

## **SCHEDULE C**

### **Major Subdivision / Rural Estate Entrance Requirements**

**Certificate of Insurance:** \$500,000 General Liability from the contractor.  
Certificate Holder: Vigo County Board of  
Commissioners.

**Construction Maintenance Bond:** From the contractor, a 3 year \$5,000.00 Bond

**Information Sheet:** Must be filled out in full by the owner or a designated representative.  
The application must be signed by both the owner of the property  
and the contractor.

**Site Plan:** Show drive width, drive radii, distance from drive to property lines, drive  
cross-section, and drainage design.

**Restrictions:** Pending the review of each individual submittal.

**Culvert:** To be sized by a Land Surveyor or a Professional Engineer. Drainage calculations will  
also need to be provided. **No plastic pipe is allowed.**

**Stake Entrance:** Visible stakes at the property lines and at each side of the drive.

**Easement:** If drive is to be built on an easement, a copy of the recorded easement  
must be furnished.

**Time:** Time frame to be determined pending each individual submittal.

**Permit:** All companies and/or persons must have a copy of the approved permit on the job site  
while work is being done.

**Fee:** \$500.00, Checks made payable to the Vigo County Treasurer.

*Prepared by the Vigo County Engineering Department  
\_\_\_\_\_ Oak Street  
Terre Haute, IN 47807*

*Phone: (812) 462-3419 Fax: (812) 462-\_\_\_\_\_*

PERMIT NO. \_\_\_\_\_

DEPT. OF ENGINEERING

PERMIT TO CONSTRUCT A **MAJOR S/D** DRIVEWAY ENTRANCE AND APPROACH

Permission is hereby granted to

\_\_\_\_\_

TO CONSTRUCT A DRIVEWAY ENTRANCE AND APPROACH ON THE (NORTH, SOUTH, EAST, WEST)

Side of County Road \_\_\_\_\_ Township \_\_\_\_\_, Section \_\_\_\_\_

At the following described location:

\_\_\_\_\_

To serve as access to

\_\_\_\_\_

SIZE OF PIPE TO BE USED:

\_\_\_\_\_

(EITHER GALVANIZED CORRUGATED STEEL OR REINFORCED CONCRETE PIPE)

OTHER CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

UNDER THE TERMS OF THIS PERMIT, THE PERMITTEE SHALL COMPLY WITH THE FOLLOWING PROVISIONS:

(A) No entrance shall be closer than five (5) feet to adjacent property line and no approach shall be so constructed that any part of the same extends in front of property belonging to a person other than the permittee unless both property owners sign a joint application for a permit.

(B) All drainage pipes or tile used in the construction of driveways and approaches shall be a minimum of twelve (12) inches in diameter and as much larger as the Department shall deem necessary for proper drainage, and on all new driveways and approaches, shall be furnished by the permittee. All pipe or tile and other drainage structures used shall meet the approval of the Department as to type, quality, size and length.

(C) All driveways and approaches shall be so constructed that they shall not interfere with drainage of, or cause erosion to the street or highway. If it is proposed to construct any portion of an approach on a slope or grade greater than fifteen (15) percent, the grade or slope shall be designated on the application. If no designation of grade is shown on the application, the approach shall not be constructed on a grade greater than fifteen (15) percent.

(D) All disturbed areas shall be fertilized and seeded or soded to prevent erosion.

(E) The construction of such driveways and approaches shall not interfere with any existing structure or any county highway right-of-way without specific permission in writing from the Department or other owner thereof.

(F) Concrete headwalls or other obstacles will not be permitted under the terms of this permit.

(G) All entrances and approaches shall be so located as to provide adequate sight distance in both directions along the highway for safe access to the highway without interfering with traffic on the highway.

(H) No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location of necessary highway signs.

( I ) The permittee shall assume responsibility for all maintenance of such approaches from the right-of-way line to the edge of the traveled roadway. If the approach or driveway is built of loose aggregate, said aggregate shall be bound with some material so as to prevent loose aggregate from being carried onto the highway pavement, or the permittee shall keep the pavement free of loose aggregate at all times.

( J ) No such entrance or approach shall be relocated or its dimensions altered without written permission of the Department.

(K) On the day preceding the beginning of work under any permit for approach construction, the permittee shall secure special permission to proceed from the local Department representative in charge.

(L) The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly from the construction of any approach or driveway.

(M) The permittee shall remove or relocate any such entrances or approaches when requested to do so by the Department in the interest of safety to highway traffic. For the purpose of Road or Bridge construction or improvement, said driveway entrances and approaches shall be removed at any time upon the request of the Vigo County Highway Department. Permits issued for driveway entrances and approaches may be rescinded at any time by the Vigo County Highway Department. Driveway entrances and approaches must be complete within one (1) year after the permit is issued: otherwise, the permit will be canceled.

The right-of-way area adjacent to or between the approaches may be graded at the permittee's expense, subject to drainage requirements as determined by the Department. The permittee may plant in this area, grass, flowers, or low growing shrubs that never attain sufficient height to obstruct clear vision in any direction.

All work shall be done in accordance with the approved plans, and the latest issue of the Indiana State Highway Standard Specifications, and shall meet the approval of the Vigo County Highway Department.

THE ABOVE CONDITIONS ARE UNDERSTOOD AND AGREED TO:

\_\_\_\_\_  
NAME (Property Owner)

\_\_\_\_\_  
NAME (Contractor)

\_\_\_\_\_  
ADDRESS (Present Address)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

PHONE NO. \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Title / Representative's Position

\_\_\_\_\_  
DATE

PHONE NO. \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Title / Representative's Position

**Vigo County Highway Department**

\_\_\_\_\_  
Vigo County Engineer  
Vigo County Highway Superintendent  
Vigo County Highway Asst. Superintendent

\_\_\_\_\_  
Date

THIS AGREEMENT MUST BE EXECUTED BY THE CONTRACTOR FOR THE PROJECT AND ALL OWNERS OF THE LAND SERVED THEREBY.

MAJOR S/D DRIVEWAY ENTRANCE PERMIT INFORMATION SHEET  
VIGO COUNTY HIGHWAY DEPARTMENT

DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_

I HAVE READ THE FOLLOWING INFORMATION, AND CERTIFY IT IS CORRECT:

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

RECORDED OWNER OF PROPERTY \_\_\_\_\_

LETTER OF CONSENT OF RECORDED PROPERTY OWNER (PLEASE ATTACH)

CONTRACT PROPERTY OWNER \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR'S CERTIFICATE OF INSURANCE EXPIRATION DATE \_\_\_\_\_

PURPOSE OF DRIVEWAY \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

TOWNSHIP \_\_\_\_\_, SECTION \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W

BRIEF DIRECTIONS \_\_\_\_\_

\_\_\_\_\_ STAKES OUT \_\_\_\_\_

SIDE OF ROAD:    NORTH    SOUTH    EAST    WEST

FINAL PLAT RECORDED:    YES    NO

SUB-DIVISION \_\_\_\_\_ LOT \_\_\_\_\_

PARCELIZATION NAME \_\_\_\_\_ TRACT # \_\_\_\_\_

KEY # \_\_\_\_\_

ANY EXISTING EASEMENTS:    YES    NO    (IF YES PLEASE ATTACH)    DOC # \_\_\_\_\_

SITE PLAN:    YES    NO    (IF YES PLEASE ATTACH)

CONSTRUCTION PLANS ON FILE IN ENGINEERS OFFICE:    YES    NO

PERMIT FEE PAID AT TIME OF APPLICATION:    YES    NO

AMOUNT PAID \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

TO BE COMPLETED BY INSPECTOR:

CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

SIZE PIPE NEEDED \_\_\_\_\_

REMARKS \_\_\_\_\_