Parcelization Drive
Requirements

Certificate of Insurance: $500,000 General Liability from the contractor.
Certificate Holder: Tippecanoe County Board
of Commissioners.

Information Sheet: Must be filled out in full by the owner or a designated representative. A letter of consent from the owner must accompany the permit if not filled out by the owner.

Site Plan: Show drive width, drive radii, and distance from drive to property lines.

Restrictions: 1 or 2 Parcel - 10' radii, 12'- 24' width
3 or 4 Parcel - 15' radius egress, 25' radius ingress, 20' Minimum width
- If in the future this becomes a 5 or more parcel the drive must be upgraded to meet the requirements of a 5 parcel drive.

5 or More Parcel - 25' radii, 20' Minimum width, ingress & egress tapers
- Entrance within the county right-of-way must be paved or concrete.

Culvert: Pipe size will be determined by the county inspector. **No plastic pipe is allowed**.

Stake Drive: Visible stakes at the property lines and each side of the drive.

Easement: If drive is to be built on an easement, a copy of the signed recorded easement must be submitted with application of drive permit.

Fee: $100.00, Checks made payable to the Treasurer of Tippecanoe County

Prepared by the Tippecanoe County Highway Engineering Department
20 North 3rd Street
Lafayette, IN 47901

(765) 423-9210

Form #76-103
DEPT. OF ENGINEERING

PERMIT NO. _____

PERMIT TO CONSTRUCT A **PARCELIZATION** DRIVEWAY ENTRANCE AND APPROACH

Permission is hereby granted to _____

TO CONSTRUCT A DRIVEWAY ENTRANCE AND APPROACH ON THE (NORTH, SOUTH, EAST, WEST)

Side of County Road _____ Township _____, Section _____

At the following described location: _____

To serve as access to _____

SIZE OF PIPE TO BE USED: _____
(EITHER GALVANIZED CORRUGATED STEEL OR REINFORCED CONCRETE PIPE)

OTHER CONDITIONS: _____

_____

UNDER THE TERMS OF THIS PERMIT, THE PERMITTEE SHALL COMPLY WITH THE FOLLOWING PROVISIONS:

(A) No entrance shall be closer than five (5) feet to adjacent property line and no approach shall be so constructed that any part of the same extends in front of property belonging to a person other than the permittee unless both property owners sign a joint application for a permit.

(B) All drainage pipes or tile used in the construction of driveways and approaches shall be a minimum of twelve (12) inches in diameter and as much larger as the Department shall deem necessary for proper drainage, and on all new driveways and approaches, shall be furnished by the permittee. All pipe or tile and other drainage structures used shall meet the approval of the Department as to type, quality, size and length.

(C) All driveways and approaches shall be so constructed that they shall not interfere with drainage of, or cause erosion to the street or highway. If it is proposed to construct any portion of an approach on a slope or grade greater than fifteen (15) percent, the grade or slope shall be designated on the application. If no designation of grade is shown on the application, the approach shall not be constructed on a grade greater than fifteen (15) percent.

(D) All disturbed areas shall be fertilized and seeded or sodded to prevent erosion.

(E) The construction of such driveways and approaches shall not interfere with any existing structure or any county highway right-of-way without specific permission in writing from the Department or other owner thereof.

(F) Concrete headwalls or other obstacles will not be permitted under the terms of this permit.

(G) All entrances and approaches shall be so located as to provide adequate sight distance in both directions along the highway for safe access to the highway without interfering with traffic on the highway.

(H) No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location of necessary highway signs.

(I) The permittee shall assume responsibility for all maintenance of such approaches from the right-of-way line to the edge of the traveled roadway. If the approach or driveway is built of loose aggregate, said aggregate shall be bound with some material so as to prevent loose aggregate from being carried onto the highway pavement, or the permittee shall keep the pavement free of loose aggregate at all times.

(OVER)

(J) No such entrance or approach shall be relocated or its dimensions altered without written permission of the Department.

(K) On the day preceding the beginning of work under any permit for approach construction, the permittee shall secure special permission to proceed from the local Department representative in charge.

(L) The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly from the construction of any approach or driveway.

(M) The permittee shall remove or relocate any such entrances or approaches when requested to do so by the Department in the interest of safety to highway traffic. For the purpose of Road or Bridge construction or improvement, said driveway entrances and approaches shall be removed at any time upon the request of the Tippecanoe County Highway Department. Permits issued for driveway entrances and approaches may be rescinded at any time by the Tippecanoe County Highway Department. Driveway entrances and approaches must be complete within one (1) year after the permit is issued: otherwise, the permit will be canceled.

The right-of-way area adjacent to or between the approaches may be graded at the permittee's expense, subject to drainage requirements as determined by the Department. The permittee may plant in this area, grass, flowers, or low growing shrubs that never attain sufficient height to obstruct clear vision in any direction.

All work shall be done in accordance with the approved plans, and the latest issue of the Indiana State Highway Standard Specifications and shall meet the approval of the Tippecanoe County Highway Department.

THE ABOVE CONDITIONS ARE UNDERSTOOD AND AGREED TO:

_____	_____
NAME (Property Owner)	NAME (Contractor)
_____	_____
ADDRESS (Present Address)	ADDRESS
_____	_____
DATE	DATE
PHONE NO. _____	PHONE NO. _____
_____	_____
Signature of Owner	Signature of Contractor
_____	_____
Title / Representative's Position	Title / Representative's Position
	_____
	Stewart W. Kline, P.E., Executive Director Michael J. Spencer, Assistant Executive Director Tippecanoe County Highway Department
	_____
	Date

THIS AGREEMENT MUST BE EXECUTED BY THE CONTRACTOR FOR THE PROJECT AND ALL OWNERS OF THE LAND SERVED THEREBY.

PARCELIZATION DRIVEWAY ENTRANCE PERMIT INFORMATION SHEET
TIPPECANOE COUNTY HIGHWAY DEPARTMENT

DATE _____ PERMIT # _____

I HAVE READ THE FOLLOWING INFORMATION, AND CERTIFY IT IS CORRECT:

_____ _____

SIGNATURE OF APPLICANT PRINTED NAME OF APPLICANT

RECORDED OWNER OF PROPERTY _____

LETTER OF CONSENT OF RECORDED PROPERTY OWNER (PLEASE ATTACH)

CONTRACT PROPERTY OWNER _____

PRESENT ADDRESS _____ PHONE _____

CONTRACTOR _____

ADDRESS _____ PHONE _____

CONTRACTOR'S CERTIFICATE OF INSURANCE EXPIRATION DATE _____

PURPOSE OF DRIVEWAY _____

PROPERTY ADDRESS _____ CITY _____ ZIP _____

TOWNSHIP _____, SECTION _____ , T _____ N, R _____ W

BRIEF DIRECTIONS _____

_____ STAKES OUT _____

SIDE OF ROAD: NORTH SOUTH EAST WEST

FINAL PLAT RECORDED: YES NO

SUB-DIVISION _____ LOT _____

PARCELIZATION NAME _____ TRACT # _____

KEY # _____

ANY EXISTING EASEMENTS: YES NO (IF YES PLEASE ATTACH) DOC# _____

SITE PLAN: YES NO (IF YES PLEASE ATTACH)

CONSTRUCTION PLANS ON FILE IN ENGINEERS OFFICE: YES NO

AMOUNT PAID $ _____ CHECK # _____

TO BE COMPLETED BY INSPECTOR:

CHECKED BY _____ DATE _____

SIZE PIPE NEEDED _____

REMARKS _____