

Permit Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Hancock County Highway Department  
921 West Osage St., Greenfield, IN 46140  
Phone # (317) 477-1130 Fax (317) 477-1156

**PERMIT:  
TO WORK WITHIN COUNTY  
ROAD RIGHT-OF-WAY**

- Type of Permit:  
(check below)
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Private Driveway Class _____ | <input type="checkbox"/> Major Commercial Driveway Class _____      | <input type="checkbox"/> Minor Commercial Driveway Class _____              |
| <input type="checkbox"/> Sidewalk                     | <input type="checkbox"/> Open cut within right-of-way (Non-utility) | <input type="checkbox"/> Borings or pushes under County roads (Non-utility) |
| <input type="checkbox"/> Utility Work                 | <input type="checkbox"/> Oversize/Overweight/House Moving           | <input type="checkbox"/>  |

Name of Applicant: \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail address \_\_\_\_\_ Fax \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail address \_\_\_\_\_ Fax \_\_\_\_\_

Project Location: (Describe location by Lot No. in subdivision or direction and distance from nearest intersection and side of road.)  
\_\_\_\_\_

Nature of work to be done in Right-of-way (Attach plans or drawing of work to be done)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bond Required:  Yes, Penal Sum \$ \_\_\_\_\_, Bond Number \_\_\_\_\_  
 Waived, category for Bond waiver is \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_ Check or Bank Draft Payable to "Hancock County Treasurer".

RECEIPT NUMBER \_\_\_\_\_

THE APPLICANT AGREES TO INDEMNIFY, DEFEND, EXCULPATE, AND HOLD HARMLESS HANCOCK COUNTY, INDIANA, ITS OFFICIALS AND EMPLOYEES FROM ANY LIABILITY DUE TO LOSS, DAMAGE, INJURIES, OR OTHER CASUALTIES OF WHATSOEVER KIND, OR BY WHOMSOEVER CAUSED, TO THE PERSON OR PROPERTY OF ANYONE ON OR OFF THE RIGHT-OF-WAY ARISING OUT OF, OR RESULTING FROM THE ISSUANCE OF THIS PERMIT OR THE WORK CONNECTED THEREWITH, OR FROM THE INSTALLATION, EXISTENCE, USE MAINTENANCE CONDITION, REPAIRS, ALTERATION, OR REMOVAL OF ANY EQUIPMENT OR MATERIAL, WHETHER DUE IN WHOLE OR IN PART TO THE NEGLIGENT ACTS OR OMISSIONS (1) OF THE COUNTY, ITS OFFICIALS, AGENTS, OR EMPLOYEES; OR (2) OF THE APPLICANT, HIS AGENTS OR EMPLOYEES, OR OTHER PERSONS ENGAGED IN THE PERFORMANCE OF THE WORK, OR (3) THE JOINT NEGLIGENCE OF ANY OF THEM; INCLUDING ANY CLAIMS ARISING OUT OF THE WORKMEN'S COMPENSATION ACT OR ANY LAW, ORDINANCE, ORDER OR DECREE. THE APPLICANT FURTHER CERTIFIES THAT APPLICANT IS FAMILIAR WITH ANY AND ALL RULES, REGULATIONS, INSPECTIONS REQUIRED AND ORDINANCES THAT APPLY TO THE WORK BEING DONE WITH THIS PERMIT. THE APPLICANT FURTHER AGREES TO RENEW THIS PERMIT ON OR BEFORE THE EXPIRATION DATE WHEN NECESSARY TO CONTINUE WORKING IN RIGHT-OF-WAY. THE APPLICANT ALSO AGREES TO PAY ALL REASONABLE EXPENSES AND ATTORNEYS FEES INCURRED BY OR IMPOSED ON THE COUNTY IN CONNECTION HERewith IN THE EVENT THAT THE APPLICANT SHALL DEFAULT UNDER THE PROVISIONS OF THIS PARAGRAPH.

THE APPLICANT FURTHER AGREES TO ABIDE BY THE CONDITIONS ON PAGE TWO (2) OF THIS APPLICATION.

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_

To be a valid permit page 2 with County Engineer's signature must be attached.

\_\_\_\_\_  
INSPECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY ENGINEER

\_\_\_\_\_  
DATE

If this application to construct a driveway entrance and approach is granted, the applicant agrees to the following applicable provisions:

- (1) All driveways and approaches shall be constructed so that they shall not interfere with the drainage of the road or highway.
- (2) The permitted shall install a culvert pipe unless other wise agreed upon at the time this permit is issued. Not to install a culvert pipe will be given in writing.
- (3) No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location of necessary highway signs.
- (4) The Permitted shall assume responsibility for all maintenance of such approaches from the right of way line to the edge of the traveled roadway. The driveway surface, from the right-of-way line to the edge of the traveled way, shall be paved or compacted aggregate as stipulated in the *Hancock County Permit Manual for County Roads*.
- (5) No such entrance or approach shall be relocated or its dimensions altered without written permission of the County Engineer.
- (6) The Permitted shall remove or relocate any such entrance or approach when requested to do so by the Board of County Commissioners in the interest of safety to highway traffic.
- (7) The Right-of-way area adjacent to or between the approaches shall be graded so as to remove storm water. Such areas shall be finished in a manner that will prevent vehicular encroachment if necessary.
- (8) Drainage pipes shall be of proper material and length as stipulated in the *Hancock County Permit Manual for County Roads*. **Minimum pipe size and 12" x 24' with end sections.**
- (9) **Corrugated Metal (non- spiraled) pipe or Concrete.**
- (10) An application under these regulations shall be made on this form and, if requested, drawings shall be submitted with and become a part of the permit agreement. When proposed driveway and approach clearly defined by filling in dimensions on typical standard drawings, applicants may do so in lieu of submitted drawings.
- (11) On Class II and Class IV driveways, the centerline grade of all driveway approaches shall slope downward from the edge of the road pavement to a point directly above the driveway culvert; or, in cases where no culvert is required, to a point in line with the center of the roadside ditch. The centerline grade of the driveway at this point shall not be less than four (4) inches below the centerline elevation of the County Road at the intersection of the centerlines of the County Road and the driveway approach. On Class I and Class III driveways, the driveway grade shall meet the gutter grade.
- (12) The mailbox shall be in accordance with the Hancock County Mailbox Ordinance (No. 1997-1B).
- (13) Items such as trees, rough rock cuts, boulders, headwalls, landscaping, foundations, "invisible" pet fencing, irrigation systems, fences, and any other items that could interfere with the safe operation and maintenance of the county highway shall not be permitted to remain in the county right-of-way. The county shall not be held responsible for damage to such items while performing routine maintenance and construction work within the right-of-way.
- (14) **All public sidewalks cannot exceed 2.0% (1:50) cross slope, 5.0% (1:20) running slope and 8.33% (1:12) ramp running slope. All sidewalk ramps must have Detectable Warning Device (truncated domes). This is all required by American Disabilities Act.**
- (15) **Boring or pushing under county road shall be a minimum of 36 inches below the bottom of asphalt.**
- (16) **Utility permits are based on (1) permit per mile. Except for subdivision streets.**
- (17) **All Road cuts require flowable backfilling and 6" Concrete Cap (4000psi) flush to county road. Plates required for overnight cure.**

Copies to:  
Hancock County Highway Department  
Applicant  
Surety