PERMISSIVE FEE MANUAL

September 2026

Edition

Table of Contents

Introduction....3
Objective....3
A. Overview....4
B. Application Guidance....5
C. Legislative Options Guidance....7
D. Example Fund Request Application – fillable pdf available....9
E. Example: Fund Request Letter....10
F. Example: Final Documentation Letter....11

Introduction

The Permissive Fee funds addressed here represent the portion of license tag fees that is collected by the Bureau of Motor Vehicles under Ohio Revised Code 4504.04. While other parts of the permissive fees are deposited directly to the municipality, this $5 segment is deposited in a Franklin County account that the County Engineer is responsible for distributing.

Objective

This manual provides more detail on the application process, the legislation options the municipality needs to consider and examples of correspondence that the municipality will need to generate to access these funds.

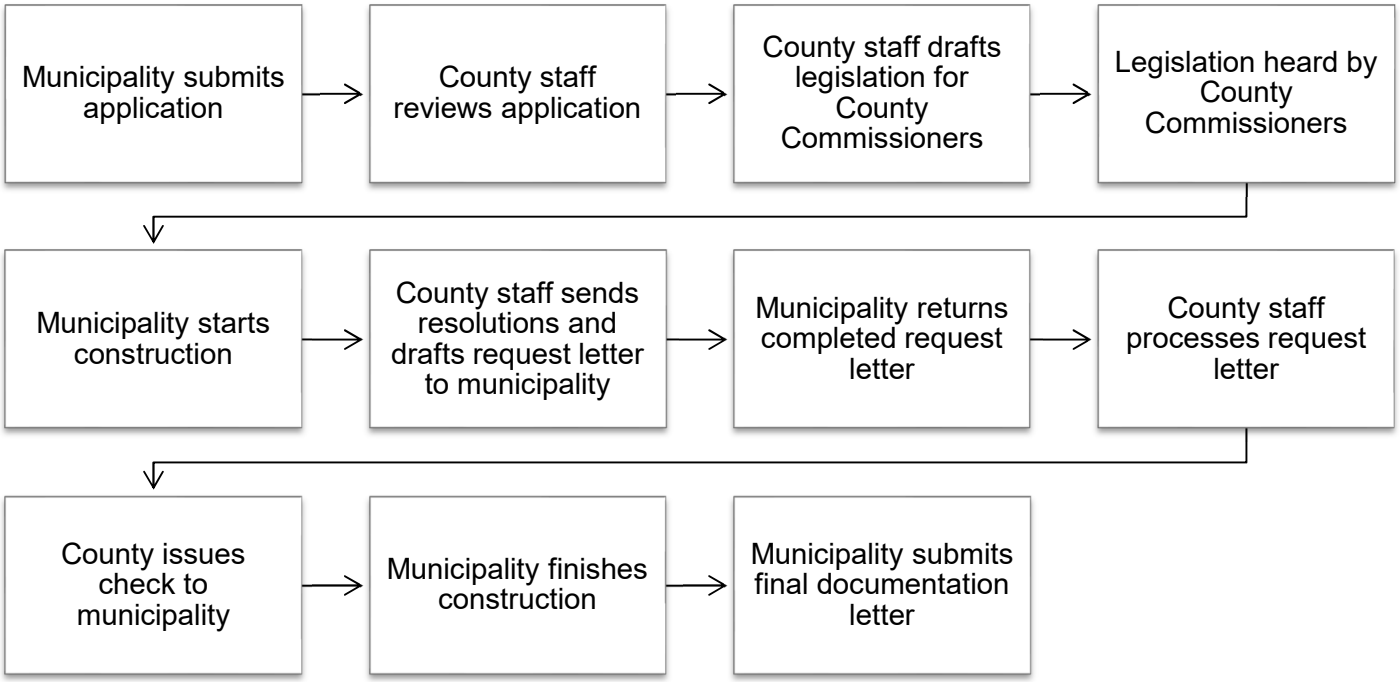
The overall principle we use regarding these funds is that, while our office is responsible for the distribution and proper use of the Permissive Fee funds, they are ultimately earned and can only be used by the respective municipalities. Therefore, we will always entertain questions or comments about the eligible roads or how the funds are administered. The County's point-of-contact for the Permissive Fee funds is:

Barb Cox, P.E.
Planning & Programming Engineer
970 Dublin Road
Columbus, OH 43215
Phone: 614-525-3020
Email: bcox@franklincountyengineer.org

A. Overview

The steps involved in the entire process can be summarized as follows:

- Municipality submits a Fund Request application.
- Franklin County Engineer reviews the application and either requests clarification, approves the application, or declines the application.
- The FCEO will generate the documentation to forward to the Franklin County Commissioners for review.
- The Franklin County Board of Commissioners reviews the documentation upon recommendation by the Franklin County Engineer and typically approves the expenditure.
- Municipality proceeds with its project. The municipality submits the "Fund Request Letter" when the Permissive Fee funds are needed (See additional guidance below).
- Municipality submits the "Final Documentation Letter" and necessary documentation to the County Engineer at the completion of the project.



B. Application Guidance

The following address specific items on the application:

PROPOSED PROJECT LOCATION AND TERMINI

Funds can only be used on eligible roads. The Franklin County Engineer defines eligible roads for each municipality. The eligible roads are broadly defined as "thoroughfare" roadways, which include larger volume, arterial or collector roadways. Many smaller collectors, residential (local) roads and alleys are not eligible. Roads and travel volumes change over time, so the County Engineer will address questions on the agency's list of eligible roads on an as needed basis. Jurisdiction boundary changes that occur with annexations will also be monitored by the County Engineer.

Eligible roadways can be seen on this map: FCEO Permissive Fee Eligible Roads Map

PURPOSE AND DESCRIPTION OF WORK

Funds shall be used on roadway associated work. Acceptable expenditures of the Permissive Fee funds are any work that is typically done "curb to curb" on a roadway.

Eligible projects include the following:

- Roadway repair and resurfacing
- Roadway reconstruction (including complete street elements)
- Crack sealing
- Traffic signal improvements
- Signage replacements
- Bridge maintenance or replacement.

Ineligible projects including the following:

- Landscaping work
- Stand-alone sidewalk or shared-use path repair or construction
- Decorative or ornamental signage
- Local or residential roadway work
- Access road or alley work

Use of the funds on new construction will be reviewed on a case-by-case basis.

ESTIMATED TOTAL PROJECT COST

The total project cost is requested purely for the County to understand whether the Permissive Fee funds are intended to fund the entire project or just a portion. It's purely informational and for County staff to help provide guidance to the municipality on contingency amounts or other aspects of the request.

AMOUNT OF PERMISSIVE FEE FUNDS REQUESTED

For the "one part" resolution process (See Section C, "Legislative Options Guidance"), this is the total amount requested and is the final amount.

For the "two part" resolution process, this can simply be an estimate for the preliminary legislation and can be changed later for the "final" legislation.

ESTIMATED START OF WORK

A fund request application must be received prior to a contract award for work using the Permissive Fee funds. The estimated start of work date helps the County staff judge how quickly legislation needs to be processed through the Commissioners. It can take up to 4 weeks to get a resolution on the Commissioners' agenda.

RESOLUTION PROCESS REQUESTED

See Section C, "Legislative Options Guidance".

AGENCY RESOLUTION / ORDINANCE / CIP

Identify the agency's document(s) that authorize the project or services and attach those documents to the application. Copies of a resolution/ordinance declaring the project necessary, copy of a capital improvement plan, etc. will suffice.

C. Legislative Options Guidance

There are three different types of legislation that can be processed through the County Commissioners for the municipalities' Permissive Fee funds:

- "Preliminary" legislation: This legislation serves the purposes of informing the County that the municipality wants to use Permissive Fee funds on the given project and provides the municipality with documentation that the scope of work is acceptable, and the funds requested are available.

- "Final" legislation: This legislation obligates the funds requested and, upon receipt of the agency's "Fund Request" letter, will start the process for the funds to be issued to the agency.

- "Preliminary / Final" legislation: Basically, a combination of the two resolutions above.

The type of legislation used ultimately depends on the lead time the municipality has used to start the application process. In addition, the type to follow will be determined by whether the agency needs the funds in their account to pay the contractor bills or they can absorb those costs in their budget and wait for a later reimbursement. The key points in the decision are:

- The agency **cannot** receive funds until a "Final" or "Preliminary/Final" resolution has been approved by the County Commissioners.

- Once a "Final" or "Preliminary/Final" resolution has been passed for a given project, the agency **cannot** request additional funds for the project. The agency may change the amount of funds requested in the "Final" resolution from that made in the "Preliminary".

These are three typical scenarios that exist at the start of a fund request that will dictate the process the agency should, or will need to, follow:

Scenario #1. The agency gets a late start on addressing the application, with the project expected to bid within a couple of months. In addition, the agency needs the funds to pay the contractor invoices. This situation dictates the "one step", combined "Preliminary/Final"

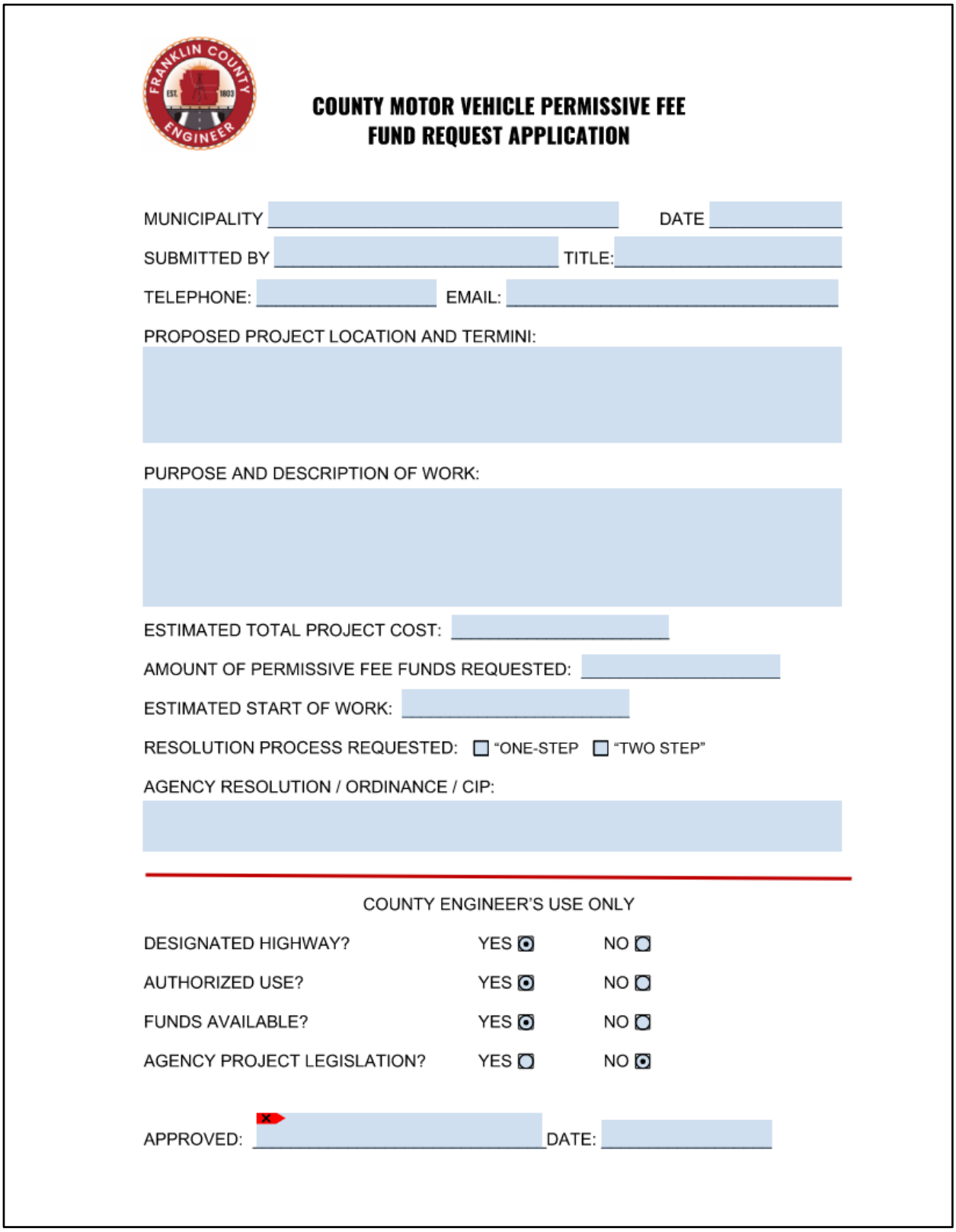
process and fixes the amount of the request.

Scenario #2. The agency gets the same late start as noted above, but the agency does not need the funds to help pay the contractor bills. This situation dictates the "two step" process with the "Preliminary" resolution processed as soon as possible so that it is approved by the Commissioners prior to the award of the construction contract. The "Final" legislation can be processed after the final contractor bill has been paid and/or the agency is confident of the total amount of funds they want to request for the project.

Scenario #3. The agency gets an early start on addressing the Permissive Fee application, with the project expected to bid six or more months from application time. In addition, the agency's budget will allow it to make contractor payments without immediate need for the Permissive Fee funds. This situation dictates the "two step" process with the "Preliminary" resolution processed whenever the agency feels relatively confident with the scope of service and estimated cost of the project, but definitely prior to the award of a contract. As in Scenario #2, the "Final" legislation can be processed when the agency feels positive with the amount of funds to be requested.

As a note of advice with Scenarios #1 and #2, where the agency is making the "final" request before project bids are received and will not be permitted to request additional funds if the bids come in high, the agency should factor in a contingency amount, if the agency fund balance permits, in the "Amount of Permissive Fee Funds Requested" field on the Fund Request Application. Should the ultimate expenditure be less than the amount requested, the excess funds will simply need to be returned to the County, and they will be credited back to the agency's account.

D. Fund Request Application – fillable pdf available



COUNTY MOTOR VEHICLE PERMISSIVE FEE
FUND REQUEST APPLICATION

MUNICIPALITY _____ DATE _____

SUBMITTED BY _____ TITLE: _____

TELEPHONE: _____ EMAIL: _____

PROPOSED PROJECT LOCATION AND TERMINI:

PURPOSE AND DESCRIPTION OF WORK:

ESTIMATED TOTAL PROJECT COST: _____

AMOUNT OF PERMISSIVE FEE FUNDS REQUESTED: _____

ESTIMATED START OF WORK: _____

RESOLUTION PROCESS REQUESTED: ☐ "ONE-STEP ☐ "TWO STEP"

AGENCY RESOLUTION / ORDINANCE / CIP:

COUNTY ENGINEER'S USE ONLY

DESIGNATED HIGHWAY?	YES ◉	NO ○
AUTHORIZED USE?	YES ◉	NO ○
FUNDS AVAILABLE?	YES ◉	NO ○
AGENCY PROJECT LEGISLATION?	YES ○	NO ◉

APPROVED: _____ DATE: _____

E. Example: Fund Request Letter

<<Example: Fund Request Letter>>

(Date)

Ms. Barbara Cox, P.E.
Franklin County Engineer
970 Dublin Road
Columbus, Ohio 43215

Dear Ms. Cox:

This letter is requesting that the $_____ in Permissive Fee funds approved in Franklin County Commissioner Resolution (xxx-yy) on (date) for the (Project Name) be processed for payment at this time. Payment should be addressed to:

(Contact Name)
(Agency Name)
(Agency Street Address)
(City/Village, OH 43xxx)

Any questions related to this matter should be directed to _____ at (614) xxx-xxxx

Sincerely,

(Name)
(Title)

XXX:xx

c: xxx

F. Example: Final Documentation Letter

<<Example: Final Documentation Letter>>

(Date)

Ms. Barbara Cox, P.E.
Franklin County Engineer
970 Dublin Road
Columbus, Ohio 43215

Dear Ms. Cox:

<<Option where all funds requested were used>>

This letter is to verify that $_____ of City/Village of _____ funds (not including federal, OPWC or other grant funding) were used to complete the _____ project described in our original Permissive Fee application. This amount <<equaled / exceeded>> the Permissive Fee funds previously received. Attached to this letter is a copy of the final contractor invoice / pay estimate that documents the total expenditures on the project.

<<Option where all funds requested were not used>>

This letter is to verify that $_____ of City/Village of _____ funds (not including federal, OPWC or other grant funding) were used to complete the _____ project described in our original Permissive Fee application. This amount was less than the Permissive Fee funds previously received. Attached to this letter is a check for the amount of unused funds to be credited back to our account balance. In addition, a copy of the final contractor invoice / pay estimate that documents the total expenditures on the project is attached to this letter.

Any questions related to this matter should be directed to _____ at (614) xxx-xxxx.

Sincerely,

(Name)
(Title)