



## Revocable Street Privilege

A Revocable Street Privilege (RSP) is an authorized right to use a part of the public Right-of-Way for a private purpose. An RSP may be granted to abutting property owners for reasons such as special pavers in the sidewalk area, monitoring wells, or a driveway on a paper street to name a few.

Private utilities such as irrigation systems, private street lights, or underground electronic fencing will NOT be permitted to be placed in the Right-of-Way.

To request an RSP, please email ([tkellums@sycamoretownship.org](mailto:tkellums@sycamoretownship.org)) or send a letter (can be informal) stating the purpose for which you need to use the public Right-of-Way along with the RSP application to:

Sycamore Township  
Attn: Tracy Kellums, Superintendent  
8540 Kenwood Rd.  
Cincinnati, Oh 45236

Phone: 513-792-7257

Please include with the letter:

Property owner's name  
Address of the RSP location  
Contact name  
Phone number  
Include sketch of area including dimensions  
Any other pertinent information or details

**APPLICATION FOR  
REVOCABLE STREET PRIVILEGE (RSP)**

Mail to: Sycamore Township  
Attn: Tracy Kellums, Superintendent  
8540 Kenwood Rd.  
Cincinnati, OH 45236  
513-792-7257

**A LETTER DESCRIBING THE REASON FOR THE REQUEST FOR A REVOCABLE STREET PRIVILEGE, ALONG WITH THE CHECKLIST, DETAILED DRAWINGS (IF APPLICABLE), PROOF OF OWNERSHIP, INSURANCE, AND SITE MAP MUST BE ATTACHED TO THIS FORM**

Property Owner or Community Group: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Community Group President Signature: \_\_\_\_\_

***Initials: \_\_\_\_\_ Owner or Community Group acknowledges they will maintain liability insurance of \$1,000,000 naming Sycamore Township as an additional insured, at all times while the revocable street privilege is in effect.***

Petitioner (if not the same as above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Revocable Street Privilege Location** (Address and/or Auditor Book, Page & Parcel):  
\_\_\_\_\_

**Type of Encroachment – Circle all that apply and fill out the corresponding checklist:**

1. Fence or other free standing temporary structure
2. Planters or Landscaping (Installation and Maintenance)
3. Sidewalk pavers or decorative or colored concrete sidewalk
4. Monitoring Wells
5. Driveway on Paper Street
6. Other encroachments (describe): \_\_\_\_\_  
\_\_\_\_\_

**Brief Description of Request:**  
\_\_\_\_\_  
\_\_\_\_\_

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 1. Fence or other Free Standing Structure

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing the location and dimensions of the proposed fence or other free standing structure, the Right-of-Way line and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc.
- Documentation on the type, height, and embedment method of the proposed fence or other free standing structure sufficient to evaluate the impact to the Right-of-Way

#### Extra Notes:

1. The fence shall meet the requirements of the Sycamore Township Zoning Code.
2. Structures shall not block site distances, vehicular access, or pedestrian access.
3. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner arise from the construction, existence, maintenance, abandonment or removal of the driveway.
4. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said fence, other free standing structure, and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove the fence or other free standing structure(s).

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 2. Planters or Landscaping (Installation and Maintenance)

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing location and size of the proposed planters or landscaping and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc., and to the Right-of-Way line shall be shown if applicable.
- Documentation on the type and size of the proposed planters or landscaping sufficient to evaluate the impact to the Right-of-Way

#### Extra Notes:

1. Landscaping must be placed so as not to interfere with access to pull boxes, curb ramps, cross walks, entrances to private property, etc.
2. Height to top of plant in planter shall not exceed 2.5 feet.
3. Keep shrubs and plantings trimmed at least 2 feet from the curb and 6 inches from a public sidewalk. The height of a shrub or planting shall not exceed 2.5 feet. If trees are planted, mature limbs must be maintained at a minimum of 8 feet above the sidewalk and 14 feet above the roadway pavement.
4. No ivy, vines or creeping plants may be planted in the Right-of-Way.
5. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner rise from the construction, installation, maintenance, abandonment or removal of planters or landscaping.
6. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said planters or landscaping and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove the planters and/or landscaping and restore the property at your expense.

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 3. Sidewalk Pavers or Decorative or Colored Concrete Sidewalk

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing location and size of the proposed pavers or decorative concrete, the Right-of-Way line, and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc.
- Documentation on the type, size, thickness, material, etc., of the proposed pavers or concrete sufficient to evaluate the impact to the Right-of-Way.

#### Extra Notes:

1. The property owner is forewarned that utilities or other public agencies that disturb the walk will not match colored or decorative concrete or pavers set in mortar, but will instead install plain concrete. The owner will be responsible for replacement with colored or decorative concrete or mortared pavers if so desired.
2. Pavers must be placed per Township specifications and approved by the superintendent's office. Call 513-792-7257 for requirements which will include a 5 inch thick concrete sub-base with a sand or mortar setting bed.
3. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner rise from the construction, installation, maintenance, abandonment or removal of sidewalk pavers and/or decorative or colored concrete sidewalk.
4. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said sidewalk pavers or decorative or colored concrete sidewalk and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove the sidewalk pavers or decorative or colored concrete sidewalk and restore the property at your expense.

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 4. Monitoring Wells

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing location and size of the proposed monitoring well, the Right-of-Way line, and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc.
- Documentation on the type, size, and material of the proposed monitoring well sufficient to evaluate the impact to the Right-of-Way.

#### Extra Notes:

1. All existing utilities must be field located prior to installation. Call the Ohio Utility Protection Service (OUPS) 800-362-2764. Monitoring wells must be placed a minimum of 3 feet from any existing utility.
2. When monitoring wells are no longer needed, they must be removed to a depth of 6 feet below surface, and pavement or walk must be restored in accordance with Township standards, policies and guidelines. Monitoring wells shall be property abandoned per Ohio EPA guidelines.
3. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner rise from the construction, installation, maintenance, abandonment or removal of monitoring wells.
4. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said monitoring wells and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove the monitoring wells and restore the property at your expense.

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 5. Driveway in Paper Street

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing location and size of the proposed driveway, the Right-of-Way line, and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc.
- Documentation on the type, size, thickness, and material, etc., of the proposed driveway sufficient to evaluate the impact to the Right-of-Way.

#### Extra Notes:

1. Paper Street is defined as dedicated Township Right-of-Way without a Township accepted roadway.
2. A site plan must be included that shows the proposed dimensions and elevations of the driveway. Proposed driveway must not cause drainage problems that will impact the surrounding properties.
3. Driveway apron within the portion of the adjacent improved roadway Right-of-Way must be 7 inch thick concrete. Remainder of driveway in the paper street must be constructed with a hard surface such as concrete, asphalt, or pavers.
4. The property owner will be responsible for maintenance of the driveway.
5. Access must be granted to all existing and future users that abut the paper street. Maintenance agreements must be negotiated with all driveway users. This is not an exclusive right to the driveway.
6. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner rise from the construction, installation, maintenance, abandonment or removal of driveway.
7. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said driveway in paper street and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove the driveway and restore the property at your expense.

## Use of the Right-of-Way Checklist – To be Submitted with RSP Application

### 6. Other Encroachments

- Completed Application Sheet with Signature
- Proof of Insurance naming Sycamore Township as an additional insured
- Location Map
- Fully dimensioned plan showing location and size of the encroachment, the Right-of-Way line, and the location and dimensions to the curb line and to all poles, driveways, fire hydrants, trash cans, street trees, existing underground utilities, etc.
- Documentation on the type, size, thickness, and material, etc., of the proposed facility sufficient to evaluate the impact to the Right-of-Way.

#### Extra Notes:

1. Provide detailed descriptions and drawings of the proposed facility to be installed in the Right-of-Way. Depending on the nature of the proposed facility, sealed engineering may be required. Any digging may require underground utility coordination.
2. Any work performed in the Right-of-Way will require a permit issued to a licensed contractor.
3. Sycamore Township shall be held harmless from all claims whatsoever from damages which may in any manner rise from the construction, installation, maintenance, abandonment or removal of proposed facility (encroachment).
4. This privilege may be terminated by the Township upon notice to you sent by the Township Administrator by certified mail. Thereupon, you shall remove at your expense said proposed facility (encroachment) and any appurtenances, and return the property to the condition it was prior to construction. Said removal and restoration shall be completed within thirty (30) days of receipt of the certified letter. If such removal and restoration is not completed within thirty (30) days, the Township shall have the right to remove proposed facility (encroachment), and restore the property at your expense.