

LEAVENWORTH COUNTY PUBLIC WORKS ENTRANCE PERMIT

The review process begins once all required information is received. Along with filling out this application, please submit the following materials to the Leavenworth County Planning and Zoning Dept.

- ☐ A site plan (aerial view indicating entrance location and its distance from property lines or other entrances)
- ☐ A copy of property deed (can be obtained from Register of Deeds office)
- ☐ Owner Authorization Affidavit (only required if someone other than the owner is submitting this form)

Contact

Name:	Street:		
Phone Number:	City:	State:	
Email:	Zip:		

Mailing Address

Entrance Location

☐ [Check box if same as Mailing Address]

Street Address:	City:	State:	Zip:
<p>If property has no current entrance/address (e.g. address begins with 00000) please use the space below to provide information to assist in locating said property. This could include direct adjacent property address, the property's PID numbers (e.g. 000-00-0-00-00-000.00-0), or its location relative to nearest cross-streets.</p> <p>-----</p>			

FEE: This permit shall have an associated fee of one-hundred and fifty dollars (\$150.00), and can be paid by check, money order or credit card. Check or money order made out to: Leavenworth County Treasurers Office. This is to ensure that an entrance is installed according to County Specifications. \$100.00 bond is refundable upon completion to County standards. The \$50.00 administrative fee is non-refundable.

Procedure/Steps

1. Applicant to submit application including all required documents.
2. Applicant to place flags at desired entrance location.
3. Public Works must approve entrance location and size the entrance culvert. **IMPORTANT:** Leavenworth County does not supply the culvert pipe for this entrance.
4. Planning & Zoning will notify applicant if entrance location is approved and specify the required culvert diameter.
5. Applicant **must** notify the County Shop at (913-727-1800) or the Public Works office at 913-684-0470 after entrance is constructed for inspection.
6. Public Works will refund \$100.00 after entrance has been constructed to County Standards.

7. This permit expires one hundred twenty (120) days from date of issuance. If the entrance is not completed within 120 days, any temporary entrance or improperly installed entrance will be removed by Leavenworth County, and a roadway ditch cut at the entrance locations.

The below signed has agreed to meet the specifications of the County Engineer for installation of an entrance culvert. The **ONLY** pipe that will be approved for installation will be a new corrugated steel galvanized pipe. **No concrete or masonry construction will be permitted within the road right-of-way.**

The undersigned hereby agrees to the conditions of this permit.

APPLICANT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

STAFF SIGNATURE: _____ DATE: _____

PAID BY:

☐ Cash

☐ Check

☐ Credit Card. There is a convenience fee of 2.65% for using a cc.

PID # _____

COUNTY SHOP NOTES

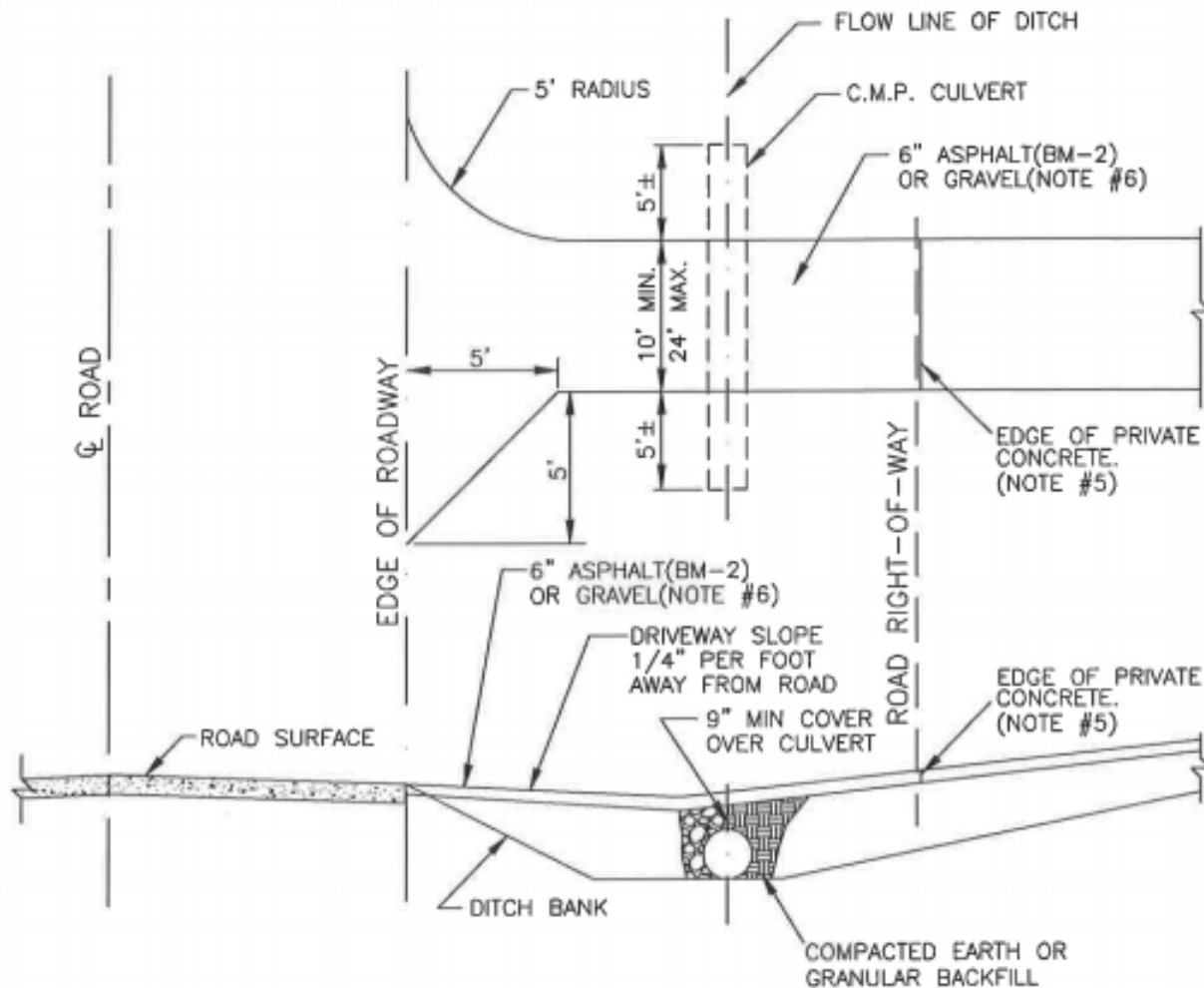
INSPECTED BY: _____ DATE: _____

Size of Culvert: _____ Other Comments: _____

RESIDENTIAL DRIVE ENTRANCE DETAIL FOR NON-CURB & GUTTER STREETS

INSTALLATION NOTES:

1. CULVERT DIAMETER TO BE SIZED BY THE PUBLIC WORKS DEPARTMENT (15" MIN.)
2. MINIMUM LENGTH OF CULVERT IS TO BE 24' OR 10'+DRIVEWAY WIDTH
3. MANUFACTURED COUPLING BANDS ARE REQUIRED WITH C.M.P.
4. CULVERTS SHALL BE 16 Ga. C.M.P. WITH GALVANIZED OR ALUMINIZED COATING
5. CONCRETE DRIVEWAYS ARE NOT ALLOWED WITHIN THE PUBLIC ROAD RIGHT-OF-WAY
6. DRIVEWAY SURFACE SHALL BE EITHER 6" ASPHALT(BM-2) OR GRAVEL W/I R.O.W.



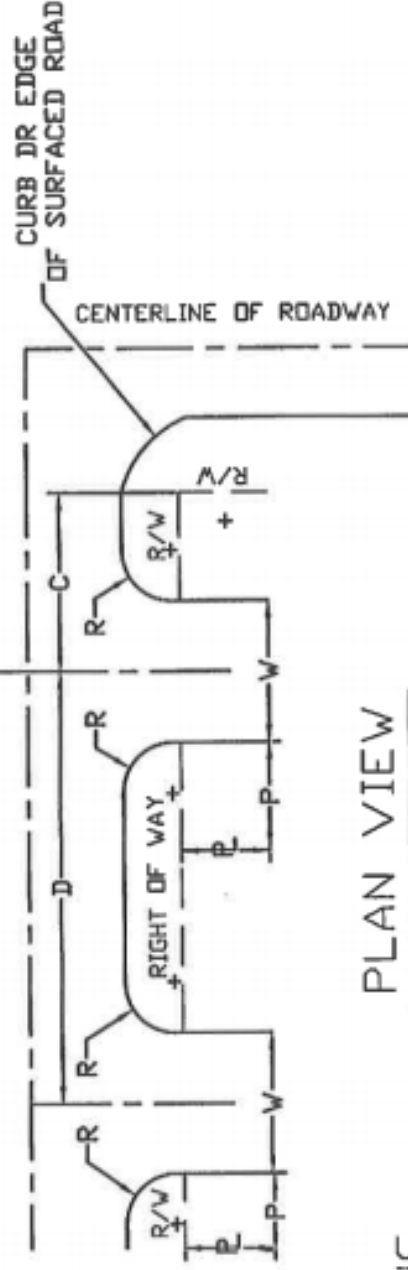
LEAVENWORTH COUNTY
PUBLIC WORKS DEPARTMENT

300 Walnut, Suite 007
Leavenworth, Kansas 66048

Phone: 913-684-0470
Fax: 913-684-0473

Designed By: LVCO-PW
Drawn By: MWS
Checked By: WEG
Issue Date: 9/18/06
Revised By: MGS
Revision Date: 10/05/11
FILE: LC-DRIVE 10052011

CENTERLINE OF ROADWAY



PLAN VIEW

MINIMUM DRIVEWAY SPACING

P	FROM PROPERTY LINE	5'	10'	15'	LOCAL/COLLECTOR ST.
		50'	100'	100'	
C	FROM RIGHT OF WAY	125'	125'	125'	ARTERIAL ST.
		200'	200'	200'	
D	BETWEEN DRIVEWAYS	300'	250'	250'	COLLECTOR ST.
		125'	125'	125'	

NO ENTRANCE OR SIDE ROAD IS ALLOWED AT LOCATIONS WHERE THE SIGHT DISTANCE ON THE THROUGH ROAD IS LESS THAN THE REQUIRED MINI FOR THE POSTED SPEED LIMIT.



WIDTH AND RADIUS LIMITS

W	ENTRANCE WIDTH (**)	RADIUS (**)	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
R	10'	24'	24'	36'	15'	30'

(**Edge of Pav't to Edge of Pav't, or Back of Curb to Back of Curb)

(**Edge of Pav't or Back of Curb)

Leavenworth County

Department of Public Works

DESIGNED BY: DLM DATE: 2-26-03

NO SCALE SHEET 3

DWG FILE: DRVWT-SP03.DWG