

GENERAL DRIVEWAY PERMIT TERMS

The Board of County Commissioners of Hendricks County, shall hereinafter be referred to as the “Board”, and the applicant and/or the owner of the facilities being installed, shall hereinafter be referred to as the “Permittee”

1. The permittee shall request utility locates prior to any excavation in accordance with Indiana State law.
2. A drive is not permitted to cross a limited access rights-of-way or a non-access easement.
3. The entire expense of constructing driveways, mailbox approaches, utilities, and other private improvements shall be borne by the Property Owner(s).
4. No entrance shall be closer than five (5) feet to the adjacent property line or as indicated by any zoning bufferyard requirements.
5. 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.
6. All driveways and approaches shall be so constructed that they shall not interfere with drainage of, or cause erosion to, the highway.
7. All water must be directed away from the roadway to side ditches or other swales.
8. All disturbed areas shall be seeded or sodded immediately upon completion to prevent erosion. This work may be deferred until growing season upon installation of erosion control measures at the County Engineer’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 County Engineer and any owner of the structure.
10. Concrete headwalls or any other concrete, brick or other solid structures including mailbox installations 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.
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 County Engineer 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 Hendricks County to repair the existing road or public improvements if damaged.

**DRIVEWAY & APPROACH
APPLICATION AND PERMIT INSTRUCTIONS**

Instructions for Completion:

1. Complete the Applicant Information and Permit Type information either on-line or hardcopy printed in black 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 "Board of Hendricks County Commissioners, Hendricks County, Indiana". The standard bond amounts shall be set forth in the Schedule of bonds as approved by the Hendricks County Commissioners.
4. Permit fees shall be paid by check or money order (or credit card if processing is available) made payable to the “Hendricks County Engineering Department”. Cash cannot be accepted.
5. When complete, mail or hand deliver this signed application, permit bond and other submittals to the above address. Once the permit has been approved by the inspector, payment may then be made.

What Happens Next:

1. The Hendricks County Engineering 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, an Engineering department inspector may call you to schedule a site visit to review the site conditions before approving the permit.
 - a. It may be necessary for the applicant to meet the inspector on the site during the inspection.
2. The project site must be clearly marked during the inspection to indicate 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 inspector 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.
5. Once installation of driveway, culvert (if applicable), mailbox and mailbox approach (if applicable), and all drainage improvements have been completed, please notify the Hendricks County Engineering Department for Final Inspection.