

**NUNDA TOWNSHIP ROAD DISTRICT OF MCHENRY COUNTY  
RIGHT OF WAY/DRIVEWAY/CULVERT PERMIT**

*Instructions: Complete Part 1 of this form and submit it to the Township Road District Office for approval. The Road District will make a field inspection and complete Part 2 which will allow you to obtain a building permit. After completion of construction and restoration, contact the Road District for a final inspection. Part 3 must be approved by the Township Highway Commissioner prior to applying for an occupancy permit. If you have any questions, please call the Nunda Township Road District at 815-459-4410.*

**Part 1: APPLICATION INFORMATION (Please type or print legibly)**

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Subdivision (if applicable) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_

Owners Current Address \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ (evenings) \_\_\_\_\_

I acknowledge that I have received a copy of the Townships of McHenry County R.O.W./Driveway/Culvert Installation Specifications and R.O.W./Driveway/Culvert Permit Ordinance and acknowledge **ALL BONDS MONIES expires in 12 months:**

Owner/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** A drawing of the property **MUST** be attached to this form clearly showing the front property line and the location of the proposed driveway, including measurements from side lot lines.

**PART 2: R.O.W./DRIVEWAY/CULVERT PERMIT (To be completed by the Road District)**

*This is to certify the Township Highway Commissioner has inspected this site and determined the following requirements for the driveway installation:*

Culvert: \_\_\_\_\_ Required \_\_\_\_\_ Not Required

FLARED END SECTIONS: \_\_\_\_\_ Required

SLOPE (specifications on back): \_\_\_\_\_ Required  
(Must be approved)

DIAMETER \_\_\_\_\_ Length \_\_\_\_\_

Round \_\_\_\_\_ ARCHED/OVAL \_\_\_\_\_

Notes: \_\_\_\_\_

BOND DEPOSIT: \_\_\_\_\_ Required (**BOND EXPIRES IN 12 MONTHS**) \_\_\_\_\_ Not Required

**NOTE:** Bond is returned after Final Inspection and Approved by the Township Highway Commissioner **BEFORE** Final Occupancy Permit is issued. If an occupancy permit is issued before inspection is completed and signed off, the bond deposit becomes the property of the District and is deemed a donation.

Permit # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Highway Commissioner \_\_\_\_\_ Date \_\_\_\_\_

**PART 3: R.O.W./DRIVEWAY/CULVERT CERTIFICATE OF INSPECTION**

*This is to certify the R.O.W./Driveway/Culvert for the above address has been inspected by the Township Road District:*

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for Denial \_\_\_\_\_

Permit # \_\_\_\_\_

Highway Commissioner \_\_\_\_\_ Date \_\_\_\_\_

**NUNDA TOWNSHIP ROAD DISTRICT  
R.O.W./DRIVEWAY/CULVERT INSTALLATION SPECIFICATIONS**

**DRIVEWAYS:**

New driveways off a township road and driveway pavement must be installed to meet the existing roadway in a level fashion (see diagram). If the driveway will slope upward, it must be level with the township pavement for at least 48 inches back from the edge of the roadway pavement. This is to avoid driveway pavement being gouged or sheered off by winter snowplow blades that scrape the ice and snow from the roadway pavement. Driveways made of concrete or decorative block must end at least 24 inches back from the edge of the roadway pavement and filled with asphalt level to the roadway pavement. Nunda Township Road District can not be responsible for damage to driveways that do not meet this condition. Any driveway that does not meet these requirements will have to be removed and reconstructed.

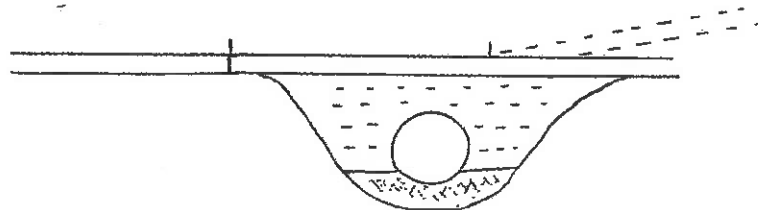
**CULVERTS:**

1. If installing a driveway or field access, a permit for a culvert installation on the township right-of-way is required.
2. New culvert installation will be at owner's expense. Culverts may be purchased from or installed by vendors listed in the yellow pages under "Excavating" or "Septic".
3. Installed culverts must be steel, 15 inches wide by 26 feet long unless otherwise specified by the Highway Commissioner. Use of "rolled" ends is highly encouraged to avoid injuries to children, etc. The Highway Commissioner may require the use of either round or arched culverts and may also require flared ends. Use of "twisted" or spiral culverts or plastic pipe is prohibited.
4. Culverts must lay flat in the bottom of the ditch and must be supported by at least 6 inches of sand base (see sketch).
5. Installed culverts must be backfilled with grade 8 gravel or as per specified by the Highway Commissioner. A minimum of 6 inches of gravel must cover the culvert and extend from the road surface to the end of the road right-of-way.
6. No obstruction of water flow to and from the culvert pipe is allowed, (ie) rocks, timbers, concrete walls, bricks, etc.
7. Culverts damaged during construction must be replaced at owner's expense.
8. If a house or building is being constructed, required culvert(s) must be installed before construction begins. A valid permit must be obtained from the Nunda Township Highway Commissioner before a building permit will be issued. The Highway Commissioner will require a monetary bond per culvert to issue a permit. The bond is refundable upon final inspection and acceptance of the culvert installation and **BEFORE** issuance of a **Certificate of Occupancy**. Any damage to the roadway will be fixed at owner's or contractor's expense or will require forfeiture of bond.

**CROSS SECTION R.O.W./DRIVEWAY/CULVERT INSTALLATION**

Note: Maximum 6% alternative slope (approval required)

EXISTING PAVEMENT                      NEW DRIVEWAY - PAVEMENT OR GRAVEL



NOTE: Please do not otherwise excavate or fill in the existing roadside ditching

Note: DO NOT install cement headwalls or abutments at each end of culvert without a Road District Permit, as there are certain restrictions

**Always check with JULIE before digging!**  
**JULIE 1-800-892-0123**  
**(Operates 24 hours a day, 365 days a year)**