

HOUSE NUMBER/ DRIVEWAY (ACCESS) OR ROADSIDE PIPE PERMIT
(Permit for Work Within Road Right-of-Way in Union County)

PROPERTY OWNER: _____ Phone Number: _____
Current Mailing Address: _____ Alternate Phone Number: _____
City, State, & Zip Code: _____ E-mail Address: _____

LOCATION INFORMATION – Road Name: _____
Located on the ☐ North ☐ South ☐ East ☐ West side of road Lot Number: _____
Located between these addresses: _____ and _____ Subdivision Name: _____
Additional Information: _____

PROPOSED DRIVEWAY USE/ROADSIDE PIPE (i.e. residential, farm field drive, farm building drive etc.):

I understand that I must post the house number at the desired driveway location and the number must be legible from the road. The driveway or roadside pipe location is subject to the requirements and approval of the Union County Engineer. Desired driveway location may not be approved. Non-compliance with driveway or Common Access Drive (CAD) requirements may result in the withholding of the final Certificate of Occupancy for any buildings/structures.

By signing this application below, the property owner agrees to construct or cause to be constructed the driveway or roadside pipe described above in accordance with the policies, procedures, requirements, specifications and conditions of the Union County Engineer at the approved driveway location. Once constructed, the property owner is responsible for keeping the driveway (or CAD) and driveway pipe (or roadside pipe) in proper repair and working order. Tree limbs, brush, etc. adjacent to the driveway shall be kept trimmed back to allow access for the emergency/fire equipment. Property owner is responsible for driveway repair, maintenance and pipe replacement as required. All information provided above is true and accurate.

Property Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY:

New Address is: _____ **Assigned By:** _____

Driveway – Location, width, pipe requirements or roadside pipe requirements: _____

Type of Road: ☐ Local Road ☐ Minor Collector ☐ Major Collector ☐ State Route (address only)

Conditions: ☐ Temporary Driveway
☐ See attached conditions

Type of Driveway: ☐ Roadside Pipe - \$40
☐ Minimum Volume Driveway:
☐ Field Drive - \$0
☐ Utility Driveway - \$0
☐ Very Low Volume Driveway: ☐ Farm Drive - \$40
☐ Single Family Residence - \$40
☐ Single Family CAD serving 5 or less residents - \$40
☐ Multi-Family Resident serving 5 or less units - \$40

☐ Low Volume Driveway - \$100 ☐ Medium Volume Driveway - \$200 ☐ High Volume Driveway - \$300

Approved Date: _____
Permit Expiration Date: _____
Receipt #: _____
Fee Paid: _____
Void Date & Reason: _____

Access Permits shall expire if driveway is not constructed within six months of date of access permit issuance. The Union County Engineer may grant no more than two extensions of six months each.