

Please Check One:

- Residential Drive - \$35.00
- Commercial Drive - \$500.00
- Major Subdivision - \$500.00
- Minor Subdivision - \$250.00
- Parcelization Drive - \$100.00
- Existing Drive Pipe Replacement - \$20.00
- Farm Field Entrance - \$25.00
- Temporary Drive - \$25.00
- Unusual Hauling - \$100.00
- Mailbox Setbacks – N/C
- Signage in Right-of-Way \$25.00

Form # ENGR 2007-1
Dept. of Engineering

Permit # _____

Application for Permit to Construct a Drive/Approach on the County Right-of-Way

Permission is hereby requested by _____
TO CONSTRUCT A DRIVEWAY ENTRANCE AND APPROACH ON THE (NORTH, SOUTH, EAST, WEST)
Side of County Road _____ Township _____
At the following described location: _____
To serve as access to: _____

FOR INSPECTOR USE ONLY:

SIZE OF PIPE TO BE USED: _____
TYPE OF PIPE TO BE USED: _____
DEPTH OF PIP: _____
LOCATION OF PIPE: _____
FILL MATERIAL: _____
(Note: Backfill material shall be virgin material according to the Vigo County Engineer’s specifications.)
OTHER CONDITIONS: _____

A Maintenance Bond, which is required on each permit, based upon one-hundred percent (100%) of the estimated cost of labor and materials needed to restore the County property being cut into or damaged by permittee to its condition immediately prior to permittee’s opening or damage, and which is to remain in effect for a period of three (3) years from the date of completion of said construction is attached and on file with Vigo County Engineer’s Office. Bond # _____ in the amount of \$ _____, made payable to the Board of Commissioners of Vigo County.

In accordance with the Schedule of Fees, per Ordinance No. _____, a check in the amount of \$ _____ is attached.

The permittee shall comply with all provisions listed on the reverse side of this permit and specific requirements for type of permit requested.

This operation will start on the _____ day of _____, 20____, and must be completed by the _____ day of _____, 20____.

THE ABOVE CONDITIONS ARE UNDERSTOOD AND AGREED TO:

NAME (Property Owner)

NAME (Contractor)

ADDRESS (Present Address)

ADDRESS

PHONE NO.

PHONE NO.

Signature of Owner

Signature of Contractor

Title/Representative’s Position

Title/Representative’s Position

Jerry Netherlain, Vigo County Engineer

Date

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. All drive pipes shall have end sections on both inlet and outlet sides.
- (C) All driveways shall have a minimum turning radius of ten (10) feet and as much larger as the Department shall deem necessary.
- (D) All driveways and approaches shall be so constructed that they shall not interfere with drainage of, or cause erosion of or to the street or highway or cause water to run on roadway. If it is proposed to construct a 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.
- (E) All disturbed areas shall be fertilized and seeded or sodded to prevent erosion.
- (F) 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.
- (G) Concrete headwalls or other obstacles will not be permitted under the terms of this permit.
 - 1.) Masonry mailboxes will not be permitted under the terms of this permit.
- (H) 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.
- (I) No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location of necessary highway signs.
- (J) 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.
- (K) No such entrance or approach shall be relocated or its dimensions altered without written permission of the Department.
- (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 driveways or approaches when requested to do so by the Department in the interest of safety to the highway traffic. For the purpose of road or bridge construction or improvement, said driveway and approaches shall be removed at any time upon the request of the Vigo County Highway Department. Permits issued for driveway or approaches may be rescinded at any time by the Vigo County Highway or Engineering Department. All construction of driveways or approaches must be complete within one (1) year or as otherwise stated after the permit is issued: otherwise, the permit will be cancelled.
- (N) The permittee shall erect and maintain all necessary barricades, detour signs and warning lights, as set out in the Indiana Manual on Uniform Traffic Control Devices, to safely direct traffic over and around that part of the road where the construction is to be done, so long as the work in any way interferes with traffic.
- (O) Whoever violates any provision, including not obtaining a permit, and is notified three (3) times for three (3) consecutive violations, shall be subject to the schedule of fees being doubled.

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.