

PHONE \_\_\_\_\_ DATE \_\_\_\_\_

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**APPLICATION FOR PERMIT TO CONSTRUCT DRIVEWAY ON  
PUBLIC ROAD RIGHT OF WAY & HOUSE NUMBER REQUEST**

Application is hereby made by \_\_\_\_\_  
( Name)

\_\_\_\_\_  
(Current Address)

\_\_\_\_\_  
(City, State, Zip Code)

For permission to construct, use and maintain a driveway at the following described location:

Approximately \_\_\_\_\_ feet off of \_\_\_\_\_ going \_\_\_\_\_ on the  
(How many feet) (Nearest next road) (NESW)

\_\_\_\_\_ side of the road along County/Township Road \_\_\_\_\_,  
(Right or left) (Driveway will be on this road)

Road No. \_\_\_\_\_. (Attach a plan or sketch of the proposed driveway, if possible). Work will commence on or about \_\_\_\_\_ and will require approximately \_\_\_\_\_ days. If this permit is granted, I/we agree to comply with all the terms, conditions, restrictions and regulations of the County Engineer printed or written on the reverse side hereof; to maintain all lights, signs, and barricades necessary for the protection of the traveling public at all times; and to save harmless and indemnify the Board of County Commissioners, County Engineer, and the County of Brown from any and all claims for damages that may arise out of the operation of this permit.

**Please put a sign up with your last name at the location you wish to have inspected for your driveway**

**You have received a copy of the Brown County Standards for Driveway Culvert Installation**

\_\_\_\_\_  
(owner)

BROWN COUNTY STANDARDS  
FOR DRIVEWAY CULVERT INSTALLATION

The following standards are a result of state and federal regulations relating to maintaining highways free and clear of hazardous conditions and obstructions.

**DRIVEWAY CONSTRUCTION:**

Driveways requiring culverts shall be constructed in the approved traditional method (exhibit A). The exception to this is in instances where the drive must slope up from the existing edge of pavement. The approved alternate method (exhibit B) may be used in such cases.

These approved methods shall also apply whenever an existing driveway culvert is replaced.

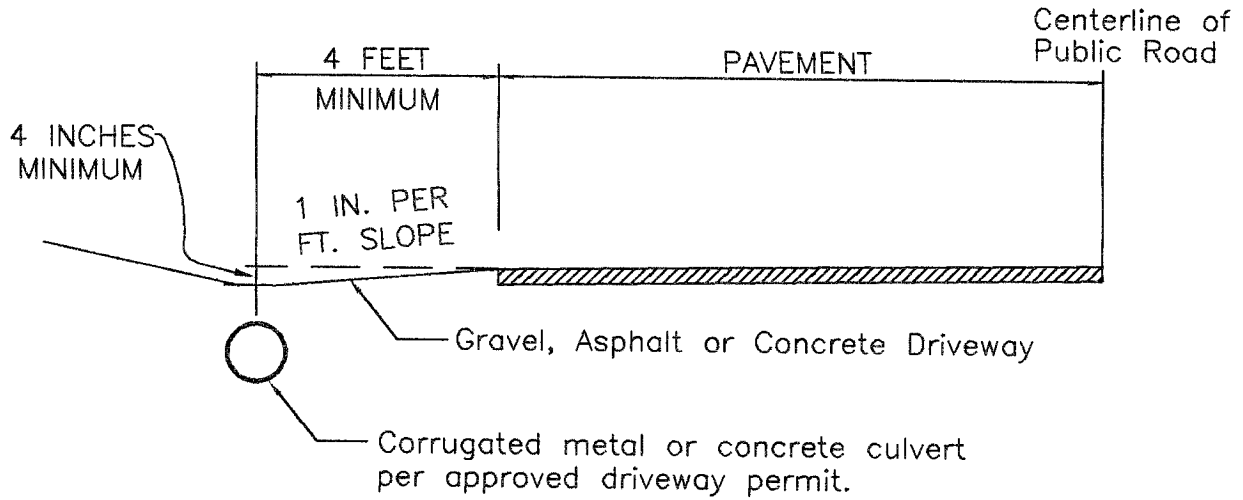


EXHIBIT A

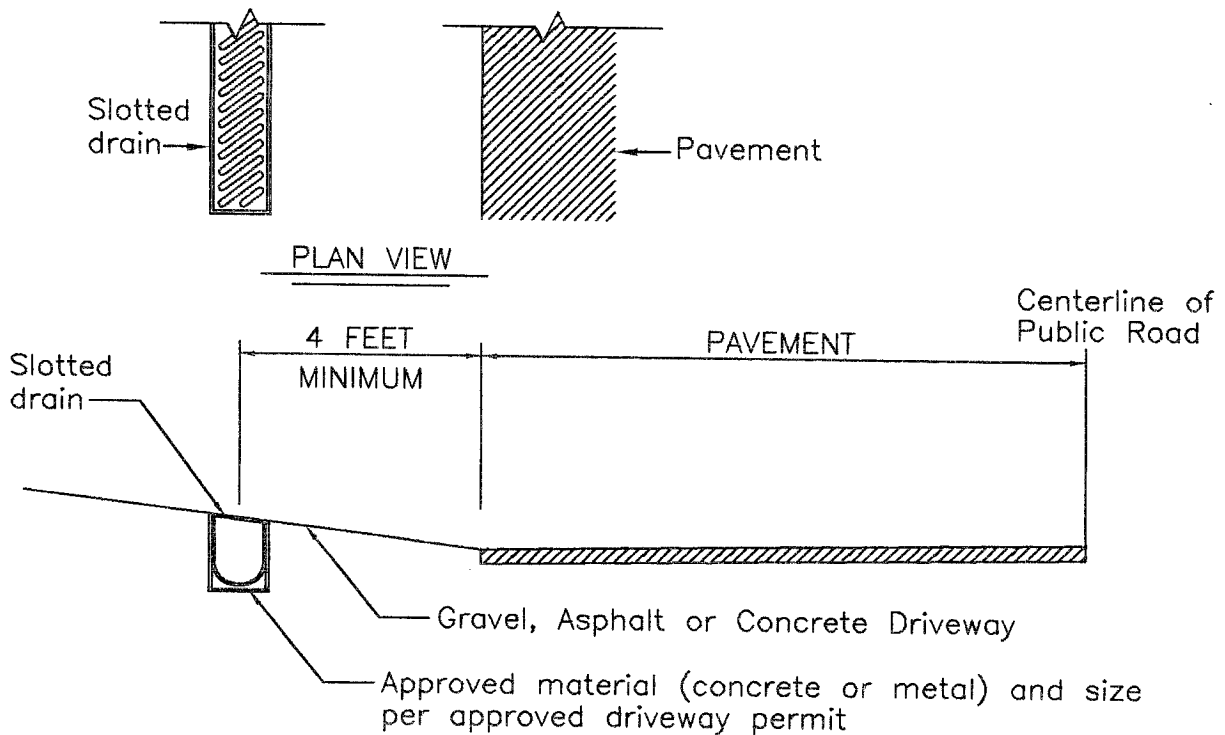


EXHIBIT B

**CULVERT INSTALLATION:**

Driveway culverts shall be located a minimum of 4 feet beyond the edge of pavement. Slotted drains shall be placed as close to the 4 ft. minimum as possible to divert the maximum amount of runoff and the slotted surface shall be kept free of debris.

**MAINTENANCE:**

It is the responsibility of the property owner to maintain his/her driveway and culvert in good condition. This will require periodic cleaning of the culvert and removing any gravel from the road that may come from the driveway.

**BROWN COUNTY STANDARDS  
FOR MAILBOX INSTALLATION**

The following standards are a result of state and federal regulations relating to maintaining highways free and clear of hazardous obstructions and facilitating mail service.

**MAILBOX SUPPORTS:**

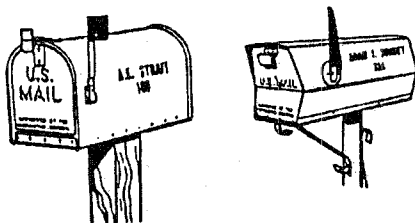
All supports for mailboxes shall be of the "breakaway" type. Satisfactory supports shall be as follows:

- a. Maximum 4" x 4" timber
- b. Maximum 2 1/2" diameter standard wall pipe
- c. Any material with equal breakaway characteristics of above.

Those mailbox support installations considered to be massive or otherwise hazardous fixed objects will not be permitted.

**MAILBOX DESIGN:**

Mailboxes of the approved traditional (exhibit A) or contemporary (exhibit B) designs are required whenever a mailbox is installed or unsuitable mail receptacle is replaced. Exception: Custom built rural type mailboxes may be used if prior approval is given by the postmaster and county engineer.



(EXHIBIT A)                      (EXHIBIT B)

**MAILBOX INSTALLATION:**

Rural mailboxes shall be located at or beyond the shoulder edge in such a manner that maximum safety to highway traffic is afforded. In no case shall the leading edge of the mailbox installation be closer than 3 feet to the edge of the pavement. Mailboxes should be installed with the bottom of the box between 3 and 3 1/2 feet from the roadway. The house number should be shown on the mailbox.

