



LEAVENWORTH COUNTY, KANSAS  
ENTRANCE PERMIT

The review process begins once all required information is received. Along with filling out this application, please submit the following materials:

- A site plan (aerial view indicating entrance location and its distance from property lines or other entrances)
- A copy of the property deed can be obtained from the Register of Deeds office, suite 103.
- Owner Authorization Affidavit (only required if someone other than the owner is submitting this form)

Contact	Mailing Address
Name:	Street:
Phone Number:	City: <span style="float: right;">State:</span>
Email:	Zip:

**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>			

**Procedure**

- Applicant to submit application including all required documents.
- Applicant to place flags at desired entrance location.
- Public Works must approve entrance location and size the entrance culvert.
- Planning & Zoning will notify applicant if entrance location is approved and specify the required culvert diameter.
- Applicant to notify Public Works (913-727-1800) after entrance is constructed for inspection.
- Public Works will refund \$100.00 after entrance has been constructed to County Standards.

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: \_\_\_\_\_

FEE: This permit shall have an associated fee of one-hundred and fifty dollars (\$150.00), and shall be either check or money order made out to: Leavenworth County Road and Bridge Fund. This is to ensure that an entrance is installed according to County Specifications.

BOND: \$100.00 is refundable upon completion to County standards. The \$50.00 administrative fee is non-refundable.

**IMPORTANT:** 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. Leavenworth County does not supply the culvert pipe for this entrance.

**FOR OFFICE USE ONLY**

PW STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PAID BY:

- Cash
- Check
- Credit Card

CAMA # \_\_\_\_\_

**COUNTY SHOP NOTES**

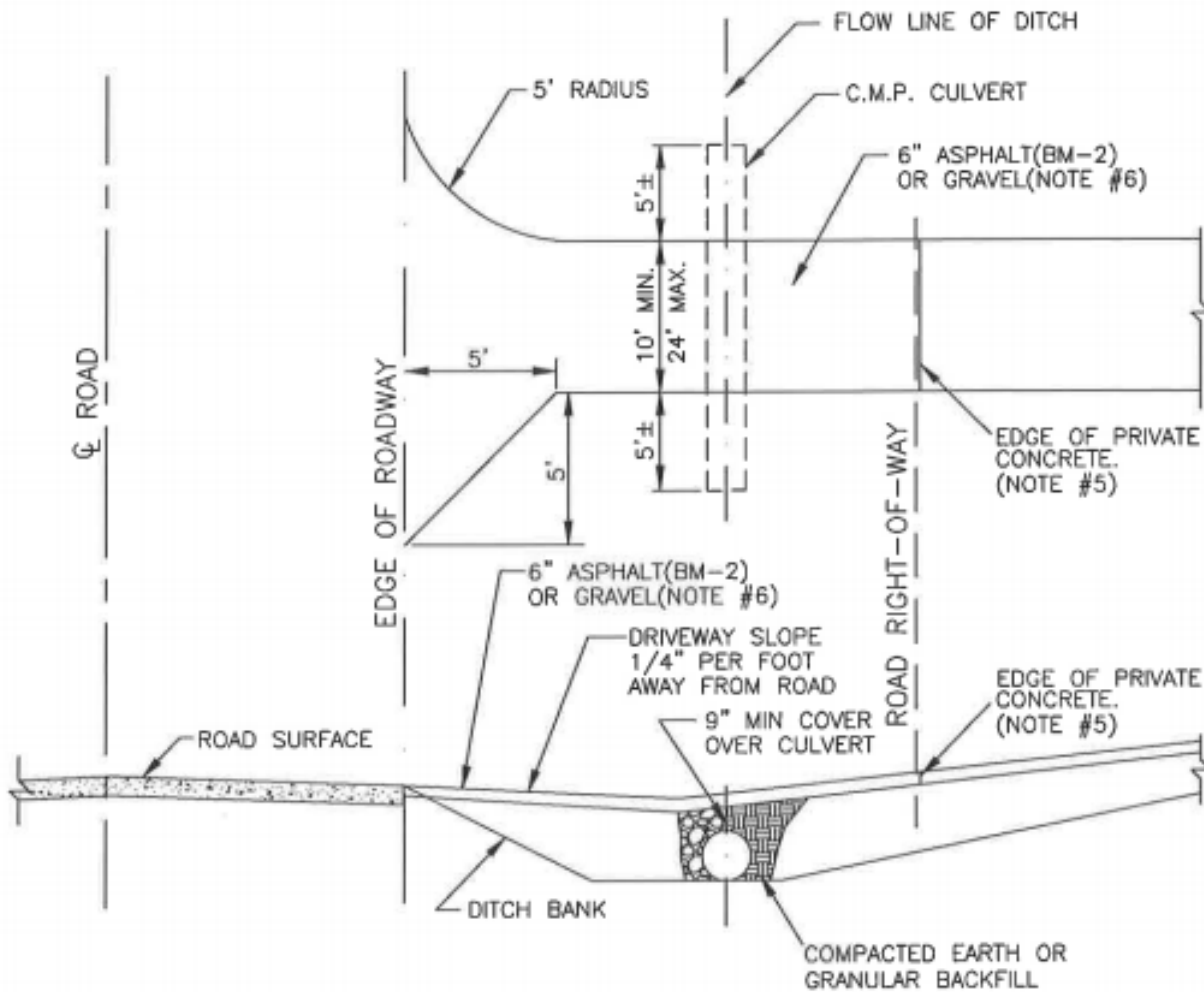
INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

