

**PRIVATE DRIVEWAY AND SIDEWALK
RULES AND INFORMATION**

GENERAL

Any person, partnership, company, corporation, association, or agency intending to construct an access on the County's right-of-way shall make written application to and secure a permit from Hancock County Highway Department. This permit must be obtained before commencing construction on a driveway or sidewalk within the right-of-way of a County Highway.

APPLICATION REQUIREMENT AND PREPARATION

A new driveway or sidewalk permit application shall be required when a relocation, alteration or remodeling of an access, approach and/or crossover, or any change in the character of the use of the access approach and/or crossover is proposed. The granting or denial of such application shall be governed by the same regulations and judged by the same standards as an application for a permit for a wholly new access, approach and/or crossover.

Application to the County Highway Department shall be made on the form as prescribed by the County Highway Department. The application shall include immediately proposed and future work affecting all locations of access to the applicant's property and adjacent parcels in which an interest is held by the applicant.

Applications are available online at www.hancockin.gov or at the County Highway Department at the following address:

Hancock County Highway Department
Permits Department
921 West Osage Street
Greenfield, IN 46140
Telephone: (317) 477-1130

Permit Application Fee:

The private driveway permit fee for Class I, II, & V driveways..... \$100.00
Sidewalk permit fee \$100.00

Payable to: Hancock County Treasurer

PERMIT TIME LIMIT

The permit shall expire one year from the date of approval. Permit must be renewed if work is not complete at the end of the one (1) year time limit.

PERFORMANCE BOND

A Performance Bond is required. The document used to guarantee that work performed on the right-of-way by the applicant (principal) will be completed as required by conditions and provisions of the permit. The bonding company (surety) is bound by the bond to see that the permit is completed satisfactorily should the Permittee (principal) fail to perform properly. The bond shall be approved by Hancock County Highway Department and shall be sufficient to cover the work to be performed in the right-of-way. This document shall be notarized. The minimum bond shall be by approach class as shown below.

Residential Drive (Class I and II).....	\$3,000.00
Field Entrance (Class V)	\$1,000.00
Sidewalk	\$3,000.00 (Minimum)

(Class I drives are locations where the county highway is constructed with concrete curb)
(Class II drives are locations where the county highway is constructed without curb)
(Class V drives are locations that serve a vacant lot, field, or unimproved property)

Bond shall be made to: **Hancock County Board of Commissioners** as obligee.

PIPE REQUIREMENTS

A culvert pipe is required at each drive and shall be a **minimum** of 12 inches in diameter and 24 feet in length with end sections. The pipe shall be constructed of corrugated steel or reinforced concrete. Alternate materials may be used if approved by County Engineer. The minimum wall thickness for corrugated steel pipe shall be 0.64 inch (16 gauge). Pipes shall not be smaller than structures upstream from their location.

DRIVEWAY SURFACE REQUIREMENTS

The driveways shall be constructed of 6 inches of compacted aggregate, as a minimum, of the edge of the mainline pavement to the County right-of-way line.

Note: The desired pavement for Class I & II drives are as follows:

<u>Asphalt Concrete</u>	<u>Concrete</u>
1 in. Surface	6 in. Reinforced Concrete
3 in. Base	3 in. Compacted Aggregate
3 in. Compacted Aggregate	

NUMBER OF DRIVEWAYS

Access shall be limited to a single drive per property unless the frontage exceeds 400 ft..

JOINT DRIVEWAY

Joint driveways are allowed, but the application shall be jointly prepared and submitted by both property owners. The driveway shall be located precisely straddling the property line dividing the two properties. A perpetual easement and maintenance agreement should be recorded on both properties to ensure the optimum use and condition.

SEPARATION and SIGHT DISTANCE FOR DRIVEWAYS

The distance between driveways must allow driveway vehicles to safely accelerate, decelerate, and cross traffic streams without excessive interference. The following is the minimum spacing of driveways for various speeds. The spacing is the clear distance between the near edges of the driveway throats. The driveway must also be a minimum of 200 feet from the nearest intersection.

<u>Highway Speed</u>	<u>Minimum Separation</u>	<u>Minimum Sight Distance</u>
30 mph	185 feet	267 feet
35 mph	245 feet	328 feet
40 mph	300 feet	403 feet
45 mph	350 feet	482 feet
50 mph	395 feet	571 feet
55 mph	435 feet	655 feet

Sight and separation distances do not apply to driveways in plated subdivisions. Driveways located in a sub-division can not have a drainage structure within the curb at the driveway.

SIDEWALK SPECIFICATIONS

Sidewalks shall be located as specified in the approved development plans. Sidewalks shall be constructed of concrete four (4) feet wide and minimum of four (4) inches thick, meets all Local, State, Federal rules and regulations and is ADA compliant. ADA ramps can not be located within a driveway.

FAILURE TO COMPLETE IMPROVEMENTS

For construction in County right-of-way for which no performance guarantee has been posted, if the improvements are not completed within the period of validity of the permit approval, the permit shall be considered null and void. The County reserves the right to institute a suit to remove any work and restore the right-of-way to its original condition and assess the construction to the Applicant.

In those cases where a performance guarantee has been posted and the improvements have not been installed prior to the expiration of the guarantee, the County shall declare the guarantee to be in default and cause all improvements to be installed according to the approved plans, regardless of the extent of any building development at the time the guarantee is declared to be in default.

VARIANCES

A Variance may be submitted in writing at the time when the application for driveway permit is filed. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner. The application for variance must be accompanied by nonrefundable fee of \$100.00 or as amended in the most recent schedule of fees.

Approval of variances will be given by the Hancock County Commissioners, with benefit of a recommendation from the Hancock County Engineer.

Variances to regulations regarding driveway pipes, including driveways proposed with no driveway pipe (i.e., at the crest of a hill), shall be exempt from these variance provisions. However, written approval will be required from the Hancock County Engineer in those situations.

MISCELLANEOUS REQUIREMENTS

Debris and Waste, No cut trees, timber, debris, earth, rocks, stones, soil, junk, rubbish or other waste material of any kind shall be buried within the County right-of-way.

Erosion control measures shall be used per the Hancock County erosion control ordinance.

For more information, see **Chapter 153, Road Permits** and **Chapter 154, Drainage and Sediment Control Regulations** of the Hancock County Code.