



WHITLEY COUNTY HIGHWAY DEPARTMENT

801 S. Line St.
Columbia City, Indiana 46725
Phone: (260) 248-3123
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E-mail: whitleyhighway@whitleygov.com

Driveway and Temporary Entrance Permit Application

Contractor	_____
Address	_____
Phone	_____
Email	_____

Applicant	_____
Address	_____
Phone	_____
Email	_____

Application Date: ____ / ____ / ____

Township: _____

Road name: _____ between roads _____ and _____

Road Surface Type: Pavement Gravel

Type of Access: Permanent Driveway Temporary Entrance Field Access

Finished Surface: Asphalt Concrete Gravel

Width of access (including turn radius): ____ ft New Address Needed: YES NO

Location is identified by: Flags Stakes Temporary Road Paint

FOR TEMPORARY ACCESS ONLY
Temporary Entrance will be in place for * _____ days
<small>*Per 2023 ROW Ordinance, shall not be for more than 365 days</small>

- 1.) Driveway must be sloped to allow surface water to drain AWAY from the road
- 2.) A culvert pipe may be necessary under the driveway in the side ditch;
- 3.) That side ditches are necessary for the maintenance of the county roads;
- 4.) Mailbox shall be installed in compliance with Whitley County Ordinance 2005-15.
- 5.) Side ditches are necessary for the maintenance of county roads; therefore they must be constructed by the owner to allow unrestricted flow of water in the right-of-way;
- 6.) The installation of tile and filling in of a roadside ditch is prohibited. A formal written request may be submitted to the Highway Director/Superintendent and/or County Engineer for consideration and may be approved under special circumstances. Any roadside ditch that is filled in without written consent shall be excavated and recontoured by the Whitley County Highway Department at the expense of the parcel owner.

The following supporting documentation is required:

____ Detailed map or drawing of driveway/entrance proposed location

DRIVEWAY SIGHT DISTANCE INFORMATION

Driveway site locations are the responsibility of the owner and/or the sellers of the property. Availability of a drive on each tract of land is not guaranteed and should be checked before sale/or purchase of property where building is anticipated. If the proposed location is unapproved due to not meeting sight distance requirements, a new location can be proposed or an acknowledgement letter can be signed for release of liability. No signage or traffic control devices will be placed due to unapproved location.

<u>POSTED SPEED</u>	<u>SIGHT DISTANCE</u>
55	500'
50	450'
45	400'
40	300'
35	250'
30	200'

Temporary Entrance Permit \$250.00 per location
 Driveway Permit \$50.00

In accordance with the fees shown, a check in the amount of \$ _____ is included.
 Cash or check made payable to the Whitley County Highway Department

BY SIGNING BELOW, I VERIFY THAT I HAVE READ AND AGREE TO ALL TERMS.

 Signature of Applicant

BELOW IS FOR INTERNAL USE ONLY			
SPEED LIMIT OF ROAD SECTION: _____		SIGHT DISTANCE REQUIRED: _____	
ACTUAL SIGHT DISTANCE: _____		MEETS REQUIREMENTS: YES NO	
REMARKS: _____ _____			
DISTANCE FROM NEAREST ADJACENT DRIVEWAY, ADDRESS, OR INTERSECTION: _____ _____			
CULVERT PIPE REQUIRED		CULVERT SIZE REQUIREMENT: _____	
YES	NO	*MINIMUM SIZE OF 12" DIAMETER AND 12' LENGTH	
APPROVED LOCATION _____		UNAPPROVED LOCATION: _____	
LOCATION INSPECTED BY: _____		DATE: _____	
SIGNATURE: _____			
NOTES: _____ _____			