

**PERMIT APPLICATION FOR CREATION OR ALTERATION OF ACCESS OF ROAD, STREET, HIGHWAY, OR ALLEY TO THE CLAY COUNTY HIGHWAY SYSTEM; PERMIT APPLICATION FOR CONSTRUCTION OF AN ENTRANCE, DRIVEWAY, APPROACH, OR MAILBOX APPROACH, WHICH CONNECTS TO ANY ROAD, STREET, HIGHWAY, OR ALLEY TO THE CLAY COUNTY HIGHWAY SYSTEM; AND PERMIT APPLICATION FOR CONSTRUCTION OR RECONSTRUCTION OF THE DRAINAGE SYSTEM LOCATED WITHIN THE CLAY COUNTY RIGHT OF WAY**

Before any construction or reconstruction under the provisions of Ordinance 4-2005 is commenced, this Application for Permit for such construction shall be made to the Clay County Highway Department at their office located at the Clay County Highway Department 409 North State Road 59, Center Point, IN 47840.

This Application for a Permit requires a **SITE PLAN**, supporting analyses and design certified by a professional engineer licensed in the State of Indiana, unless the requirement for certification is waived by the Clay County Highway Department. While the Clay County Highway Department has the authority to grant a waiver, no waiver shall be granted except for very minor changes as may be in the discretion of the Clay County Highway Superintendent.

When a proposed access crosses one or more parcels to provide access to an additional parcel, an access easement must be properly obtained and recorded in the Office of the Clay County Recorder. The proposed access easement for such an access shall be submitted with this application. A copy of the recorded easement shall be submitted to the Clay County Highway Department prior to completing the construction of the work.

The following information shall be shown on the site plan or attached to this application:

1. Property lines
2. Road right of way
3. Distance from intersecting roads
4. Width and type of road surface
5. Existing drainage features, including ditch cross section, culvert type and size and other drainage features
6. Proposed drainage features, including hydraulic analyses of any proposed improvements
7. Locations of existing driveways and structures

8. Locations of proposed driveways and structures
9. Width and type of surface of proposed driveway
10. Copy of plat for platted parcels
11. Name, address and telephone number of the constructor
12. Copy of a proposed easement for ingress and egress when the proposed driveway crosses property other than the parcel where the drive terminates (The easement shall be recorded and a copy of the recorded easement delivered to the Clay County Highway Department after the permit application is approved and before the construction is completed)
13. Other pertinent information requested by the Clay County Highway Department

Applications for driveways or mailbox approaches serving multi-family residential, commercial or industrial property shall also include the following information in addition to the information prescribed above:

14. Proposed parking locations and arrangements
15. Proposed traffic control devices
16. Proposed limitations on the use of driveways, such as entrance only, exit only, employees only, trucks only, etc.
17. Location of any loading docks or other special access features

Within fourteen days of the receipt of a complete application as set forth in Ordinance 4-2005, the Clay County Highway Department shall either issue a permit for the construction of the approach or deny the application and inform the applicant the reasons for denying the application. Permits may be issued with modifications to the proposed site plan or other restrictions. No work shall commence until the permit has been issued. The permit shall be retained at the site of the construction and shall be displayed to any Clay County Official requesting to see the permit.

The permit shall be valid for a period of one year from the date of the issuance of the permit. At the end of the one year period the permit shall become void unless an extension is applied for and received by the applicant prior to the expiration of the permit. All construction shall be completed by the expiration date of the permit.

Please provide the following information:

(If you need additional pages to respond to a question, use as many pages as are needed, but specifically identify the question number for which the response applies.)

1. State specifically what you are wanting to do, and what you are wanting the Clay County Highway Department to do, pertaining to this Application for Permit. If not explained in the **SITE PLAN**, supporting analyses and design certified by a professional engineer licensed in the State of Indiana, explain in detail what you are planning to do.

2. State the address of the real estate where the work will be performed.

3. State the name, address and telephone number of each property owner of the real estate involved in this action.

4. Confirm that the information requested above in the **SITE PLAN**, supporting analyses and design certified by a professional engineer licensed in the State of Indiana is provided in the site plan or attached to this application. If any such requested information is not provided, identify in detail as to why such requested information was not provided.

5. Provide one or more photographs showing the area(s) of construction pertaining to this permit application.



8. I/We acknowledge that the Clay County Highway Department may request additional information, as may be needed in their opinion, in considering a permit.

Reference to Ordinance 4-2005 is made for all additional information pertaining to requirements and procedures in these matters.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Applicant:  
Printed Name:

\_\_\_\_\_  
Name of Owner:  
Printed Name:

\_\_\_\_\_  
Name of Owner:  
Printed name

Signatures with printed names of all additional Owners are required.

**PERMIT FROM THE  
CLAY COUNTY HIGHWAY DEPARTMENT  
CLAY COUNTY, INDIANA**

Upon application from \_\_\_\_\_  
for a Permit from the Clay County Highway Department, of Clay  
County, Indiana, this certifies that a Permit has been issued for  
the following purposes:

This Permit shall be valid for a period of one (1) year from  
the date of this Permit, and shall be void thereafter, unless a  
written extension is granted by the Clay County Highway  
Department.

Dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clay County Highway Department  
Supervisor  
By:

Original to Applicant  
Copy to Clay County Highway Department  
Copy to Board of Commissioners of Clay County