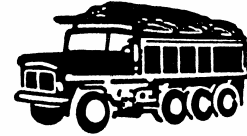


Noble County Highway Department



1118 E. MAIN STREET
ALBION, INDIANA 46701
TELEPHONE (260) 636-2124
FAX (260) 636-2542
E-MAIL: highway@nobleco.org

10/03/03

TO OBTAIN A DRIVEWAY PERMIT, THE FOLLOWING IS REQUIRED.

1. Noble County Driveway Ordinance #2002-8 is effective as of August 26, 2002.
2. After the purchase of the property, the deed must be recorded in your name.
3. A "Drainage Form" must be obtained from the Noble County Surveyor's Office at 636-2131 at the South Complex south of Albion on SR 9. This form requires a signature. We need a copy of this form.
4. A copy of the survey is needed. If there is not a survey copy available, then ask for a tax plat map at the County Surveyors office before you come to our office. The survey is preferred as it provides footages of the property.
5. Determine your first choice for a proposed drive site. Then measure from the center of this proposed driveway site to both (or nearest) boundary line(s). Bring these footages with you when applying for the permit.
6. A fee of \$25.00 for each drive will be charged at the time of permit application. An additional fee of \$10.00 will be charged for each additional permit check as needed. All payments will be made by money order, cashier's check or personal check at the discretion of the Noble County Highway Department. Cash will not be accepted. Returned checks will incur a fee of \$25.00.
7. **A driveway permit application form from our office must be filled out and signed by a property owner or their representative. The representative must have a signed contract or a signed statement from the property owner(s) giving them permission to act on their behalf.**
8. The property lines at the road frontage must be visibly staked or the road painted so we know exactly where the road frontage boundaries are.
9. After deciding on a proposed driveway center, place the stakes the Highway gives you in the following way: Please place them in a weed free area in the ground three (3) feet off the road in the ditch line area. Determine the proposed center of the drive, and then place the stakes fifteen (15) feet in each direction from the center. (Example, if on an East/West road, then find your center and go East fifteen (15) feet place our stake, go back to the center, and go West fifteen (15) feet place our stake.)
10. An on site inspection will be done by our office. We look for the stakes and your marked boundary (frontage) lines. Our office checks for sight distance and culvert pipe size.
11. It may take anywhere from approximately three (3) days to two (2) weeks for the driveway permit to be checked and mailed back to you. This depends on the season, weather, and workload, etc. We understand this is required before you can obtain a building permit, so please apply in plenty of time for the permit to be processed.
12. A copy of the driveway permit will be mailed back to you. On the back of the permit you will find if the drive has been approved or disapproved at the location submitted, where the drive will be placed, and the culvert pipe (drainage tile) size that is required for underneath the driveway. The minimum length for the culvert pipe is thirty (30) feet.
13. Please review the culvert pipe & mail box attachments for further information.
14. Call the Highway Department for reinspection after installation.