

**Dear Permit Holder:**

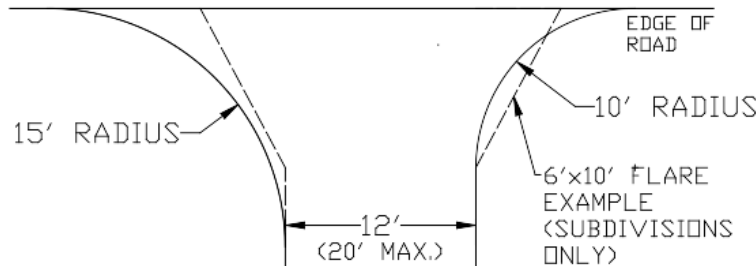
**The safety of your family and of the passing motorists are the most important factor in our driveway policy. If you consider that your family will use this driveway every day for many years, it is worth the extra cost to do it right. To ensure a safe driveway, please construct it as follows. If the information is not clear, please contact our office.**

**Permit Requirements**

1. It is the applicant's responsibility to ensure that the entire driveway is constructed on the property owner's frontage.
2. The driveway approach shall be constructed and approved by the LCRC prior to obtaining any building permits.
3. Call Miss Dig (811) prior to digging.
4. All disturbed areas must be restored prior to final approval of the permit. (established vegetation and mowable)
5. Driveways shall not be located or placed in such a manner that they interfere with cross-culvert drainage.
6. All mailboxes must meet the federal standard (See Mailbox Policy). Brick/Stone or other hazardous mailboxes are prohibited.
7. No other hazardous items such as large rocks or fences are permitted in the road right-of-way.
8. **This permit is valid for 90 days unless otherwise noted. All work shall be completed within 90 days .**

**Driveway Dimensions**

At a minimum, the gravel or paved portion of the driveway shall meet the following dimensions. 6'x10' flares may be substituted for both radii on subdivision roads.

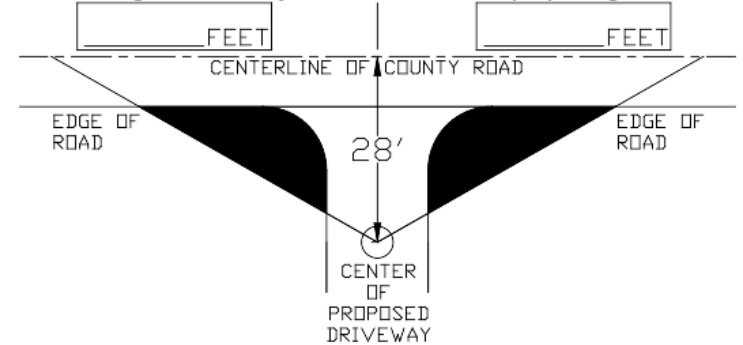


**Driveway Surfacing**

Gravel driveways shall use 8" of 22A or 23A processed gravel or limestone on a suitable base.  
 Paved driveways shall be a minimum of either 3" of asphalt pavement on 5.5" of 22A or 23A processed gravel or 5" of concrete pavement on a suitable base.  
 Regardless of the method used, the driveway shall be surfaced to the extent of the above dimensions at a minimum. All vegetation must be removed prior to placing the required gravel.  
**NOTE:** On a hard surfaced county road, all concrete drives shall use a felt construction joint unless approved otherwise. The pavement shall be saw cut to facilitate the joint.  
**NOTE:** On an aggregate county road, all hard surfaced drives shall stop a minimum of 5 feet from the road edge.  
**NOTE:** The Road Commission shall not be responsible for damaged or removed stamped concrete and asphalt or other pavement designs in the right-of-way. If necessary, the Road Commission shall only replace such pavements with like basic material. These such pavements are placed at the owner's own financial risk.

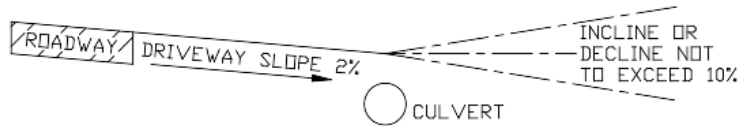
**Sight Distance**

Many people object to our requirements that trees and brush be removed from each side of the driveway. This is necessary to provide a clear line of sight so that your family and visitors can safely enter or exit the roadway. All trees, brush, bushes, banks and objects in the shaded portion of the below picture shall be removed so that the ground is fairly level and allows for proper sight distance.



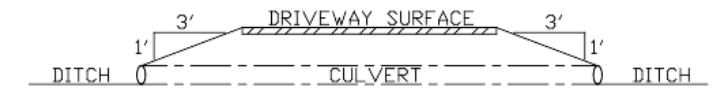
**Driveway Grade**

Driveways shall have a 2% slope down from the road so that water runs away from the road and toward the ditch. Water from the driveway shall not drain onto the shoulder or roadway.



**Driveway Drainage**

Driveway culverts shall be installed in line with the road ditch. The contractor shall ensure the culvert grade allows positive flow through the ditch. Vegetative growth and topsoil shall be removed prior to culvert placement. Culverts may be CMP or concrete only. Plastic maybe be allowed upon approval (See LCRC Plastic Pipe Policy).



The required culvert length is dependant on the ditch depth, location, and size of driveway. The average length is 30 Feet (24' for subdivisions) and works well in most cases. **A 3' horizontal to 1' vertical slope is required from the driveway edge down to the top of the culvert - therefore a longer culvert may be required in some cases. No vertical headwalls are allowed!**  
 The required culvert diameter can be found below.  
 A separate permit is required for any tiling of the ditch beyond the driveway.

LOCATION: \_\_\_\_\_ FT FROM \_\_\_\_\_ RD

E W N S      GRAVEL      ASPHALT      CONCRETE

CULVERT SIZE: \_\_\_\_\_ INCHES

NOTES:

FOR REVIEW ONLY

INSP. INITIALS \_\_\_\_\_, # \_\_\_\_\_ DATE \_\_\_\_\_