



Harrison County Engineer's Office

300 North Capitol Avenue, Room 107
Corydon, Indiana 47112
Phone 812-738-4600 Fax 812-738-4418

Driveway Permit

This section to be completed by applicant, please read instructions page before completing

Applicant/Property Owner: _____ Date Application Taken: _____

Contact Phone # : _____ Fax: _____

Cell: _____ Email: _____

Road Name or Address: _____

Directions: _____

Type of Marker at the site: _____

The applicant agrees that the following terms apply upon receipt of a Driveway Permit

1. Applicant/property owner will release and hold harmless the County and/or County Highway Department and or any of its employees from any liability in regards to suggestions that the County and/or County Highway Department and/or any of its employees might give on placement of the driveway at the above road name;
2. If applicable, Applicant/property owner agrees that they will place a culvert of sufficient size for proper drainage and that maintenance and/or repair of the driveway/culvert in the future is the sole responsibility of applicant/ property owner;
3. Applicant/property owner agrees to maintain any driveway permitted under this process.
4. Applicant/property owner agrees that any driveway, permitted under this process, must be constructed so that rock and/or mud is not allowed to wash out onto the roadway. If such a thing occurs applicant/property owner will be responsible for the removal and cleanup from the roadway.

Applicant/Property Owner

Date

This section for official use only

Culvert Required: No Yes Size _____

Comments:

Approved: _____

Harrison County Engineer's Office

Date

www.HarrisonCountyHighwayDepartment.com

Instructions

Filling out the permit:

- (1) The applicant can be listed as the property owner or the individual applying for the permit including a contractor.
- (2) It is important to list the date the application is turned in, there may be up to a 5 business day waiting period from the submitted date.
- (3) Provide all available contact information, if a question arises this will expedite the completion time.
- (4) It is necessary to list the road name, most applicants have not been assigned an address when filing a driveway permit, however if an address exists please list.
- (5) When giving directions state the closest intersection and the direction from that intersection in which the driveway will be located, give driving directions from the nearest state highway, or simply state the address next to or across from road from the property where the driveway will be located.
- (6) Describe the type of marker being used. All markers should be visible from the road. Green flags are available at the engineer's office, however you may use your own marker.
- (7) You must sign and date the application on the line provided under the terms and conditions, a site visit will not be made until application is signed.

Submitting the application:

- (1) After filling out the necessary information on the application it may be emailed, faxed, mailed, or dropped off to the Harrison County Engineer's Office.
- (2) Make sure the proposed location of your driveway is clearly marked.
- (3) A representative from the engineer's office will make a site visit and determine if a culvert is needed and if so what size the culvert will need to be.

Approval of application:

- (1) If a culvert is determined necessary, the property owner will be notified. Upon notification the property owner will then be responsible for purchasing the required culvert and submitting a receipt of purchase to the engineer's office via email, fax, mail, or delivery to the office.
CULVERTS MUST BE GALVANIZED CORRUGATED METAL PIPE OR APPROVED EQUIVALENT. THE PERMIT WILL NOT BE APPROVED UNTIL A COPY OF THE RECEIPT OF PURCHASE HAS BEEN SUBMITTED.
- (2) If a culvert is not required the application will be approved upon the site visit.

Notification:

- (1) Notification will be provided to the applicant upon approval via email, phone, or fax from the engineer's office.
- (2) Approved permits will be sent to Harrison County Planning and Zoning Office by the engineer's office.
- (3) Permits within the two mile fringe of the Town of Corydon will be sent to the town in addition to planning and zoning by the engineer's office.