

DRIVEWAY PERMIT

Anyone wanting to construct a private or commercial driveway on County right of way must complete a **Jefferson County Highway Department Driveway Permit Application**. The application must be accompanied by the permit fee of \$100 that will be returned upon successful completion of the project.

The first page of the permit provides the County with the information necessary to determine if there is proper sight distance at the proposed location if the driveway is offset the proper distance from nearby driveways and the size of the culvert pipe if one is needed. The second page is for **INSPECTOR USE ONLY** and is not completed by the applicant.

The permit application may be downloaded from the County website, jeffcomo.org. A copy of the application may also be obtained from the Department of Public Works located in the Annex Building at 725 Maple Street in Hillsboro, MO 63050.

Upon submission of the application, you will receive information regarding how to mark the location of the proposed driveway entrance. After the initial inspection of the proposed location, the applicant will receive a construction permit card and additional instructions by mail. The permit card is to be posted at the job site. A final inspection is required upon completion of the project and the permit fee will be returned if completed to the satisfaction of the County inspector.

**DRIVEWAY PERMIT APPLICATION
JEFFERSON COUNTY HIGHWAY DEPARTMENT**

DATE: _____ ROAD: _____

_____ Herein called "Applicant" requests permission to construct _____
(First and Last Name of Applicant) (# of driveways)

_____ driveway(s) on County right of way along the _____ side of
(Type of driveway – Residential, Commercial, etc.) (North, South, East, West)

_____ Road, located approximately _____ of
(Road Name) (Miles or feet)

(Town, State Hwy, Road, etc.)

Described as follows:

Accompanying this application is \$ _____ dollars cash or check # _____ payable to the JEFFERSON COUNTY HIGHWAY DEPARTMENT to ensure and guarantee the proper performance of this work and restoration of said road in a condition satisfactory to the Highway Superintendent or his authorized representative. The undersigned agrees that the Department will hold said money until the work has been properly performed and the County road left in accordance with all the requirements of this permit and accompanying plans and sketches and for a maximum of thirty (30) days thereafter. The Applicant also agrees that the Department may, after the expiration date of this permit, or extension thereof, retain said money and use so much of its proceeds as may be necessary to restore the road to its former condition, or to correct and properly complete any and all work started or done by the applicant. The Applicant clearly understands and agrees that time is of the essence in finalizing and closing out this transaction and the Applicant agrees, as a condition of granting this permit, that if the Applicant does not, within one (1) year after the date of the permit or as extended in writing, request return of any money deposited by applicant as a performance and restoration guarantee as stated above, such money shall be forfeited to the County. **The County Engineer may revoke the permit and remove the driveway upon a determination that the terms and conditions of the permit were not met.**

The Highway Department will determine the exact location, pipe size, and length after inspection proposed site.

Signed (Applicant)

Signed (Applicant's Contractor)

(Address)

(Address)

(City, State, Zip Code)

(City, State, Zip Code)

(Phone Number)

(Phone Number)

Application Received By: _____

JEFFERSON COUNTY HIGHWAY DEPARTMENT DRIVEWAY PERMIT

****INSPECTOR USE ONLY****

PERMIT NUMBER: _____ DATE: _____

Applicant _____ is hereby granted a permit to construct a driveway onto county road named _____ at the following location _____

in accordance with permit application # _____ and the conditions listed below.

ITEMS:

1. Place _____ inch diameter approved pipe: REINFORCED CONCRETE or CORRUGATED METAL.
TYPE OF PIPE USED TO BE DETERMINED BY COUNTY INSPECTOR.
2. The total length of pipe required should be a minimum of _____ feet in length (with 1 to 2 feet of the pipe exposed on each end).
3. Missouri One Call should be contacted prior to any excavating for placement of pipe or establishing flow line of ditch.
4. The flow line of the pipe should match the existing ditch flow line (unless more depth is required to obtain adequate cover over the pipe as determined by the County). Additional ditching along the County road will be required by the applicant to provide positive drainage
5. Adequate cover shall be placed over the pipe (1.0-foot minimum). Fill material should be placed in 6" lifts and compacted to adequate density.
6. Site Development Plats and Major Subdivisions must comply with the Jefferson County Subdivision Regulations for entrance requirements.
7. Finish grade to slope down not less than ¼" per foot from the edge of the road to ditch line.
8. The driveway shall be sloped or crowned to prevent water or loose material from washing onto County road.
9. Dress disturbed earth areas outside of driveway, seed and mulch.
10. Damaged roadway or shoulder areas should be repaired to original condition with like material and thickness or equivalent. Any roadway or shoulder repairs must be inspected and approved by County Inspector.
11. The roadway adjacent to this construction must be kept clear of dirt, rocks, and mud at all times.
12. The maximum grade of the drive shall not exceed 15 % within 100 feet of the roadway, except in locations where Subdivision Regulations apply, and entrances must provide 0.5% (min) or 3% (max) grades.
13. Additional conditions are listed on plans and sketches accompanying this permit.
14. Trees and bushes shall be trimmed or removed to maintain 300 feet sight distance from each direction.
15. Driveways should be offset 125 feet from other driveways (center of driveway to center of driveway).
16. If surface is to be concrete, stop concrete at the edge of the right of way.
17. If additional improvements are done to the entrance, Public Works is to be notified prior to work being done.

A GUIDE FOR ERECTING MAILBOXES ON COUNTY HIGHWAYS JEFFERSON COUNTY, MISSOURI

REGULATIONS FOR THE ACCOMMODATION OF MAILBOXES AND NEWSPAPER DELIVERY BOXES ON COUNTY HIGHWAY RIGHTS-OF-WAY.

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on the COUNTY RIGHTS-OF-WAY if it interferes with the safety of the public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under the State Statutes.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the County. County standard for the location and construction of mailboxes are available from:

**DEPARTMENT OF PUBLIC WORKS
JEFFERSON COUNTY MISSOURI
725 MAPLE STREET
HILLSBORO, MO 63050
636-797-5340**

A mailbox installation that conforms to the following criteria will be considered acceptable unless, in the judgment of the County Engineer, the installation interferes with the safety of the traveling public or the function, or operation of the highway system.

LOCATION:

Rural boxes must be placed so that they may be safely and conveniently served by the carriers without leaving their vehicle, and must be located on the right-hand side of the road in the direction of travel of the carriers in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left in order to reach the boxes, or where doing so would constitute a violation of traffic laws and regulations. On new rural routes, all boxes must be located on the right side of the road in the direction of travel of the carrier.

The bottom of the mailbox shall be set at an elevation established by the U.S. Postal Service, usually 3 feet-6 inches and 4 feet above the **roadway surface**. The roadside face of the box shall be offset from the edge of the traveled way a minimum distance of the width of any shoulder or entrance radius plus 8 to 12 inches.

When a drainage ditch is located along the roadway, the post must be placed outside of the roadside ditch. (See Drawings)

Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route. Where a mailbox is located on an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route.

STRUCTURE:

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper. No more than two mailboxes may be mounted on a support structure unless the support and mailbox arrangement have been shown to be safe by crash testing. However, light weight newspaper boxes may be mounted on the side of the mailbox support. The mailbox support shall not be set in concrete unless the support design has shown to be safe by a crash test when so installed.

A single 4 inch x 4 inch or a 4-1/2 inch diameter wooden post or a metal post with the strength no greater than a 2-inch diameter standard strength metal pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor more than 10 inches below the ground surface.

The post-to-box attachment details should be a sufficient strength to prevent the box from separating from the post top if the installations are struck by a vehicle.

The minimum spacing between the centers of the support post shall be three-fourths the height of the post above the ground line.

Mailbox support designs not described in this regulation will be acceptable if approved by the County Engineer.

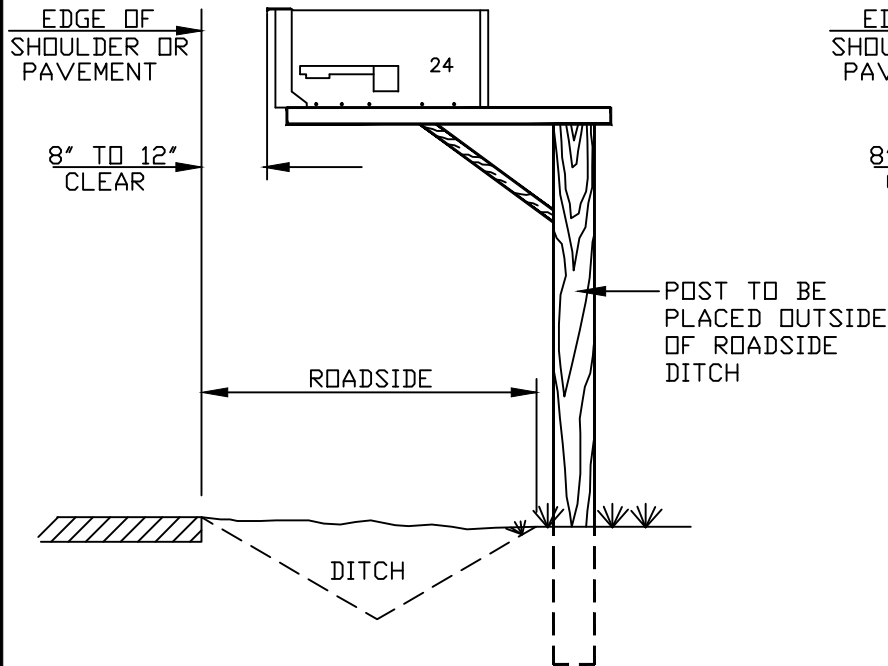
Box numbers must be painted on or affixed to the box in numerals not less than one inch high.

Extend box beyond the end of the post. Attach board holding the box to post with screws or double-headed nails, permitting easy removal if necessary to adjust box height.

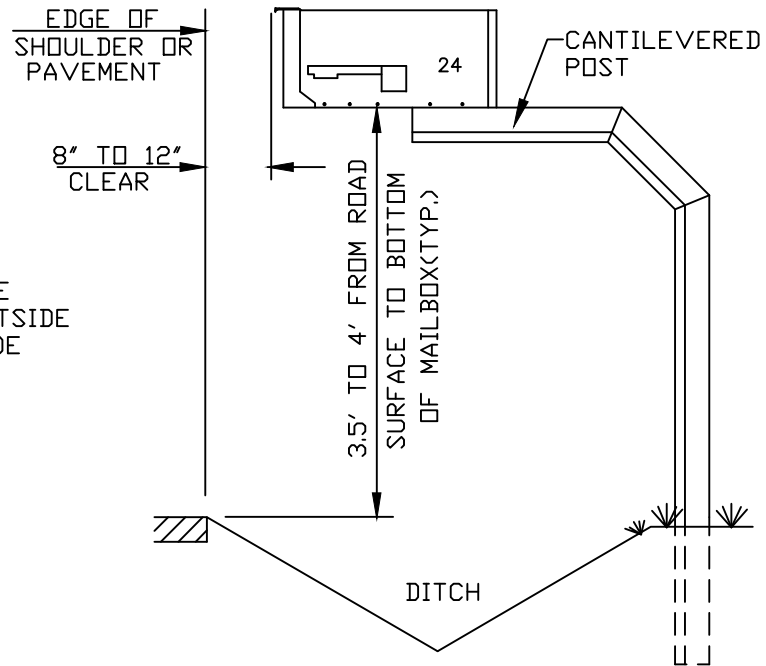
JEFFERSON COUNTY will not be responsible for replacing mailboxes damaged during snow removal unless directly struck by the County vehicle.

EXAMPLES OF ACCEPTABLE MAILBOX ASSEMBLIES ON NEXT PAGE

SUGGESTED INSTALLATION OF A SINGLE MAILBOX



SUGGESTED INSTALLATION WHERE POST WOULD INTERFERE WITH ROADSIDE DITCH



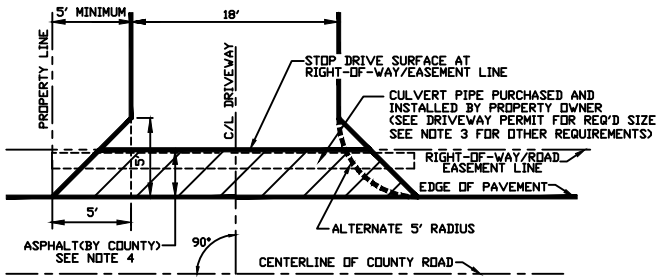
NOTE:
ORNAMENTAL POSTS WHICH ARE A THREAT TO PUBLIC SAFETY, ARE NOT PERMITTED. FOR EXAMPLE BRICK, REINFORCED CONCRETE, STRUCTURAL STEEL, ETC.

DRAWN BY:	WPS
CHECKED BY:	JZ
DATE:	01/03/01
SCALE:	NOT TO SCALE

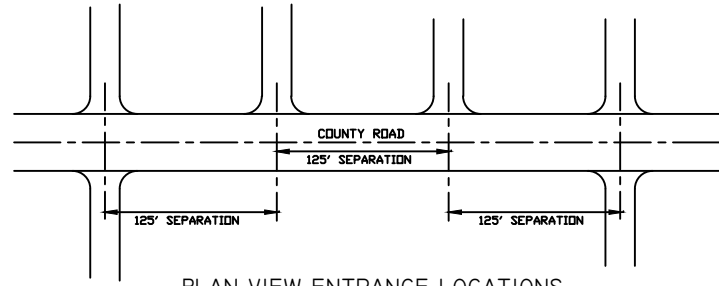
PUBLIC WORKS DEPARTMENT
JEFFERSON COUNTY, MO.
ACCEPTABLE MAILBOX ASSEMBLIES

04-03-2013

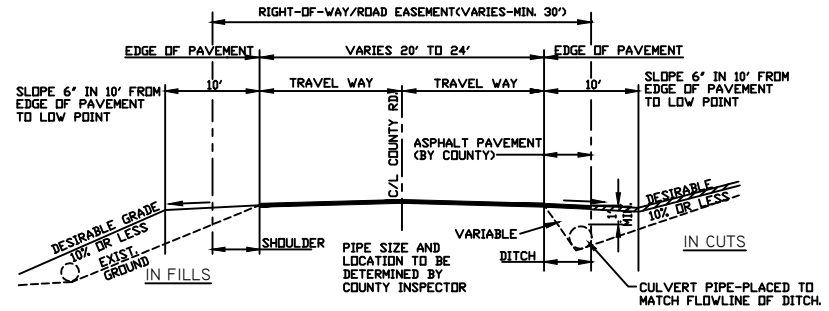
mailboxreq



PLAN VIEW-SINGLE ENTRANCE



PLAN VIEW-ENTRANCE LOCATIONS

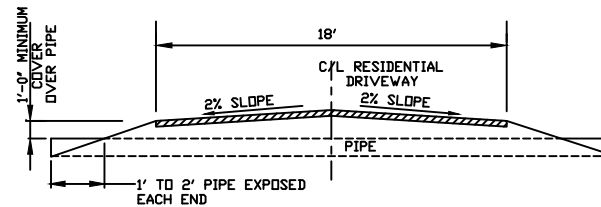


SECTION COUNTY ROAD

GENERAL NOTES:

1. NO PART OF THE DRIVEWAY INCLUDING TAPERS SHALL BE CONSTRUCTED BEYOND THE PROPERTY FRONTAGE.
2. SURFACING SHALL BE AS SHOWN ON THE PLANS OR PERMIT.
3. CULVERT PIPE REQUIREMENTS:
MINIMUM LENGTH - 30' SINGLE ENTRANCE

TYPES OF PIPE ALLOWED:
a. REINFORCED CONCRETE PIPE
b. CORRUGATED METAL PIPE (MINIMUM WALL THICKNESS - 16 GAUGE)
4. DRIVEWAY SURFACE MATERIAL SHALL END AT THE PROPERTY LINE OR RIGHT-OF-WAY/EASEMENT LINE OR BEFORE PIPE. THE COUNTY WILL ASPHALT THE AREA BETWEEN THE EDGE OF PAVEMENT AND THE PROPERTY LINE, RIGHT-OF-WAY/EASEMENT LINE.
5. THIS DRAWING ILLUSTRATES DRIVEWAY DETAILS FOR SINGLE FAMILY RESIDENTIAL DRIVEWAYS. TRAFFIC VOLUMES, SAFETY CONSIDERATIONS, DRAINAGE CONSIDERATIONS, LOCAL REQUIREMENTS, ETC. MAY DICTATE MORE EXTENSIVE IMPROVEMENTS THAN ILLUSTRATED.
6. PROPERTY OWNER RESPONSIBLE FOR MAINTENANCE OF DRIVEWAY CULVERT PIPE.
7. 300' MINIMUM SITE DISTANCE, IN BOTH DIRECTIONS, REQUIRED FOR ALL DRIVE ENTRANCES.
8. TREES REQUIRING TRIMMING OR REMOVAL TO PROVIDE ADEQUATE SITE DISTANCE SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
9. ONE ENTRANCE PER LOT



TYPICAL RESIDENTIAL DRIVEWAY SECTION

DRAWN BY: WPS
CHKD. BY: GH
DATE: REVISED 02/04/15
SCALE: NOT TO SCALE

PUBLIC WORKS DEPARTMENT
JEFFERSON COUNTY, MO.
HIGHWAY STANDARDS

RESIDENTIAL
DRIVEWAY ENTRANCES