

## **Requirements to file for a Commercial Driveway Permit**

**The following documents must be presented when submitting a commercial driveway permit request:**

- A professional site plan of the proposed project.
- A parcel ID #
- A survey
- Commercial business must have been through the Plan Commission
- A copy of the deed if property has been owned by applicant less than 1 year
- Any Drainage Board, Surveyor's Office Approval, or IDEM paperwork for properties that are in wet land or drainage areas.
- A completed Driveway Permit
- Payment of permit

### **Driveway Permit Process:**

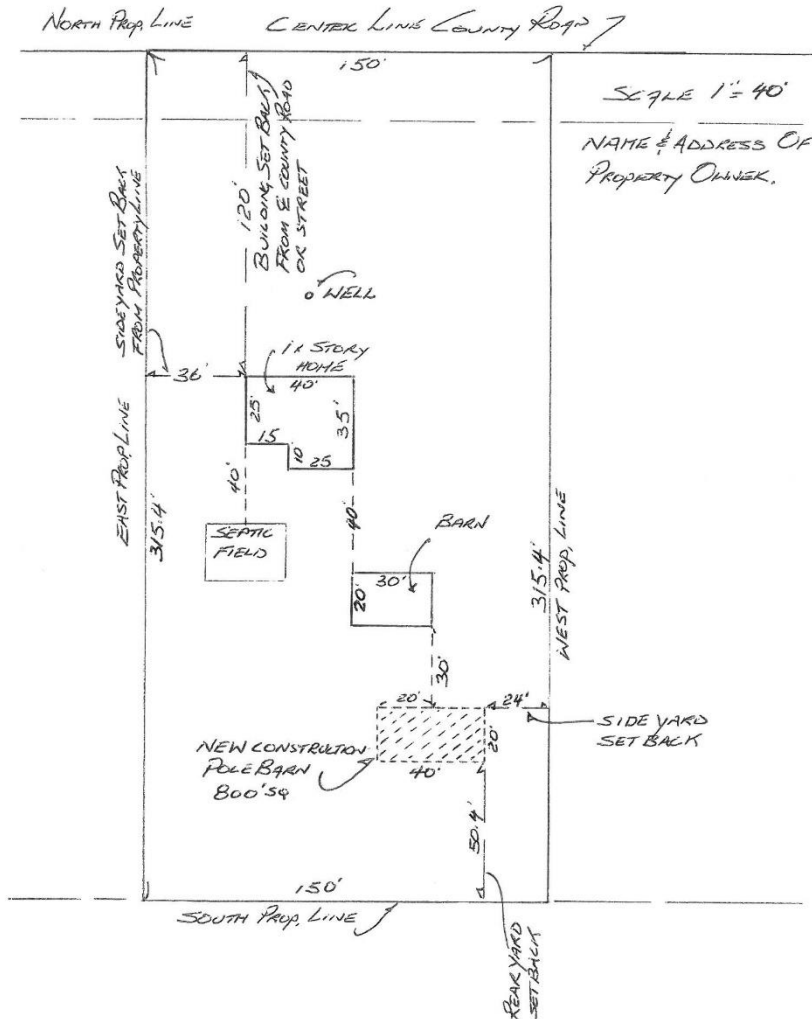
- 1. Submit a driveway permit with above required documentation.**
- 2. Applicant to install flags provided along the roadway indicating the exact location of the proposed driveway including specific width of driveway and correct distance from property line (if no existing driveway is already in place).**
- 3. County Highway personnel to do a preliminary on-site inspection on proposed property and driveway.**
- 4. Preliminary permit returned with approval (or denial) and any specific requirements for installing/constructing driveway which could include culverts, hard surfaces required, and/or alterations to proposed plan. Approved preliminary permits will be returned to either property owner or contractor as well as the Plan Commission and Building Departments.**
- 5. Installing/construction of driveway according to approved plans by property owner or contractor.**
- 6. Once driveway is completed with all layers of material, property owner or contractor is to contact the Lagrange County Highway Department for a final (2<sup>nd</sup>) inspection.**
- 7. County Highway Personnel will then do a final (2<sup>nd</sup>) inspection.**
- 8. Approved final inspection paperwork will be sent to the property owner or contractor as well as the Plan Commission and Building Departments.**

## Driveway Site Plan Requirements

AT MINIMUM, USE A RULER AND SHOW DIMENSIONS OF ALL SETBACKS, LOT LINES AND BUILDINGS, ILLEGIBLE SITE PLANS ARE NOT ACCEPTABLE.

### WHAT MUST BE SHOWN:

- 1. North Arrow
- 2. Property lines and dimensions of the property
- 3. All adjacent edge of rights-of-way, public rights-of-way and their names
- 4. Existing and proposed structures, their sizes and distance from property lines and edge of right-of-way
- 5. Structures, signs or screening (fences, trees, driveways, etc.) proposed to be demolished or removed
- 6. Existing and proposed location of well or septic areas
- 7. Existing Driveways with the width & distance to property lines and distance to all internal drives (if applicable)



**THIS SITE PLAN MUST ACCOMPANY YOUR APPLICATION. IF THE APPLICATION DOES NOT INCLUDE THE COMPLETED SITE PLAN, IT WILL BE CONSIDERED INCOMPLETE AND THE STAFF WILL NOT ACCEPT THE APPLICATION.**



## DRIVEWAY APPROACH REQUIREMENTS

**LaGrange County  
Highway Department  
300 E. Factory St.  
LaGrange, IN. 46761  
Telephone: (260) 499-6353  
Facsimile: (260) 463-7838  
Email: [highwaypermits@lagrangecounty.org](mailto:highwaypermits@lagrangecounty.org)**

A person or his or her agent (collectively, Applicant) who desires to perform construction operations or other work within LaGrange County's right-of-way; must complete a permit application and receive approval from the LaGrange County Highway Department Supervisor, Engineer, or their designee, prior to construction. No permit will be reviewed or approved until the fee has been received by the Highway Department. Permits will expire twelve (12) months from issue date. Applicant is responsible for keeping all records relating to the project for two (2) years. Fees are payable in exact cash, credit/debit card, or check made payable to the **LaGrange County Highway Department**. Fees are collected in the following amounts:

|                               |                 |
|-------------------------------|-----------------|
| Standard Residential Drive:   | \$65            |
| Construction/Temporary Drive: | \$65            |
| Major/Minor Commercial Drive: | \$150           |
| Field Entrance                | \$0             |
| Driveway Re-inspection        | Additional \$40 |

The Department reserves the right to reject, suspend, or rescind an application for reasonable cause. When determining the location of a new driveway, visibility, topography, drainage, traffic speed, and future improvements should be considered. At the completion of the project, the Applicant must restore the worksite including improvements, shoulders, erosion, vegetation, grading, drainage, and all facilities equal to or better than the condition before the project began. The Applicant must remove all access dirt, rock, debris, and garbage resulting from the project. The entire expense of driveway construction is the responsibility of the Applicant.

A property site plan must be submitted with the Driveway Construction Permit Application. If an engineered site plan is not applicable, a layout sketch will be accepted. The sketch must include all existing driveways within one hundred fifty (150) feet of the proposed driveway right of way, existing drainage easements, structures, septic system, well, and any other significant features located on the property. The sketch must include the dimensions of the proposed driveway, depth, and distance to each property line.

In consideration of the permit, Applicant hereby agrees to indemnify the Highway Department from and against all causes of action, claims, liabilities, loss damage, or expense, including attorney's fees, by whomsoever caused, to persons or property of anyone arising out of or resulting due in whole or in part to any act, omission, or negligence of Applicant. Only to the extent of negligence of the Department shall Applicant not be liable under this paragraph.

The permit is nontransferable.

### **SPECIFICATIONS FOR POTENTIAL DRIVEWAYS**

Driveways cannot be situated less than fifty (50) feet from the nearest county road intersection or seventy-five (75) feet from a state road intersection. No driveway may be constructed within one hundred fifty (150) feet of a neighboring driveway. Driveways cannot be closer than twenty-five (25) feet to an adjoining residential property line or ten (10) feet to an adjoining nonresidential property line, with the exception of properties located in L-1 zoning. A variance from one or more of these specifications may be authorized by the Engineer or Highway Supervisor.

When installing an asphalt or concrete driveway, drive must be level with the road or ½ inch below road level.

No Applicant may work in the right-of-way without having first notified all persons who have facilities in the right-of-way within twenty-five (25) feet of any portion of the project site. Applicant may not interfere with facilities without documented permission.

During installation, the Applicant must use all reasonable efforts to protect the public from any danger associated with the driveway construction. The Applicant is solely responsible for any damage caused to the public. Except as necessary for safety purposes, the Applicant may not obstruct traffic.

All driveways must be constructed so that they do not interfere with drainage of, or cause erosion to, the highway. **Culverts must consist of corrugated metal pipe or reinforced concrete pipe with a minimum width of twelve (12) inches in diameter.** Culverts must be backfilled with well compacted gravel or sand and must be located in line with the existing road ditch. Water must be directed away from the roadside via ditches or other swales. Applicants will bear expenses of keeping approaches, culverts, and drainage in adequate repair. In the event that an existing tile, sewer or culvert is damaged, Applicant must notify the Highway Department immediately and commence repairs as directed by and to the satisfaction of the Engineer within ten (10) days. Applicant is responsible for all costs and will be held liable for any damages within right-of-way. Any damage to the roadway due to construction will result in a minimum fee of \$2,500 to compensate to fix said roadway. Failure to place the driveway in a location that is neither permitted nor approved will result in a minimum fee of \$1,000 and the removal of your existing drive.

If the Applicant fails to construct, maintain, or undertake the construction as described in the Driveway Construction Permit Application, the Engineer and/or another LaGrange County department may withhold any construction, building, occupancy, or other LaGrange County permits sought by the Applicant. If the work performed fails to comply with the permit, the Applicant will be notified in writing that he/she has forty-five (45) days to correct any deficiencies and obtain a re-inspection of the project. Failure to follow driveway specifications could result in fines up to \$7,500 per day (up to \$1,000 for first violation).

In the event the proposed marked area does not meet LaGrange County Standards, the Engineer may relocate the marker flags to the nearest satisfactory location as a suggested alternative. If the location is not satisfactory to the Applicant, a new location can be marked and an additional permit check can be performed.

The Applicant must comply with all applicable law, acquire all applicable permits, easement or right of entry, and adhere to all terms and conditions of the application. If the proposed driveway is to be located on an easement, a property deed must accompany the application.

#### **A. Standard Residential Drive**

1. Driveways must be at least twelve (12) feet up to twenty-four (24) feet wide in the right-of-way with a minimum entry radius of fifteen (15) feet and a maximum radius of thirty (30) feet.
2. Driveway surfaces materials placed on County right-of-way must consist of one or more of the following:
  - Processed gravel or limestone, six (6) inches thick and compacted
  - Asphalt surface two (2) inches thick over four (4) inch compacted gravel subbase material
  - Portland cement concrete four (4) inches thick over well compacted subgrade

#### **B. Commercial/Industrial Drive**

1. The Applicant must provide a copy of the **approved** LaGrange County Plan Commission or Plat Committee site plan, if applicable.
2. Driveways must be at least fifteen (15) feet up to thirty (30) feet in the right-of-way with a minimum entry radius of twenty-five (25) feet.
3. Driveway surfaces materials placed on County right-of-way must consist of one or more of the following:
  - Compacted crushed gravel or limestone a minimum of ten (10) inches thick
  - Two (2) inches of binder with one (1) inch surface, over eight (8) inches of compacted gravel or limestone
  - Portland cement concrete eight (8) inches thick with wire mesh over compacted sub-grade
4. All driveways must be paved from the edge of pavement throughout the right of way (except on existing gravel roads).

#### **C. Field Entrance/Temporary Drive**

1. Permit requirements are same as residential drives.
2. Surface materials may be of natural materials found near site.
3. Access point must accommodate any existing roadside drainage.