



## Shelby County Engineer's Office

### Instructions for APPLICATION and INSTALLATION of DRIVEWAYS

- 1 Applicant shall place a stake at the centerline of the proposed driveway, approximately 10' off of the edge of the pavement, prior to site inspection.
- 2 This office will inspect the site and determine the size of the culvert needed, if any. This permit will then be mailed to the address and person listed on the front of this permit. If a pipe is required, the pipe will be installed per the requirements of this office. This office will also provide advice on the installation.
- 3 It shall then be the responsibility of the property owner or his agent to install the pipe at the grade and location as established by this permit and this office. If the County Engineer anticipates a setback of the existing ditch line, it shall be the responsibility of the applicant to grade from the existing side ditch to the new culvert.
- 4 If a concrete drive is to be installed on a county road, the concrete shall terminate five (5) feet from the edge of the pavement. After the concrete is in place, the applicant shall notify this office and asphaltic concrete will be placed by County crews in the approach between the road and the drive. If your driveway is on a township road, you need to contact your township trustees to see how and if they provide this service.
- 5 When the driveway is completed, you should call the County Engineer's Office for final inspection.
- 6 Mail box supports shall not be larger than 4" x 4" timber or 2½" standard wall steel pipe. Other supports having a cross section of equal or less breakaway characteristics may be used with permission of the County Engineer.

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