



# WINNEBAGO COUNTY

— ILLINOIS —

## APPLICATION FOR A HIGHWAY ACCESS PERMIT

An application for a permit to an access and construct any driveway, or to improve or modify an existing driveway, on a Winnebago County maintained highway or roadway, shall be made to the County Engineer, Winnebago County, Highway Department. A permit is required from the County prior to commencing with the proposed driveway construction on any County maintained highway.

1. Location of property: \_\_\_\_\_
2. Name of property owner: \_\_\_\_\_
3. Address: \_\_\_\_\_  
Telephone number: (Residence) \_\_\_\_\_ (Daytime) \_\_\_\_\_
4. Name of highway/roadway for driveway: \_\_\_\_\_
5. Location of driveway on highway/roadway (north, south, east, west): \_\_\_\_\_
6. Direction and distance (nearest tenth of a mile) to the closest side road and its name: \_\_\_\_\_  
\_\_\_\_\_
7. Township/Village in which property located: \_\_\_\_\_
8. Purpose of driveway, (will serve new home, existing home, business- type and name, etc.)  
\_\_\_\_\_
9. Width of driveway (out to out) \_\_\_\_\_, Width of paved surface of driveway: \_\_\_\_\_  
(Non-commercial driveway: **Min. 12'**, **Max. 24'** wide; Commercial driveway: **Max. 35'** wide).

Please fill in detail, dimensions and distances on the sketch included on the backside of this application. Applicants for commercial driveways may need to submit a Traffic Impact Study. The County is responsible for reviewing and determining whether the application is in conformance with the County of Winnebago Access Policy and regulation for land use.

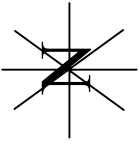
A meeting may be required between applicant and/or his/her authorized representative and the Winnebago County Highway Department Permit Engineer. The County shall invite the applicant, if meeting is found necessary. When all the permit application requirements are met, permit forms shall be prepared for processing.

All materials and expenses in design and construction of the driveway are the responsibility of the applicant / property owner. The driveway shall be constructed in accordance with the current I.D.O.T. Standards and Specifications and terms and conditions of this permit.

\_\_\_\_\_  
Signature of owner

Please contact the Permit Engineer/Technician @ 319-4000, if you need any assistance in completing this application form. When you complete this application form, please submit it to the address below.

# ACCESS PERMIT APPLICATION SKETCH



PLEASE INDICATE  
NORTH DIRECTION

ENTRANCE TYPE: (CHECK ONE)

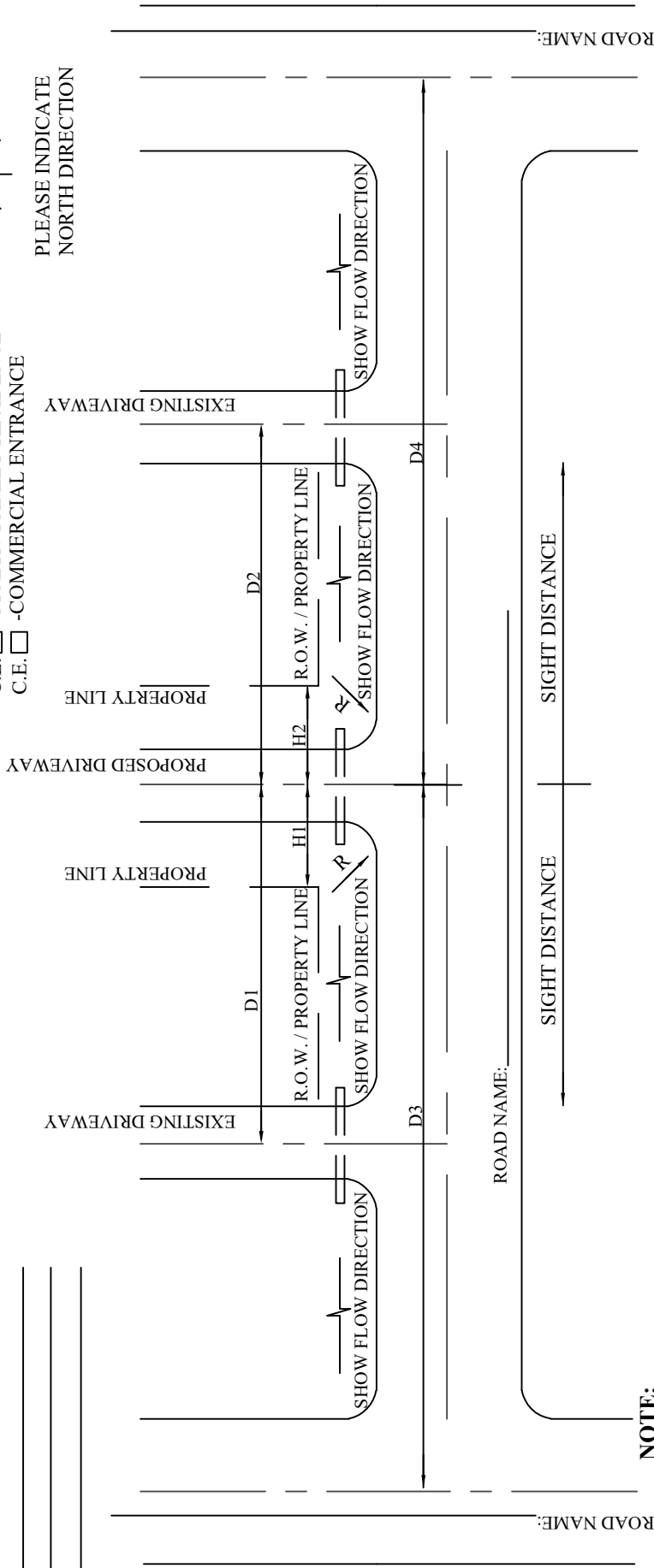
- F.E.  - FIELD ENTRANCE
- P.E.  - SINGLE / FAMILY RESIDENCE
- C.E.  - MULTI / FAMILY RESIDENCE
- C.E.  - COMMERCIAL ENTRANCE

LOCATION / MAILING ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ROAD NAME: \_\_\_\_\_

SIGHT DISTANCE

SIGHT DISTANCE

ROAD NAME: \_\_\_\_\_

**NOTE:**

1. SHOW LOCATION / MAILING ADDRESS OF THE PROPERTY FOR WHICH ACCESS PERMIT IS APPLIED.
2. SHOW NORTH DIRECTION.
3. SHOW PAVEMENT WIDTH (W) AND RADIUS (R) OF THE PROPOSED DRIVEWAY.
4. SHOW NAME OF THE ADJACENT ROADS.
5. SHOW DISTANCES H1, H2, D1, D3, D4, DISTANCES D1 AND D2 ARE APPLICABLE ONLY IF THERE IS EXISTING DRIVEWAY BETWEEN PROPOSED DRIVEWAY AND THE ADJACENT ROAD.
6. SHOW FLOW DIRECTION IN THE EXISTING DITCH.
7. SHOW SIGHT DISTANCES FROM THE PROPOSED DRIVEWAY.

8. PROVIDE CONCRETE CURB AND GUTTER AS PER I.D.O.T. STANDARDS OR MINIMUM FOUR FOOT WIDE AGGREGATE SHOULDER AT EACH SIDE OF T DRIVEWAY WITHIN COUNTY RIGHT OF WAY.
9. THE PIPE CULVERT UNDER THE DRIVEWAY SHALL HAVE MINIMUM ONE FOOT CLEAR COVER BELOW THE PAVEMENT.
10. PROVIDE MINIMUM 2" BITUMINOUS SURFACE COURSE 10" AGGREGATE BASE COURSE OR MINIMUM 6" PORTLAND CEMENT CONCRETE PAVEMENT OVER 4" AGGREGATE SUB BASE FOR RESIDENTIAL DRIVEWAYS.
11. PAVEMENT TYPE AND THICKNESS FOR COMMERCIAL DRIVEWAYS SHALL BE DESIGN BY THE ENGINEER AND APPROVED BY THE COUNTY.