

Village of Leetonia Application Instructions

Please complete the top portion of the application and sign on the line stating property owner.

Village Street: The Village street name.

House Number: The property owner's name and mailing address. Including property address if different from mailing address.

Phone Number: Your home phone number and a phone number that you can be reached at between 8 AM and 4 PM.

Description: What you would like to have done.

Property Owner: Property owner's signature.

Sketch: A sketch is required. The sketch should show the road, any existing driveway, property lines, mailboxes, power poles, existing drainage culverts, etc... and the location of the work to be done.

Marking: A stake or flag shall be placed in the location of the work area, so the Administrator or Street Superintendent can locate the area.

After the application and sketch are complete the Administrator or Street Superintendent will inspect the work area. The Administrator or Street Superintendent will determine the culvert size and materials needed for the construction. The decision of the Administrator or Street Superintendent is final. If the construction and materials do not meet the requirements of the Administrator or Street Superintendent, then the Village will remove them.