



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 New Access:
Send or deliver application with \$250.00 permit fee to:

POLK COUNTY PUBLIC WORKS
Attn: Permits
820 SW Ash Street
Dallas, OR 97338-2112
 - Existing Access - Application Fee may be waived if:
 - 1) Access has existed at least 10 years.
 - 2) Meets Polk County Standards.
 - 3) Has not had any problems (i.e. plugging, overtopping, etc).
- 3) Use flagging ribbon and/or identification markers to locate site of proposed driveway access for inspection purposes.
- 4) A preliminary inspection will be performed by the permit inspector prior to construction to determine the size and length of your access and to verify drainage and safety requirements for the proposed driveway access.
- 5) A Construction Work in Right-Of-Way permit may be issued to construct your access. **The permit inspector is available at 503-623-9287 to answer any questions you may have in order to construct your access to make sure it is built to Polk County specifications.**
- 6) If your constructed access passes inspection, an access permit will be issued.
- 7) **Notify the Public Works Department 24 hours prior to construction.**

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

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

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**.*
 - 6) TYPE: Concrete, ADS N-12 Smooth Wall, Min. Class 50 DI Pipe, Concrete Tongue & Groove, or Corrugated Polyethylene.
 - 7) Each end of the access shall be armored with 4" to 6" open to prevent sluffing.
- 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: _____ Email: _____

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: _____

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.

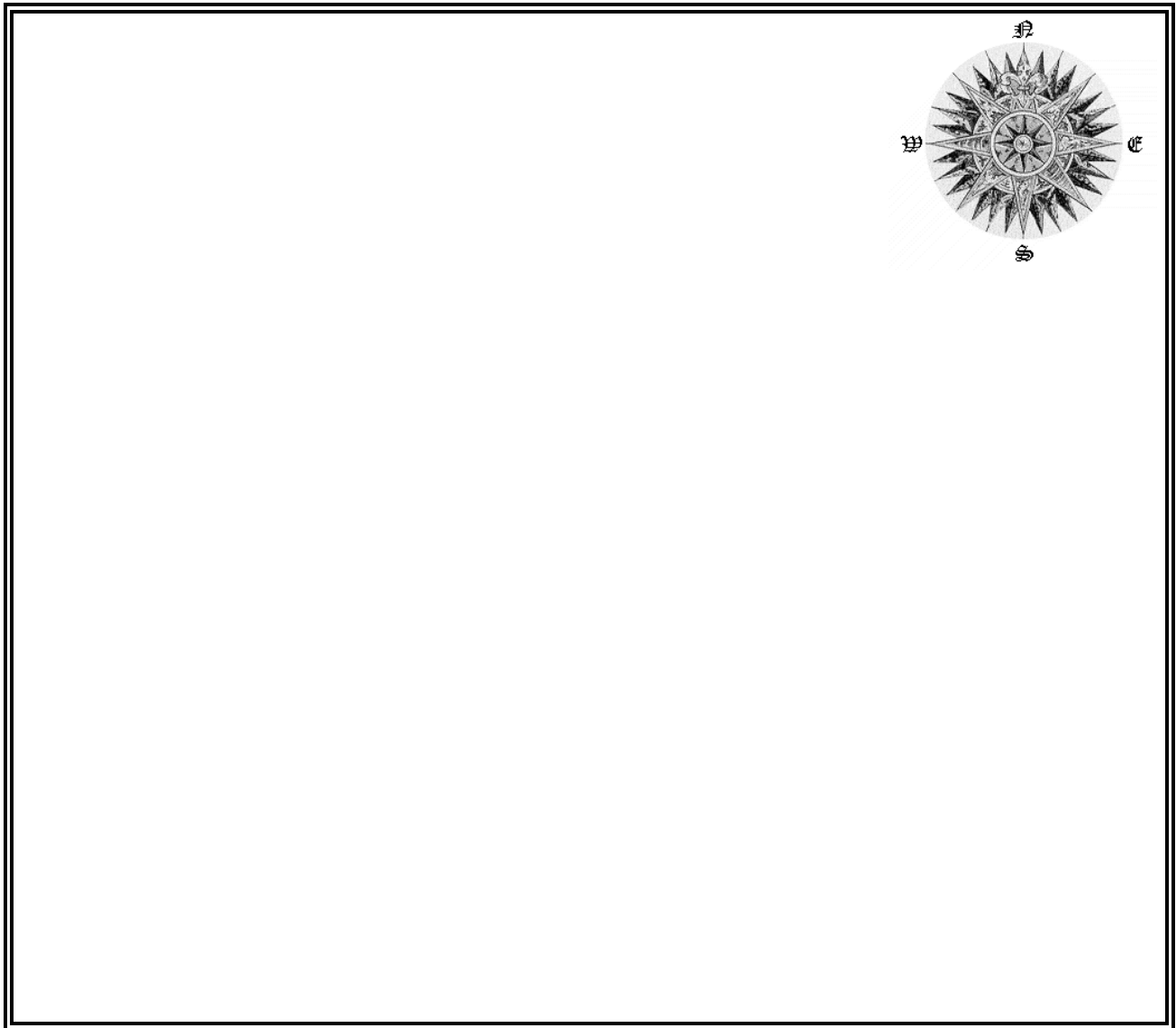
Applicant hereby forever releases, discharges, and acquits Polk County and its officers, agents, and employees from any and all claims for death, personal injury, or damage to property of any nature which may arise from work within the County right of way.

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





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

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



Dominion