts. All Surety Bonds must be submitted on forms prepared by the City of Medina and available through the Medina City Engineer's Office (see Appendix 2 of this section).

(e) Issuance of permits.

- (1) After all necessary insurances, bonds, certified checks, or approved escrow accounts have been posted and after both the applicant and the City Engineer have agreed on the time of the move and the route, the City Engineer, acting as the representative of the City of Medina, may issue the permit.
- (2) The Medina City Engineer, acting under the authority of the City of Medina, may issue a permit, reject the application, or request a revised application be submitted.
- (3) Issued permits will be on the form approved by the City of Medina Mayor's Office and signed by the Medina City Engineer.

- (4) City Permits will become void thirty (30) days after issuance or as noted on each permit.
- (f) Renewal of permits.
- (1) A written request for renewal of a City of Medina Special Hauling Permit will be processed upon receipt of the permit fee and appropriate application paperwork.
 - (2) A City of Medina Special Hauling Permit will not be renewed if inspection of the proposed route would now indicate movement cannot be made without causing damage to roadways, bridges, or culverts, or without causing unnecessary inconvenience to the traveling public.
- (g) Types of City of Medina Special Hauling Permits.
- (1) Trip and Return: This permit is for overweight loads to travel to and from a single location. Tire sizes, axle weights, axle numbers, load weight, gross weight, tractor and trailer empty weights, types and license numbers will be required. All axle weights must still be legal as stated in the Ohio Department of Transportation's Special Hauling Rules and Regulations. The applicant MUST call prior to moving in or out of the site. The permit will not be valid if no call is made to the Medina City Engineer's Office prior to each and every move.
 - (2) Annual Overwidth: This permit covers legal weight loads that are from 8'6" up to and including 12' width. A single permit will cover the tractor and any trailers or legal loads that fall within this gross width for a period of one year. The applicant is required to call the Medina City Engineer's Office prior to each move in order for the Medina City Engineer to approve the route and decide whether an escort will be needed for the move. The permit is not valid if no call is made to the Medina City Engineer's Office prior to each and any move.
 - (3) Construction Permit: This permit provides a company undertaking a project to permit the oversized loads going to and from a project on a specified route for a specified period of time. A permit is needed for each tractor/trailer and load and a call must be made notifying the City Engineer's Office of moves each day.
 - (4) Special Permits: Permits that require special conditions will be reviewed by the Medina City Engineer's Office and any special arrangements, routing, bonds, escorts, videoing of the roadway, contact with utilities, etc., will be made with the applicant and all applicable parties. Each permit will be reviewed individually to determine what arrangements will need to be handled and whether the permit will be granted. An example of a special move is a "Super Load" or building/house move.

- (5) The aforementioned four (4) types of Special Hauling Permits will each be reviewed by the Medina City Engineer, who will determine if an escort, Medina Police or City Engineer, is required.
- (h) Applicant's responsibilities.
- (1) The applicant is responsible for following all safety requirements listed under the Ohio laws such as signs, flaggers, escorts, axle weights, etc. The applicant is also responsible for any additional safety requirements listed by the Medina City Engineer's Office to insure a safe move.
 - (2) The applicant is responsible for the safety and accessibility of the destination. The roadway and site must be kept clear of all materials and obstacles to the traveling public during the entering of any site. Access to the site should be easily accessible and inspected prior to the movement of the vehicle and load.
- (i) General information on fees.
- (1) A fee payable to the City of Medina will be charged to cover the cost of issuing a permit and inspecting the roadway and structures before, during, and after the permitted movement.
 - (2) An application for a City of Medina Special Hauling Permit must be accompanied by the permit fees.
 - (3) The amount of the fees will be established by the Medina City Council in Medina Codified Ordinances.
- (j) 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 an 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 a.m. to 4:00 p.m. Monday through Friday. No movement of an oversize and/or overweight load may be made on State Routes on a Saturday, Sunday, or a legal holiday as established by the Ohio Revised Code, or on a City roadway, unless the Medina City Engineer's Office gives permission. The inspection fee will be billed at one and one-half times the current inspection rate if an inspector is required for an approved move during other than normal working hours.

- (4) An inspection fee will also be charged if the inspector is required to wait longer than one hour for the load to arrive or commence movement at the specified meeting time and location. The permit holder will be billed for all time exceeding one hour at the current inspection fee rate.
- (5) All permit fees and charges, plus proof of bonds and insurance, must be filed with the City of Medina Finance Department prior to permit issuance by Medina Engineer's Department..
- (6) Permits pulled for violation by any law enforcement officer may require the applicant to re-apply and submit an additional permit fee for any City of Medina Special Hauling Permit. Repeated violations, misrepresentations of the facts, or omissions of facts may result in the refusal of further permits being issued to the applicant.

CITY OF MEDINA SPECIAL HAULING PERMIT
CONTRACTUAL ENDOSEMENT

It is hereby understood and agreed that the policy to which this endorsement forms a part is extended to cover the contractual agreement between the Named Insured and the City of Medina in relation to the City of Medina Special Hauling Permit issued by the City of Medina, of which paragraph 2 is quoted herein.

“Permittee will be held liable for any damage caused by the movement. The City of Medina assumes no responsibility for damage to the permittee’s equipment or load being moved due to any such failure. The permittee agrees to compensate the City of Medina for any damage to a roadway or road structure and also to hold the City of Medina and the Medina City Engineer harmless from all claims, damages, or proceedings of any kind and from all responsibility for personal or property damages (public and private) caused indirectly or indirectly as a result of the transportation of said vehicle(s) or object(s), except to the extent that the negligence of the City of Medina is a proximate cause of the accident.”

The applicant will file a Certificate of his/her Liability Insurance showing that he/she has procured adequate insurance to cover the provisions of paragraph 2.

The insurance afforded by this endorsement is only with respect to the following Coverage and Limits of Liability.

<u>COVERAGE</u>	<u>LIMITS OF LIABILITY</u>		
Contractual Liability	Each occurrence -	\$ 500,000	Property Damage
		\$ 500,000	Bodily Injury to One Person
		\$1,000,000	Bodily Injury to All Persons Injured in Any One Accident

Effective Date of Endorsement _____ Effective Date of Policy _____

Date Endorsement Issued _____ Expiration Date _____

This Endorsement is subject to the terms, conditions, limitations, and agreements of the policy to which it is attached insofar as the same are not consistent with the specific undertakings of this Endorsement. In the event of the cancellation of this policy, a minimum of ten (10) days written notice will be given to the City of Medina Engineer’s Department, prior to the expiration date of the policy.

This Endorsement, when countersigned by a duly-authorized agent and attached to Policy Number _____, issued to _____ shall be valid and form a part of said policy.

Countersigned at _____ this _____ day of _____.

(Company Name)

(Officer Signature)

(Position)

(Authorized Agent)

CITY OF MEDINA BOND

Covering Any and All Permits Issued to Principal for Movement
of Excess Loads Over County and Applicable Township Highways

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, being

_____ of _____
as principal, and _____ of _____
as surety, are hereby held and firmly bound unto the CITY OF MEDINA in the penal sum of

_____ good and
lawful money of the United States, for the payment of which well and truly to be made, we hereby jointly
and severally bind ourselves, our heirs, executors, administrators, successors and assigns, by these
presents.

WHEREAS, the above-named principal has made application to the City of Medina for a permit to move
one or more loads in excess of the legal limitation over certain City of Medina roadways and may make
further applications, and as a condition precedent to granting such applications, the City of Medina has
established the requirements of the furnishing of a penal bond in the sum of
_____ by the applicant.

KNOW, THEREFORE, the condition of the above obligation is such that if the above named principal shall
move the load(s) described in any and/or all of the applications filed by the above-named principal on and
after the date of the execution of this obligation over the City of Medina roadways, bridges, and culverts in
the manner prescribed in the permit, therefore duly issued by the said City of Medina, and shall well and
truly pay for all damages to said roadways, bridges, and culverts, which are and/or may be caused by the
movement of such load(s) by the above-named principal over or upon the roadways, bridges, and culverts
of the City, and all other
claims for damage lawfully accruing in favor of the City of Medina resulting therefrom, and any fines or
penalties to which the said principal shall become liable to pay, and shall save the City of Medina harmless
in and/or from any and all suits, claims for damages and/or proceedings arising out of the movement or
movements of any of said excess load(s) over said roadways, bridges, or culverts, and shall observe all
terms and conditions of the permit or permits or any of them issued to said principal on/and after the date of
this obligation, then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the said surety may cancel this bond at any time by giving FIFTEEN (15)
DAYS notice in writing, by Registered United States Mail, addressed to the City of Medina Engineer's
Department, 132 North Elmwood Street, Medina, Ohio, 44256, and that FIFTEEN DAYS AFTER the actual
receipt by the City of Medina of such written notice, there shall be no further liability to the surety for
defaults hereunder, provided, however, that the service of such written notice shall not be construed to
waive, release, or forego any obligation which may have arisen prior to the effective date of such written
notice.

IN WITNESS WHEREOF, we have hereunto set out hands and seals this _____ day of

_____, A.D. _____.

Signed _____
Principal

Name _____

Title _____

(For Use Where Principal is a Corporation)

CERTIFICATE – This is to certify that the Board of Directors of _____

_____ by Resolution duly adopted on _____

day of _____, A.D. _____ did authorize _____ being

_____ of said corporation to sign the name of said corporation to a surety bond in

sum of _____ payable to the City of Medina
for damage resulting from the movement of excess load(s) over the roadways, bridges, and culverts of said
City.

Corporation Name

By _____
Secretary

Signed _____
Surety

Title _____

Application for Special Hauling Permit

Medina City Engineer

Company Name: _____
 Address: _____
 Phone # _____ Fax # _____
 Permit Requested By (contact name): _____

Start Date: _____ End Date: _____

Permit Type (indicate one):
 Trip & Return (Required for overweight loads. New permit req'd for each move)
 Annual Overwidth (per truck)
 Annual Overwidth (fleet-up to five)
 Construction
 Special

Load to be transported: _____

State of Ohio Permit No. (if applicable): _____

Vehicle and Load Information

Vehicle	Make	License	State	Weight	#Axles	Length	Width	Height
Truck (Power Unit):								
Trailer:								
Other:								
Rear Overhang:								
Load:								
OVERALL:								

Axle Load Information:

Axle Number	1	2	3	4	5	6	7	8	9
Tires/Axle:									
Axle Weight:									
Tire Width:									
Axle Spacing:									

Route Information (include location address):

Move From:		Move To:	
Route			

In addition to this permit applications, applicant to submit the following items

1. Insurance Certificate
2. Surety Bond (if applicable)
3. Copy of State of Ohio Permit (if applicable)

Under City of Medina regulations, Inspectors are responsible for checking the proposed routes, examining the roadways and structure conditions, and reviewing the information listed on the permit applications. City of Medina Special Hauling Permits are given with the understanding that with approval, or special requirements, the move can be made without causing damage to roadways, bridges, and culverts, or without causing unnecessary inconvenience to the traveling public. Review time is governed by the amount of weight and size of the vehicles or loads to be moved, together with the length of the proposed route, and the impact the move will have on the roadway. It usually takes **2-7 days for processing the application.**

Permit Fees:

Trip & Return	\$ 35.00	Annual Overwidth (per truck)	\$ 35.00
Annual Overwidth (fleet of over 5 trucks)	\$150.00	Failure to Obtain Permit	\$ 35.00
Non-Notification Charge	\$ 50.00	Construction	\$ 35.00
Escort (per hour per car/officer)	\$ 30.00	Special	\$ 35.00

A Certificate of Liability Insurance is required. Limits of not less than \$500,000 bodily injury, \$1,000,000 each occurrence and \$500,000 property damage liability. An excess umbrella liability policy of \$1,000,000 or greater will be considered acceptable if the above limits are not met by the applicant. A Special Contractual Endorsement shall be attached to the Certificate of Liability Insurance.

A Surety Bond, certified check, or approved escrow account is required. All Surety Bonds must be on the form prepared by the City of Medina. The amount will be determined by the Medina City Engineer's Permit Coordinator.

***Permits require a minimum of 24-hours notice prior to move.
Please note, that if less than 24-hours notice is given, the permit may be denied.***