

Flood Plain: _____

Date: _____

Processing Fee Receipt: _____

Miami County Department of Road and Bridge Entrance Permit Application

Entrance is: New Existing Type of Entrance: Residential Farm/Field Commercial/Industrial

Name: _____ Phone No. _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Proposed entrance location: On _____ St./Rd. _____ (tenth/mile) N S E W

of _____ St./Rd. Side of Road: _____

Subdivision and lot number: _____

Proposed driveway entrance width (Corrugated Metal or Plastic minimum 30 ft. long): _____

I hereby request the Miami County Department of Road and Bridge to size an entrance to my property at the above location. I am aware that the final location of said entrance may be different than my original location in order to obtain proper sight distances. I understand that I can pay the county to install the entrance, or obtain a permit to install the entrance.

Owner/Applicant

Parcel Number

**** Entrance Location Must be Marked with County Provided Flag ****

Office Use Only

Sight Distance: Ok Poor _____ County Flag in place: Yes No

Culvert Size Required: Diameter: _____ Length: _____ Fill (Loads) _____ Cover (Loads) _____

Distance to nearest culvert/intersection: _____ Entrance Surfacing: Gravel Asphalt / Concrete

Comments: _____

Investigators Signature

Date

Applicant Notified: Date: _____

Email Letter Phone

County Install Cost: \$ _____

Installed by: County - Contractor

Contractor Install Bond: \$ _____

Receipt #: _____

Installation/Initial Inspection (given when entrance is constructed)

Installed/Approved: _____ Date: _____ Inspected By: _____

Comments: _____

Final Inspection (given prior to final occupancy inspection by Building Codes)

Approved: _____ Date: _____ Inspected By: _____

Comments: _____

Entrance Requirements

Miami County Road and Bridge requires that a property owner have permission from the County before any entrance is established or reconstructed. The landowner has the option of obtaining a permit and installing or reconstructing an entrance or paying the County to perform the work.

Application/Installation Procedure

1. Obtain and properly fill out a permit application.
2. Pay \$50 processing fee
3. Mark center location of entrance with the "County Provided Flag".

(Please keep in mind several factors when marking your location)

- a. Have at least 350' of sight distance in both directions.
 - b. Make sure brush is not within the sight line.
 - c. The larger the drainage area upstream, the larger the diameter of pipe will be needed, therefore increasing your cost.
 - d. Driveways (including circle) must have a minimum of 185' of space between entrances and depending on the road classification may require 300' to 350' spacing.
 - e. The entrance needs to be 200' to 300' from the intersection depending on the roadway classification.
4. The County will determine the final location of the entrance and cost of the County installing the entrance.
 5. The applicant can either pay the County to install the entrance or obtain a permit to install the entrance themselves. If the landowner elects to install the entrance, they must post a cash bond and follow all the rules of the Utility Accommodation Policy.
 6. Once the entrance is constructed the landowner is responsible for it until the County issues the occupancy permit. If the culvert is damaged during construction the County reserves the right to deny the occupancy permit. Please be advised the construction equipment such as concrete trucks, lumber trucks, etc. are primarily responsible for most of the culvert damage (i.e., crushed ends).
 7. Asphalt or Concrete driveways are to **stop** at the Right-of-Way line unless the street is Curb and Gutter or the Petitioner has written approval from the Road and Bridge Department.
 8. After the culvert has final approval, the County is responsible for replacement of the culvert should it be necessary.