



# POLK COUNTY

PUBLIC WORKS

820 S.W. ASH STREET o DALLAS, OREGON 97338-2112  
503-623-9287 o FAX 503-623-0897

## APPLICATION FOR DRIVEWAY ACCESS PERMIT

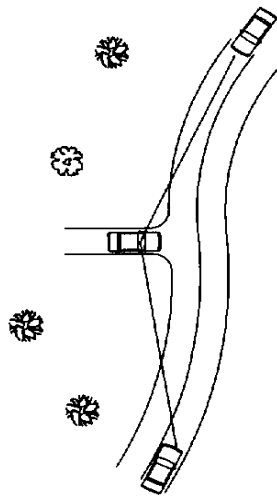
### DIRECTIONS:

- 1) Read the enclosed information, complete the application, use back page for a drawing of the proposed location for the driveway access.
- 2) Fees:
  - Permit Fee:  
Send or deliver application with \$250.00 permit fee to:  
  
**POLK COUNTY PUBLIC WORKS**  
**Attn.: Permits**  
**820 SW Ash Street**  
**Dallas, OR 97338-2112**
  - Installation Fee:  
Public Works offers culvert, rock and installation for an additional fee. If you want this service, please include this fee with your application. See page 7 for details.
- 3) Use flagging ribbon and/or identification markers to locate site of proposed driveway access.
- 4) A preliminary inspection will be performed by the permit inspector prior to construction to verify drainage and safety requirements for the proposed driveway access.
- 5) *Application Approved* - An explanation will be sent identifying road safety concerns, possible solutions, and permit requirements.
- 6) *Application Not Approved* - An explanation will be sent identifying road safety concerns, possible solutions, and potential safe access sites.
- 7) If approved, construct driveway access in accordance with Polk County general and special provisions for driveway access permits.
- 8) **Notify Public Works Department 24 hours prior to construction.**

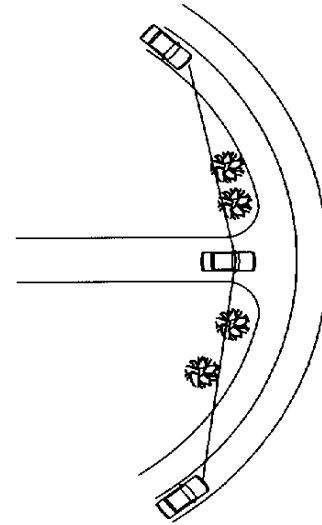
NOTE: A final inspection will be performed as necessary by the permit inspector. Applicant will be informed if driveway access does not meet specifications outlined in the general and special provisions.

**QUESTIONS?** Contact Polk County Public Works at (503) 623-9287

**PERMIT PROCESSING TIME:** Approximately 7-10 working days from the date received.

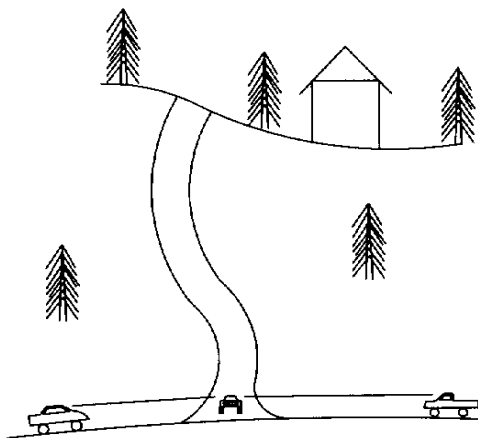


GOOD SIGHT DISTANCE

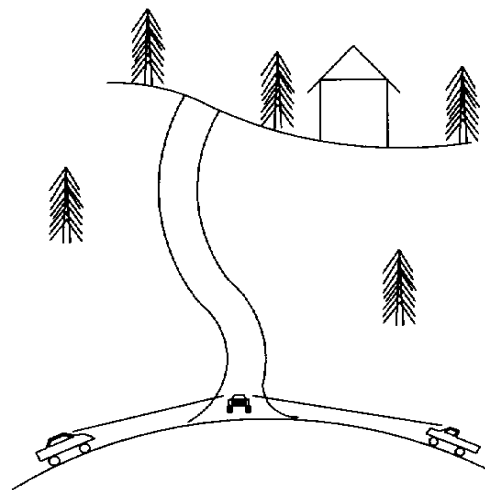


POOR SIGHT DISTANCE

FIGURE 1 — HORIZONTAL ALIGNMENT



GOOD SIGHT DISTANCE



POOR SIGHT DISTANCE

FIGURE 2 — VERTICAL ALIGNMENT

# TYPES OF DRIVEWAY ACCESS

## TYPE 1 (*unpaved*) & TYPE 2 (*paved*) ACCESS

Unpaved driveways are generally used in rural areas and on unimproved roads with light to moderate truck traffic. Paved driveway access will be required at commercial property and locations with heavy truck traffic.

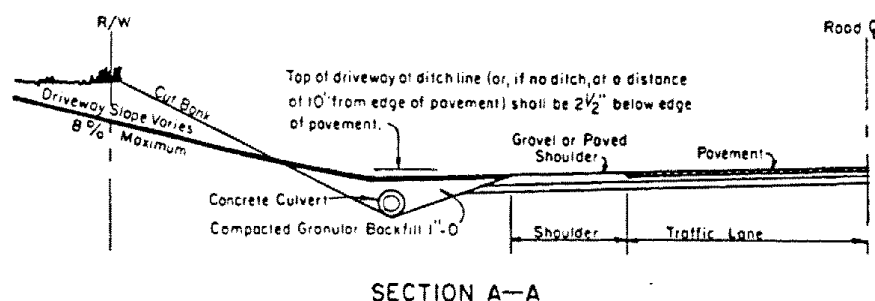
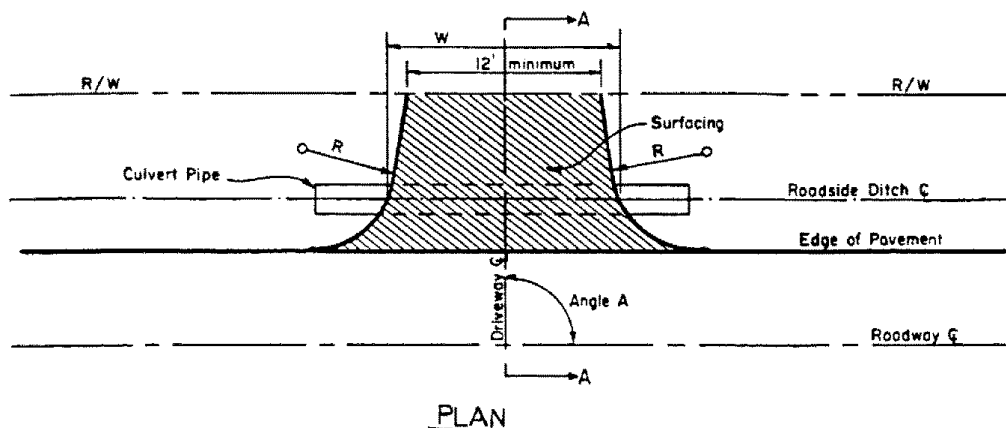
### 1. Use:

- A) Rural Residential
- B) Farm Access
- C) Rural Commercial

### 2. Surface:

- A) *Unpaved (Type 1)*  
Farm, residential, and commercial property with light truck traffic.
- B) *Paved (Type 2)*  
Commercial property and locations with moderate/heavy truck traffic or limited sight distance.

### 3. Plan & Section Views:



## DRAINAGE

- A. A culvert pipe will be required under a driveway access if it is necessary to maintain lateral drainage in ditch.

### Culvert Pipe Specifications:

- 1) DIAMETER: Based on local drainage conditions - minimum 12 inch.
  - 3) LENGTH: Top width of driveway at ditch line, plus additional length required to clear driveway fill slopes.
  - 4) DEPTH OF CULVERT: As required to match ditch flow line. Compacted base rock is recommended to prevent settling.
  - 5) DEPTH OF COVER: Minimum of 12 inches. *River rock is **unacceptable**.*
  - 5) TYPE: Concrete, corrugated steel, or corrugated polyethylene.
- B. Driveway access shall be designed so that drainage runoff from the driveway will not run on or across the shoulder area or travel lanes.

In urban areas where the drainage is along a curb and gutter, the paved access approach may drain into the gutter.

## GRADE/SLOPE

The first 20 feet from the roadway shall have a slope of no more than 4%. This will ensure a safe stopping area for vehicles entering the road.

**POLK COUNTY PUBLIC WORKS  
DRIVEWAY ACCESS PERMIT APPLICATION**

\$250.00 ACCESS PERMIT FEE PAID ☐  
(Make checks Payable to Polk County Public Works)

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_ Road Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**DRIVEWAY ACCESS WILL SERVE (Check Appropriate Box):**

☐ Residence ☐ Farm ☐ Business ☐ Reconstruction

☐ Other (Specify): \_\_\_\_\_

**DRIVEWAY ACCESS TYPE (Check Appropriate Box):**

☐ Unpaved ☐ Paved ☐ Commercial ☐ Curbed

**CONSTRUCTION DATES (Approximate):**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

If you are requesting Public Works to install your culvert please indicate by checkbox. ☐ Yes ☐ No  
This request requires that the applicant fill out the Driveway Access Installation Application (page 8).

If Public Works is not requested to do the culvert install - Work will be performed by:

☐ Owner – or - ☐ Contractor - Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
**Contractor will provide a certificate of insurance listing Polk County as an additional insured prior to commencing work (fax to 503-623-0897).**

Applicant declares he/she is the owner/owners agent of the real property abutting the above-described county road. Applicant hereby applies to Polk County for permission to construct a driveway access. Upon approval, issuance of permit is subject to the terms and provisions of Polk County and is accepted by the applicant.

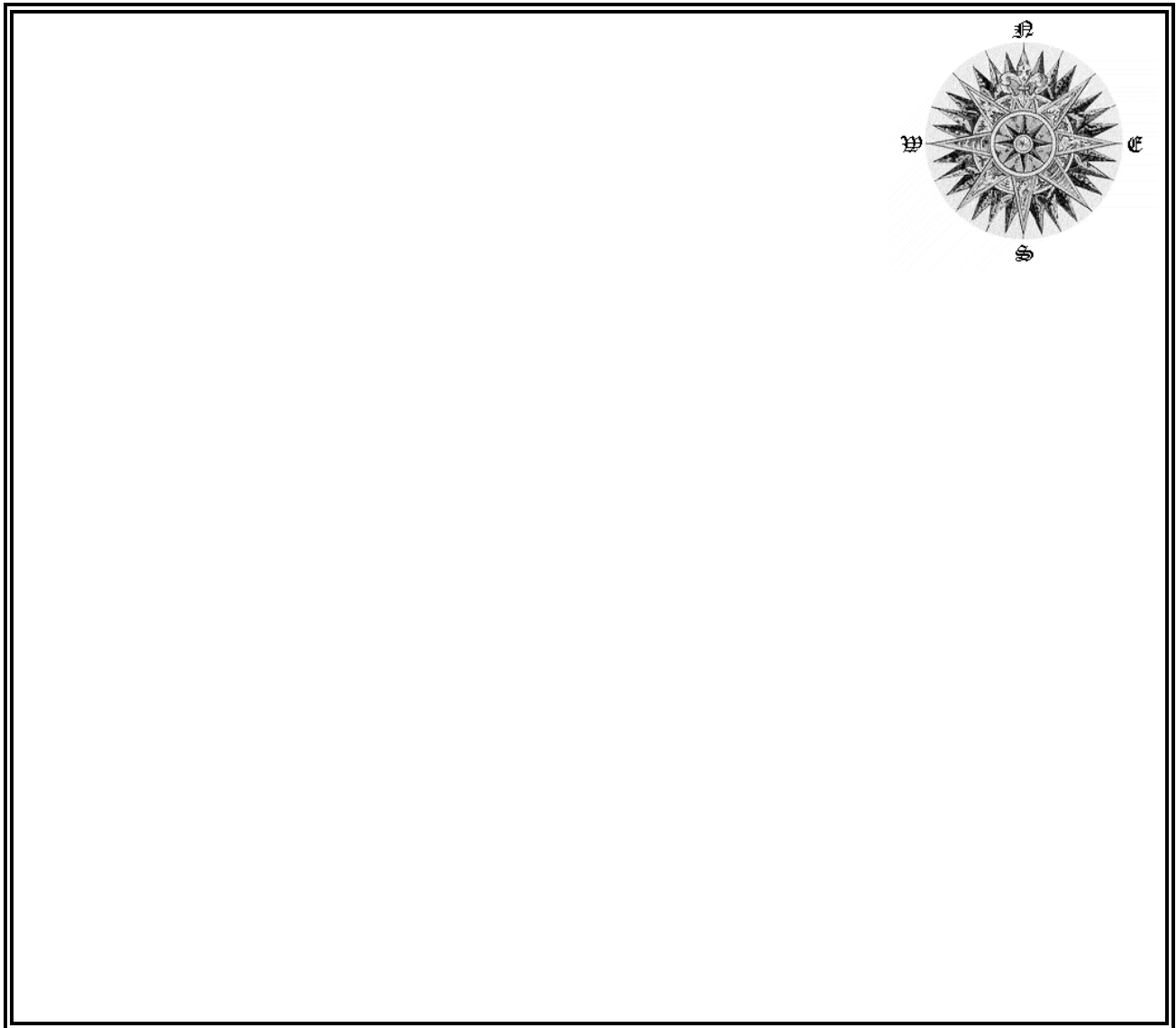
Applicant hereby forever releases, discharges, and acquits Polk County and its officers, agents, and employees from any and all claims for death, personal injury, or damage to property of any nature which may arise from work within the County right of way.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DRIVEWAY ACCESS LOCATION

Please identify the following on the drawing:

- 1) Access location
- 2) Road name
- 3) Nearby intersections
- 4) Distance from property corner (approximate)
- 5) Distance (miles) from intersection to access location
- 6) Landmarks (bridge, river, building, etc.) as necessary





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PUBLIC WORKS

820 S.W. ASH STREET ★ DALLAS, OREGON 97338-2112  
503-623-9287 ★ FAX 503-623-0897

## **POLK COUNTY PUBLIC WORKS DRIVEWAY ACCESS INSTALLATION INFORMATION SHEET**

Property owners wishing to establish a new access or replace an existing access to private property can request that the installation be performed by Polk County Public Works as part of the Driveway Access Permit Application. There is a calculated fee associated with this service.

Advantage to property owners: Polk County takes responsibility for providing the design and installation of the culvert including location, sizing, specification, utility locations and construction.

The property owner is not required to utilize this service, nor is Polk County required to provide it in all cases. The program is intended to be selected by private property owners and Polk County when it is mutually beneficial to both parties.

Some culvert replacements will be complex, expensive, will require an expedited timeline or will be requested when County maintenance staff and/or equipment are unavailable. In these instances, the County may be unable to provide the installation. In all cases, the County reserves the right to provide this service only where, in the opinion of the Director, it is in the best interest of the County to do so.

When a culvert installation/replacement request is accepted by the County, the County will typically complete the installation within 21 calendar days of the date of approval. You will be notified when approved or if your request is not approved.

Scope of Work: For culvert installations and/or replacements, the County's scope of work includes design, utility locates, and installation of culvert and gravel from the ditch line up to and including the base aggregate for the area covering the culvert. The County is not responsible for placement of asphalt, concrete or other forms of driveway surfacing, fencing, posts or other structures or for driveway aggregate above what is required to cover the installed culvert.

Office Use Only:  
Installation Requested ☐  
County Acceptance ☐  
Access Permit File No.: \_\_\_\_\_

**POLK COUNTY PUBLIC WORKS**  
**DRIVEWAY ACCESS REQUEST FOR INSTALLATION**  
**(Do not complete if you are not requesting installation by Polk County Public Works)**

INSTALL FEE PAID ☐  
(Check Payable to Public Works)

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_ Road Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**DRIVEWAY ACCESS IS:**

☐ New Access

Existing Access: ☐ Permitted ☐ Not Permitted ☐ Unknown

Applicant declares he/she is the owner/owners agent of the real property abutting the above-described county road. Applicant hereby applies to Polk County for County crews to install or replace the culvert in owner's driveway access. Upon approval, issuance of permit is subject to the terms and provisions of Polk County and is accepted by the applicant.

Applicant hereby forever releases, discharges, and acquits Polk County and its officers, agents, and employees from any and all claims for death, personal injury, or damage to property of any nature which may arise from work within the County right of way.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COUNTY APPROVAL:** \_\_\_\_\_

**INSTALLATION DATE:** \_\_\_\_\_





Know what's **below.**  
**Call before you dig.**

Knowing what's below helps keep  
you safe. Call 811, it's the law!



**Dominion**