

# REQUEST FOR DRIVEWAY APPROACH APPROVAL

HUNTINGTON COUNTY HIGHWAY DEPARTMENT  
1601 RIVERSIDE DRIVE, HUNTINGTON, IN 46750  
PHONE 260-358-4881 FAX 260-358-4882

PROPERTY OWNER

DATE OF APPLICATION: \_\_\_\_\_

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

NAME: \_\_\_\_\_

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

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

CONTRACTOR:

NAME: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_

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

LOCATION OF WORK: CR \_\_\_\_\_ BETWEEN: CR \_\_\_\_\_ AND CR \_\_\_\_\_

SIDE OF THE ROAD: N S W E

HAS THE AREA BEEN FLAGGED SHOWING LOCATION? \_\_\_\_\_

IS THE PROPERTY RESIDENTIAL OR COMMERCIAL? \_\_\_\_\_

IF COMMERCIAL PLEASE ALSO INCLUDE THE FOLLOWING:

PLAT OF SURVEY, DEVELOPMENT AND BUILDING PLANS, SUBDIVISION PLAN, APPROVED TRAFFIC STUDY AND OTHER ROADWAY PLANS.

PRIVATE ROAD APPROACHES MAY REQUIRE A SIGN PACKAGE TO BE PAID FOR BY APPLICANT.

ONCE THE APPLICATION HAS BEEN RECEIVED AND REVIEWED BY THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT THE APPLICATION MAY BE SUBJECT TO THE INSTALLATION OF A CULVERT. THE TEXT BELOW IN RED WILL INDICATE WHETHER A CULVERT IS REQUIRED AND WILL ALSO SHOW THE REQUIRED DIAMETER OF SAID CULVERT. IF A CULVERT IS REQUIRED SEE ATTACHED PAGE FOR INSTRUCTIONS REGARDING THE INSTALLATION OF SAID CULVERT.

IS A CULVERT REQUIRED: \_\_\_\_\_ WHAT SIZE: \_\_\_\_\_.

THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT HEREBY AUTHORIZES THE ABOVE APPLICANT TO CONSTRUCT DRIVEWAY FACILITIES WITHIN THE RIGHT-OF-WAY, PROVIDED THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

NO WORK SHALL BE UNDERTAKEN ON THE ROAD RIGHT-OF-WAY UNTIL THE PERMIT HAS BEEN RECEIVED AND APPROVED BY THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT.

- 1) IF REQUIRED BY THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT, APPLICANT SHALL ATTACH A DIMENSIONAL PLAN SHOWING THE FOLLOWING:
  - A) THE LOCATION OF THE PROPOSED DRIVEWAY IN RELATION TO THE LOT LINES
  - B) THE LOCATION OF EXISTING DRIVEWAY OPENINGS ON THE SAME TRACT
  - C) THE LOCATION OF EXISTING OR PROPOSED BUILDINGS, TREES, POLES OR OTHER OBJECTS WHICH MIGHT AFFECT WORK
  - D) LANDOWNERS PROPOSED CULVERT SIZE AND MATERIALS USED IF APPLICABLE
  - E) METHOD OF MAINTAINING THE INTEGRITY OF THE DRAINAGE WITHIN RIGHT-OF-WAY
- 2) ALL CONSTRUCTION AND MATERIALS SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT.
- 3) MAINTENANCE OF FACILITIES CONSTRUCTED HEREUNDER SHALL BE THE RESPONSIBILITY OF THE APPLICANT. THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT RESERVES THE RIGHT TO REQUIRE ANY CHANGES, MAINTENANCE, OR REPAIRS AS MAY BE NECESSARY TO PROVIDE PROTECTION OF LIFE OR PROPERTY ON OR ADJACENT TO THE ROADWAY. CHANGES IN DESIGN WILL BE MADE ONLY WITH THE APPROVAL OF THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT.

ANY CHANGES IN THE CONSTRUCTION BECAUSE OF CHANGE IN DESIGN, ERRORS, FIELD CONDITIONS OTHER THAN SHOWN ON THE APPLICATION, OR ANY OTHER FACTORS REQUIRING CONSTRUCTION OTHER THAN SHOWN ON THE DRAWINGS WILL REQUIRE RE-APPROVAL OF THIS PERMIT.

4) THE APPLICANT SHALL HOLD HARMLESS THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT AND ITS DULY APPOINTED AGENTS AND EMPLOYEES AGAINST ANY ACTION FOR PERSONAL INJURY OR PROPERTY DAMAGE SUSTAINED BY REASON OF THE EXERCISE OF THIS PERMIT.

5) THE APPLICANT SHALL NOT ERECT ANY SIGN OR STRUCTURE, ON OR EXTENDING OVER, ANY PORTION OF THE ROADWAY AND/OR RIGHT-OF-WAY.

COUNTY OF HUNTINGTON BUILDING CODE STATES THAT BEFORE THE COMMENCEMENT OF ANY NEW CONSTRUCTION, THE OWNER MUST OBTAIN A DRIVEWAY PERMIT. THIS APPROVAL MUST BE ISSUED BEFORE A BUILDING PERMIT FOR NEW CONSTRUCTION IS APPROVED.

THE HIGHWAY DEPARTMENT RESERVES THE RIGHT TO ALTER OR ADJUST PROPOSED LOCATION OF DRIVE FOR THE PURPOSE OF IMPROVING SIGHT DISTANCE.

THIS PERMIT SHALL IN NO WAY LIMIT OR DIMINISH ANY RIGHTS HUNTINGTON COUNTY HAS IN THIS RIGHT-OF-WAY. IN THE EVENT IT IS NECESSARY OR DESIRABLE FOR THE COUNTY, ITS CONTRACTORS OR AGENTS TO PERFORM ANY MAINTENANCE, REPAIR, ALTERATION, OR CONSTRUCTION WORK IN THE RIGHT-OF-WAY THAT RESULTS IN DAMAGE TO PROPERTY OR CONSTRUCTION INSTALLED UNDER THIS PERMIT, THE COUNTY SHALL REQUIRE THE OWNER OR PERMITTEE TO BE FINANCIALLY RESPONSIBLE FOR REPLACEMENT.

THE OWNER OR PERMITTEE SHALL BE RESPONSIBLE FOR ANY DAMAGE TO COUNTY FACILITIES IF THE DAMAGE RESULTS FROM ANY INSTALLATION UNDER THIS PERMIT.

THIS APPLICATION SHALL NOT BE VALID UNTIL APPLICANT SIGNS THE STATEMENT IN WHICH HE/SHE AGREES TO COMPLY WITH THE CONDITIONS HEREIN, AND SUBMITS THE FIFTEEN DOLLAR (\$15.00) APPLICATION FEE TO THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT.

ALL APPLICATIONS WILL BE HANDLED IN A TIMELY MANNER. PLEASE ALLOW UP TO FIVE (5) WORKING DAYS FOR THE PROCESSING OF A PERMIT. IF AN APPLICATION IS REJECTED FOR WHATEVER REASON, THE APPLICANT WILL BE NOTIFIED BY TELEPHONE. THIS APPLICATION WILL EXPIRE AFTER 12 MONTHS FROM DATE OF APPLICATION IF NO WORK IS PERFORMED.

I (WE), THE UNDERSIGNED, HEREBY AGREE TO ACCEPT AND COMPLY WITH THE TERMS AND CONDITIONS SET OUT IN THIS PERMIT FOR THE CONSTRUCTION OF A DRIVEWAY WITHIN THE RIGHT-OF-WAY OF THE HUNTINGTON COUNTY ROADWAY.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
DATE

PERMIT FEE: \$15.00 PAID BY:  CHECK # \_\_\_\_\_ OR  CASH RECEIPT # \_\_\_\_\_

DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

PRE-INSPECTION DATE: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED AGENT OF HIGHWAY DEPT

CULVERT: Y N SIZE: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED AGENT OF HIGHWAY DEPT

FINAL INSPECTION DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

## **CULVERT PROCESS INSTRUCTIONS**

ONCE THE APPLICATION HAS BEEN RECEIVED AND REVIEWED THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT WILL PERFORM A PRE-INSPECTION TO DETERMINE IF A CULVERT IS REQUIRED. THIS WILL BE MARKED ON THE FIRST PAGE.

WITHIN 5 WORKING DAYS THE HUNTINGTON COUNTY HIGHWAY DEPARTMENT SHALL PROVIDE THE PROPERTY OWNER WITH THE SIZE AND NUMBER OF CULVERTS TO BE INSTALLED AT THE LOCATION. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO INSURE THAT THEY OR THEIR CONTRACTOR INSTALL THE CULVERT AT THE NECESSARY GRADE.

CULVERTS SHALL BE GALVANIZED CORRUGATED STEEL. HOWEVER, IN SOME CASES PLASTIC MAY BE USED IF THE PERMITTEE CONTACTS THE HIGHWAY DEPARTMENT AND RECEIVES APPROVAL FROM THE HIGHWAY DEPARTMENT. THE LENGTH SHALL BE NO LESS THAN 20 FEET UNLESS APPROVED BY THE HIGHWAY DEPARTMENT.

THE OWNER MUST CALL THE HIGHWAY DEPARTMENT ONCE THE CULVERT IS IN PLACE FOR A FINAL INSPECTION. ALL INSPECTIONS MUST BE CALLED IN AT LEAST 48 HOURS IN ADVANCE. PERMITS WILL NOT BE ISSUED UNTIL THE FINAL INSPECTION HAS BEEN APPROVED BY THE HIGHWAY DEPARTMENT. THE FINAL INSPECTION WILL DETERMINE IF THE APPROPRIATE PIPE HAS BEEN INSTALLED PROPERLY.

ANY CULVERT NOT PLACED IN ACCORDANCE WITH EXISTING GRADES WILL BE REPLACED AT THE LANDOWNERS EXPENSE. ANY CULVERT PLACED USING INAPPROPRIATE SIZE OR MATERIALS WILL BE REPLACED AT THE LANDOWNERS EXPENSE.

ANY MODIFICATIONS TO THE DRIVEWAY/CULVERT AFTER THE PERMIT HAS BEEN APPROVED AND INSTALLATION ACCEPTED WILL NOT BE ALLOWED AND THE PROPERTY OWNER MAY BE REQUIRED TO REMOVE AND REPLACE THE DRIVEWAY/CULVERT AT THEIR OWN EXPENSE.