



DRIVEWAY & APPROACH PERMIT APPLICATION

Starke County Highway Department
3835 E. 250 N.
Knox, IN 46534
P: (574) 772-3011 F: (574) 772-3951

PERMIT #: _____

APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT AND PROPERTY OWNER)

Project Address: _____ Civil Township: _____ Access To: _____
(Street Name)

Applicant: _____ Property Owner: _____
(if different than Applicant, indicate if same)

Mailing Address _____ Mailing Address _____

City, State, Zip _____ City, State, Zip _____

Phone: _____ Phone: _____

Email: _____ Email _____

PERMIT TYPE*

No. of Permits Permit Fee Permit Bond Required

- ☐ **Field Entrance** (only for access to agricultural field) _____ @ \$ 0 each = _____ @ \$ 0
- ☐ **Residential Drive** _____ @ \$ 0 each = _____ @ \$ 0
- ☐ **Utility Pull-Off Drive** (for unmanned utility facilities) _____ @ \$ 150 each = _____ @ \$ 10,000 per drive = _____
- ☐ **Minor Commercial Drive** (tapers only) _____ @ \$ 150 each = _____ @ \$ 10,000 per drive = _____
- ☐ **Major Commercial Drive** (w/tapers and auxiliary lanes) _____ @ \$ 250 each = _____ @ \$ 15,000 per drive = _____
- ☐ **Public Road Approach/Private Road Approach** _____ @ \$ 250 each = _____ @ \$ 15,000 each = _____
- ☐ **Construction/Temporary Drive** _____ @ \$ 100 each = _____ @ \$ 10,000 per drive = _____
- ☐ **Necessary Engineering Fees** _____
- TOTAL PERMIT FEE** = _____ **TOTAL PERMIT BOND** = _____

SUBMITTALS

Purpose

Submittals Required

- Field Entrance or Residential Drive** Layout sketch w/north arrow and basic dimensions. ☐
- Commercial or Utility Pull-Off Drive** Scaled engineering drawings, permit bond, and R/W conveyance documents ☐
- Lane Restriction for Construction** Maintenance of Traffic Plan ☐
- Construction/Temporary Drive** Layout sketch w/ north arrow, basic dimensions, and permit bond ☐

SIGNATURE AND CERTIFICATION

The undersigned certifies that they have the authority to make this application and bind Property Owner(s) and owner's heirs to its terms, that the above information is true and correct, and that work requested by this application will be in conformance with the laws of Starke County. I, and all persons performing the work authorized by this permit, have read, fully understand, and will abide by all requirements concerning the permit and construction requirements. The applicant and Property Owner agree and understand that Starke County's approval is limited to conveying its approval to install the approved traffic control devices only within its legal road right-of-ways. The applicant, the Property Owner of the traffic control devices being installed under this permit, and I understand that in the event Starke County determines that any of the traffic control devices installed under this permit need to be repaired or maintained, relocated, or removed from the right-of-way, that the Property Owner or owner of the traffic control devices agrees to maintain, relocate or remove these facilities in a timely manner at no cost to Starke County.

Signature of Applicant

Signature of Property Owner, if different than Applicant

Printed Name

Printed Name

Date

Date

GENERAL PERMIT TERMS

- (1) A drive is not permitted to cross a limited access right-of-way or a non-access easement.
- (2) The entire expense of constructing driveways, mailbox approaches, utilities, and other private improvements shall be borne by the Property Owner(s).
- (3) No entrance shall be closer than five (5) feet to the adjacent property line.
- (4) No approach shall be constructed so that any part of it extends in front of the property belonging to a person other than the permittee.
- (5) All driveways and approaches shall be so constructed that they shall not interfere with drainage of, or cause erosion to, the highway.
- (6) All water must be directed away from the roadway to side ditches or other swales.
- (7) The right of way area adjacent to or between two approaches may be graded at the permittee's expense, subject to the drainage requirements of the Starke County Surveyor's office.
- (8) All disturbed areas shall be seeded or sodded within 30 days of completion to prevent erosion. This work may be deferred until growing season upon installation of erosion control measures at the Highway Superintendent's discretion.
- (9) The construction of such driveways and approaches shall not interfere with any existing structure or any county highway right of way without specific written permission from the Highway Department and any owner of the structure.
- (10) Concrete headwalls or any other concrete, brick or other solid structures will not be permitted in the right of way.
- (11) All entrances and approaches shall be constructed with adequate sight distance in both directions along the highway to allow safe access to the highway without interfering with traffic on the highway.
- (12) No entrance or approach shall be constructed where it will interfere with or prevent the proper location of highway signs.
- (13) If the driveway has a loose aggregate surface, it is the permittee's responsibility to keep the highway pavement free from the loose aggregate at all times during construction.
- (14) Permitted work must be completed within one (1) year after the permit is issued; otherwise the permit will expire and a new permit will be required.
- (15) Permittees and Property Owner(s) shall bear all expenses of keeping approaches, culverts, and drainage in proper and adequate repair.
- (16) The permittee may not plant flowers, shrubs, or trees within the right of way. Existing plantings in the right-of-way creating a potentially dangerous condition as determined by the Highway Superintendent shall be removed by permittee.
- (17) During construction of any drive, the approach must have sufficient aggregate during construction to prevent damage to the edge of existing pavement.
- (18) Permittee will be responsible for costs incurred by the Highway Department to repair the existing road or public improvements if damaged

Do not write in this Section - Highway Department Use Only

Check or money order #: _____ TOTAL PERMIT FEE \$ _____

*Bond Company: _____ Bond Amount: \$ _____ Bond #: _____

TOTAL PERMIT BOND \$ _____

Do not write in this Section - Highway Department Use Only

Permit Bond Required?

☐ Yes Value of Bond Required: _____
☐ No

Pipe Required?

☐ Yes ☐ No

Legal Drain Affected?

☐ Yes Legal Drain(s) Affected: _____
☐ No

Size: _____

Type: _____

If legal drain is affected or pipe is required, Starke County Surveyor must be in agreement

Starke Co. Surveyor Agreement: _____

Right of Way Dedication Required?

☐ Yes Thoroughfare Classification: _____
☐ No Width per Thoroughfare Plan: _____

This permit is approved:

☐ As submitted ☐ Subject to the changes noted on the plans ☐ Subject to the attached conditions
☐ Other: _____

Mailbox Approach Required?

☐ Yes
☐ No

Inspector: _____

Date: _____

Director of Highways: _____

Date: _____

Expiration Date: _____

Final inspection (Upon signing, this document becomes your Encroachment Agreement):

Inspector: _____ Date: _____
(print)

(sign)

DRIVEWAY & APPROACH PERMIT APPLICATION

Instructions for Completion:

1. Complete the Applicant Information and Permit Type information using a computer or printed in ink. Any non-applicable blanks must be marked N/A.
2. Provide the indicated submittals, depending on the type of work proposed. Check the box for the submittals provided.
 - a. Layout sketches shall be no larger than 11"x17". The sketch must show the edge of pavement, basic construction details, existing driveways, existing drainage easements and other significant features within or immediately adjacent to the R/W (including septic system laterals and perimeter drains). The sketch must show distances to a permanent landmark, dimensions of all construction, and have a legend for all symbols used.
 - b. Scaled engineering drawings must show private improvements along with the R/W; edge of road shoulders, all construction details, important elevations, existing and proposed contours, existing driveways, existing drainage, easements and other significant features within or immediately adjacent to the R/W. The plan must show distances to the nearest intersecting roads, dimensions of all construction and have a legend for all symbols used.
3. The permit bond amount is based on the type and amount of work being authorized by this permit. A higher amount may be required upon review of the application. The beneficiary on the permit bond shall be the "Starke County Board of Commissioners, Starke County, Indiana". The standard bond amounts shall be set forth in the Schedule of bonds for the Starke County Highway Department as approved by the Starke County Commissioners.
4. Permit fees shall be paid by check or money order made payable to the "Starke County Highway Department". Cash cannot be accepted.
5. When complete, mail or hand deliver this signed application, along with the permit fee, permit bond and other submittals to the above address.

What Happens Next:

1. The Starke County Highway Department will review this application. If the application is incomplete, the application form and submittals will be returned to you. If the application is complete, a highway department inspector will call you to schedule a site visit to review the site conditions before finalizing the permit.
 - a. If the application is for a Field Entrance, Residential Drive, or Utility Pull-Off Drive, it is valuable, but not necessary for you to meet the inspector on the site during the inspection.
 - b. If the application is for a Commercial Drive or Utility Encroachment, the inspector must meet on the site with a representative of the applicant or utility.
2. The project site must be clearly marked during the inspection where the drive or other improvement is to be installed.
3. During the inspection, issues may be identified that require changes or additions to the application. If you can meet the inspector, these issues can be discussed with you. If you cannot attend the inspection, the highway department will mail to you an inspection report outlining the inspection results and additional information needed for the application. If we do not receive this additional information within 30 days, we will return the permit and other documentation to you, less the permit application fee (which covers the inspection).
4. Once the inspection is complete and all needed information is provided, the highway department will process your application.