LEAVENWORTH COUNTY ENTRANCE PERMIT

CASE NUMBER ENT-26-0

To be completed by the Applicant

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 Public Works Department.

☐	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)

PID		PARCEL SIZE		ZONE		SDD	
WATER DIST		ELECTRIC		FLOOD PLAIN IN PARCEL			
SEWER DIST		TWSP		FLOOD PLAIN ON BUILDING			
SUBDIVISION				SCHOOL DIST			
LOT NO		BLOCK NO					

To Be Completed by the Applicant

LAST NAME		FIRST NAME		PHONE	
EMAIL					
MAILING ADDRESS					
CITY		STATE		ZIP CODE	

SITE ADDRESS					
SITE CITY		SITE STATE		SITE ZIP CODE	

NOTES:			
ISSUED	EXPIRES	RECEIVED BY	

Leavenworth County does not supply the culvert pipe Applicant required to meet the specifications of the County Engineer for installation of an entrance culvert. Only new corrugated steel aluminum coated or zinc coated pipe meets the county specifications. Bond: Check or money order in the amount of $150 made out to Leavenworth County is deposited to ensure an entrance is installed in accordance with county specifications. $50 of that is non-refundable. IMPORTANT: Permit expires 120 days from the date of issuance. If entrance is not installed within 120 days, any temporary entrance or improperly installed entrance will be removed by Leavenworth County and a roadway ditch will be cut at the entrance location. No concrete or masonry construction will be permitted within the road right-of-way. **All entrances must be inspected and meet County specifications for reimbursement of the bond. For inspections, please call 913-727-1800.**

APPLICATION FEE	$50.00	BOND	$100.00	TOTAL FEES	$150.00
CHECK NO		☐ CASH	☐ CREDIT CARD		

STAFF APPROVAL		DATE	
APPLICANT		DATE	