

Russell Township  
8501 Kinsman Road  
P.O. Box 522  
Novelty, OH 44072



Phone: 440-338-5811  
Fax: 440-338-1965  
[www.russelltownship.us](http://www.russelltownship.us)  
[jdahlhausen@russelltownship.us](mailto:jdahlhausen@russelltownship.us)

## IMPORTANT NOTICES

# FOR ALL DEVELOPERS, CONTRACTORS, BUILDERS AND LANDOWNERS IN RUSSELL TOWNSHIP

### CONSERVATION EASEMENTS

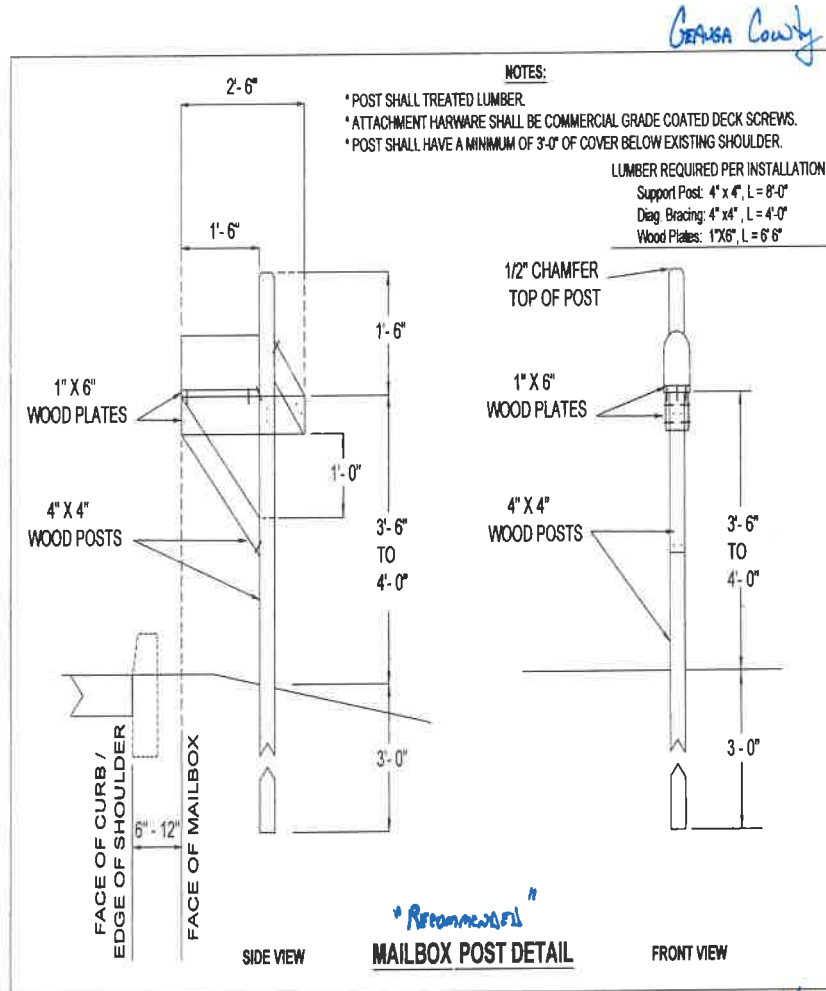
Some lots have conservation easements that prohibit any soil disturbance in the conservation easement area and may impact your proposed building location. Please check your deed before any disturbance is made to the property, and consult with the Zoning Department.

# MAILBOX INSTALLATION

Please be aware that there are specific guidelines for mailbox structures in the road right-of-way. All such structures must be of a breakaway nature to prevent a hazard to the traveling public and to snowplow trucks.

**Before any installation please call:**

Gene Layne - Russell Township Road Superintendent  
(440) 338-5309



\* SHALL COMPLY WITH USPS REGULATIONS \*

7/26/16



# RUSSELL FIRE DEPARTMENT

14810 Chillicothe Road • PO Box 522 • Novelty, Ohio 44072  
Headquarters (440) 338-6161 Facsimile (440) 338-7794

*Serving Russell Township Since 1951*

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John M. Frazier  
Fire Chief

## OPEN BURNING PERMITS

Russell residents and construction contractors who wish to dispose of waste and debris may apply for an Open Burning permit. This permit allows for the safe and proper disposal of agricultural waste and wood products. Permit applications are available at the Russell Fire Department between 8am and 5 pm, Monday through Friday. Applications are sent to the Lake County General Health District offices in Painesville, Ohio. Generally, permits are returned within 2 weeks. A permit must be issued before any burning takes place. Permits are valid until December 31 of the year they are issued. Only materials allowed by the Ohio EPA may be burned. Materials that are NOT allowed include:

Rubber, plastic, asphalt or petroleum-based products.

Garbage or any waste created in the process of preparing or handling food.

Dead animals

If you have any questions please call the telephone number above.

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**4.14 Exterior Lighting**

(Amended July 3, 2004 – Amendment No. 2004-3)

- A. All sources of exterior illumination of a building, structure or lot shall be shielded so as not to cause direct glare and shall be directed away from any perimeter lot lines and toward the principal building, structure or use on a lot.
- B. In order to minimize light trespass, all exterior lighting fixtures with lamps rated at 2,500 lumens or more shall be of the full cutoff type. Such exterior lighting fixtures shall be installed so that they operate at all times as full cutoff fixtures as defined in this Resolution. Light fixtures producing light directly from the combustion of fossil fuels such as natural gas or kerosene are not required to be a full cutoff fixture.

**What Can You Do?**

Turn your lights off when they're not needed. Get in the habit of flicking the switch when you leave a room.

If you are not expecting guests during the evening, turn off some of your exterior lights.

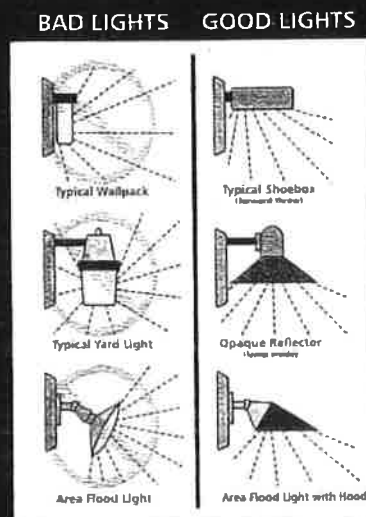
Point lights downward and shield light fixtures to prevent light from shining into the sky. Good lighting puts the right amount of light only when and where it is needed.

Consider using lower wattage bulbs. You might be surprised that you can see quite well with 40 or 60-watt bulbs instead of 100-watt bulbs.

If you are building or renovating, install only full cut-off fixtures.

They ensure that all the light produced by the fixture ends up on the ground where it's needed.

Install motion detectors. These allow you to have an increased sense of security while at the same time consuming substantially less energy.



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**NOTICE TO ALL DEVELOPERS, CONTRACTORS,  
BUILDERS AND LANDOWNERS**

**WETLANDS**

Russell Township strives to protect its ground water resources by shielding them from contamination, overuse and destruction of replenishment systems. An important component of our ground water resources are the "wetland" areas of the Township.

Although not mandated to enforce "wetland" regulations, the Russell Township Zoning Department is keenly aware of their existence and importance to our ground water resource. We strongly suggest that if you are building in or filling low lying areas where evidence exists that would suggest wetlands, that you contact the U.S. Army Corps of Engineers for further assistance. They have the authority not only to prevent the destruction of "wetland" areas, but to enforce corrective procedures to areas that may have already been destroyed.

If this Department suspects that "wetland" areas are being destroyed, we will contact the U.S. Army Corps of Engineers for enforcement proceedings.

U.S. Army Corps of Engineers  
1776 Niagara Street  
Buffalo, New York 14207-3199  
1-716-879-4299 or 1-716-879-4312

Russell Township Zoning Office

## PROTECTING RIVER BANKS FROM FLOODING & EROSION

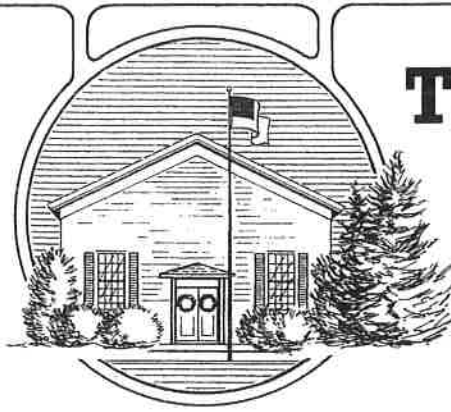
### SOME SUGGESTIONS FOR INDIVIDUAL LANDOWNERS

1. Make sure that your septic system is working properly. Have your septic tank pumped at least every 3 years to make sure that it does not fill with solids and stop working. Larger families should have their septic tank pumped every year or every other year. Check to be sure that the drainage from your septic leach field is not running into the river.
2. Allow natural trees, shrubs, grass and ground cover to remain wherever possible. This will allow water to seep more easily into the ground, will help to avoid water pollution and reduce erosion of your stream banks. Minimize the amount of close-cut lawn along the edge of rivers and streams.
3. Try not to use herbicides, fertilizers, or other chemicals that might run off into the river during heavy rains.
4. Avoid digging or excavating in or near the river. Disturbing the river bottom destroys breeding and feeding areas for fish and other organisms.
5. If you are planning to build anything near the river, consider keeping it as far from the river banks as you can, but be aware that Russell Township has riparian setback regulations as follows: 120 feet from the Chagrin River, 75 feet from Griswold Creek and Silver Creek, and 25 feet from all other streams that have a defined bed and bank. The space between a building and the river allows for runoff to be absorbed into the soil and helps to avoid erosion. If planning to build in the floodplain, check with the County Building Department before beginning construction. Remember to also meet with the Township Zoning Inspector before starting any building project.
6. When building, practice good erosion control techniques. Use silt fences during construction or excavation. Keep dense natural vegetation on steep hillsides. Let water collect in shallow depressions so it can be absorbed slowly into the ground.

Call the Zoning Office at (440) 338-5811 or visit [www.russelltownship.us](http://www.russelltownship.us) for more information.

# RUSSELL

8501 Kinsman Road  
P.O. Box 522



# TOWNSHIP

Novelty, Ohio 44072

RIGHT-OF-WAY REGULATIONS  
RUSSELL TOWNSHIP, OHIO  
ADOPTED APRIL 6, 1988  
REVISED AUGUST 5, 1998

## 1. INTRODUCTION

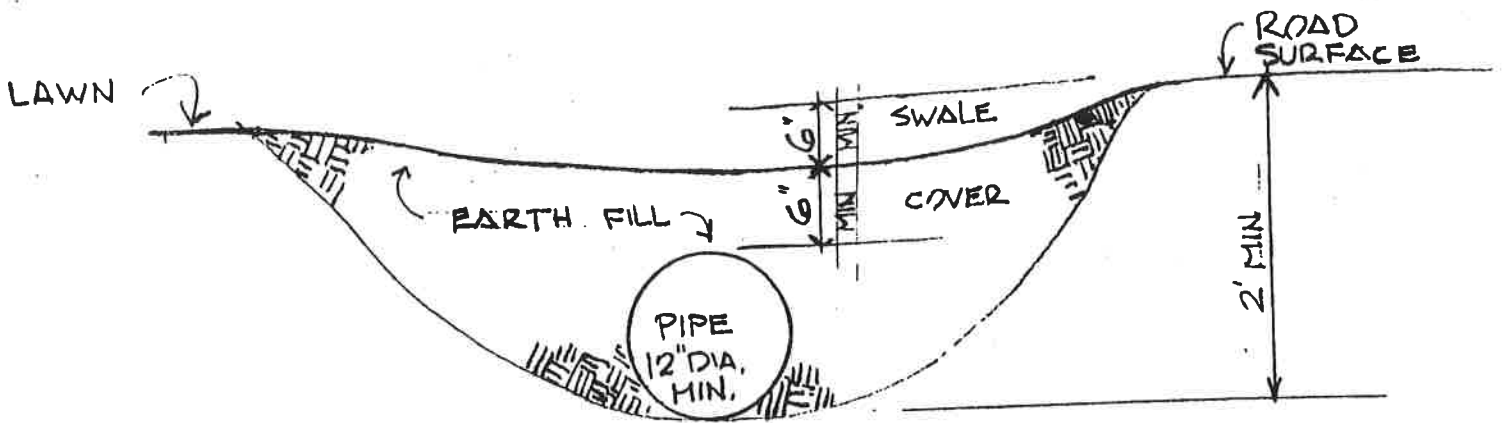
The following list of regulations shall apply to all road rights-of-way within Russell Township which are designated as Township roads and are under the jurisdiction of the Russell Township Board of Trustees. These regulations shall be in effect immediately after adoption by the Board of Trustees and shall supersede any and all conflicting regulations previously adopted.

## 2. COMPLIANCE

- .01 The Township Road Superintendent is hereby authorized to take immediate steps necessary to correct existing and/or potential roadway damage.
- .02 Roadside ditch tiling requires permit issued by Township Road Superintendent.
- .03 A new drive pipe installation requires permit from County Engineer.
- .04 If either type of installation is made without a permit, the installer must obtain a permit.
- .05 If installed in non-compliance with this regulation, installer may be required, at his expense, to re-install pipes in compliance.
- .06 Township reserves the right to remove pipe if installation is causing interference with proper flow of water within ditch.
- .07 Prior to tiling, ditch must be inspected by Road Superintendent and cleaned and/or re-shaped as required for proper water flow.

### 3. TILING ROADSIDE DITCHES

- .01 Roadside ditches may be tiled with concrete pipe (RCP), corrugated metal pipe (CMP), or corrugated heavy duty double wall plastic pipe. The minimum pipe size shall be twelve (12) inches, inside diameter, or whatever dimension is recommended by the County Engineer or Township Road Superintendent.
- .02 A roadside ditch must have a minimum depth of two feet before it can be tiled over properly (see diagram).



Where ditches are tiled, there shall be a swale at least six inches below the surface of the road, over and lengthwise to the pipe. All pipes shall have a minimum earth cover of six inches. The swale shall drain into inlet basins spaced not more than one hundred (100) feet apart. The risers for these inlet basins shall be the same size as the ditch and drive pipes. At all driveways, there shall be an inlet basin on the high side of the drive pipe so that water does not flow across the drive or onto the road.

- .03 The builder or property owner shall contact the Road Superintendent for information on pipe and inlet basin specifications. No installation shall be made prior to the approval of the plans by the Township Road Superintendent at least one day prior to the time of installation so that necessary inspection and approval can be made.
- .04 The cost and furnishing of the ditch tiling pipe, installation, and backfill is the responsibility of the property owner. The Township is not responsible for the maintenance of, or damage to, tiled ditches.



#### 4. DRIVE PIPE

- .01 Drive pipe shall be reinforced concrete, corrugated metal, or heavy duty double walled plastic having a minimum inside diameter of twelve (12) inches and length of twenty (20) feet. Larger dimensions may be required depending on specific site conditions.
- .02 The builder or property owner shall contact the County Engineer's Office for a permit and drive pipe size and specifications.
- .03 The property owner shall furnish and install the pipe using 304 limestone as cover. It is the responsibility of each property owner to maintain his own drive pipe and the cover material over the pipe.

#### 5. DRIVEWAYS

- .01 All driveways sloping downward from the property to the road shall be constructed so that all surface water will drain into the ditches and not on to the road bed.
- .02 If driveway is paved or concreted the drive surface shall be flush with road surface.
- .03 Access to the roadway is each property owner's responsibility. The Township will not repair or replace driveways damaged by adverse weather conditions. The only exception will be when routine ditching is being done and a drive pipe needs to be reset to match the new ditch line.

#### 6. RIGHT-OF-WAY OBSTRUCTIONS

No plantings, decorative fences, rocks, boulders, steel or wooden posts or stakes, or other obstructions shall be installed within the road right-of-way without the written approval of the Road Superintendent. Permissible obstructions in the right-of-way are mail boxes, utility poles, street-name signs, and other traffic regulatory signs.

#### 7. DAMS

No dam or portion thereof shall be installed within the road right-of-way.

#### 8. DEBRIS

When transporting excavated earth and construction or other materials, the hauler shall use care not to track or drop dirt, mud, or other debris on the road. The Road Superintendent may require the hauler to clean such material from the roadway.

9. GRADING

In general, when grading is done it should diminish the amount of surface water run-off from the property to the road right-of-way.

No grading shall be done to increase the surface water run-off on to the road right-of-way over that which existed prior to the grading. No creek, swale, or other natural waterway shall be re-graded or diverted into a roadside ditch or right-of-way.

10. DRAINAGE CHANNELS

No drainage channel carrying water away from the road at any time of the year shall be filled or otherwise obstructed so as to cause a back-up of water into the roadway or roadside ditch.

11. PERMANENT DRIVEWAY MATERIALS

In cases where a permanent surface, such as concrete, is in place over a pipe, the Township is not responsible for replacement of such material if it must be removed to correct a ditch problem.

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**APPLICATION FOR DITCH TILING PERMIT  
RUSSELL TOWNSHIP**

NAME: \_\_\_\_\_  
(Please Print)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

**REQUIREMENTS:**

To install as shown on attached right-of-way regulations dated August 5, 1998, sections 2,3,9,10, and 11. Please attach a sketch of proposed installation.

I, We, \_\_\_\_\_ (Please print)  
do hereby agree to install roadside ditch tiling in compliance with Russell Township's August 5, 1998, Right-Of-Way Regulations, as stated above.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
(If different than property to be tiled)

Date: \_\_\_\_\_

Note: This application may be made by the property owner or his agent (contractor). The permit shall be issued in the property owner's name.

## ***IMPORTANT NOTICE FOR HOME OWNERS***

### **DRIVEWAY ENTRANCES**

Russell Fire Department requires unobstructed access at the driveway entrance to the property of 14 feet wide by 14 feet high. Residents are advised not to create obstructions within that clear area. If you are planning to place a gate, chain, or similar closure across your driveway entrance, please contact the Fire Department to make provision for access in the event of a fire or medical emergency.

Concrete driveways – Please keep concrete a minimum of 2 feet from the edge of the road asphalt. This will prevent your concrete driveway being disturbed when the road is repaved or repaired. The Township recommends placing asphalt between the edge of the road and the concrete driveway. If necessary call the Road Department (440-338-5309) for assistance.