

**MONROE COUNTY HIGHWAY DEPARTMENT**  
**HIGHWAY ENTRANCE PERMIT**

APPLICANT:

LOCATION:

Name \_\_\_\_\_

Road \_\_\_\_\_

Mail Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

ROAD AUTHORITY: \_\_\_\_\_

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A. DESCRIPTION: Provide location sketch showing site of entrance and any special features.

B. MAILBOX: Location and set back. (See Page 2 – Item C)

C. SPECIAL CONDITIONS:

1) Size Culvert \_\_\_\_\_

2) Installation By \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

D. REVIEWED BY COUNTY ENGINEER: \_\_\_\_\_

E. THIS PERMIT SUBJECT TO THE CONDITIONS AND RESTRICTIONS PRINTED ON REVERSE SIDE OF THIS SHEET.

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This permit is hereby accepted and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

SIGNATURE OF APPLICANT: \_\_\_\_\_

APPROVED BY: ROAD AUTHORITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

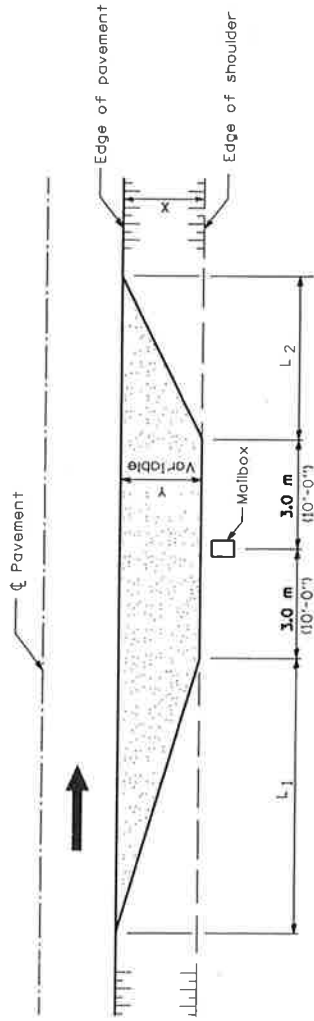
TITLE: \_\_\_\_\_

**CONDITIONS AND RESTRICTIONS  
FOR HIGHWAY ENTRANCE PERMITS**

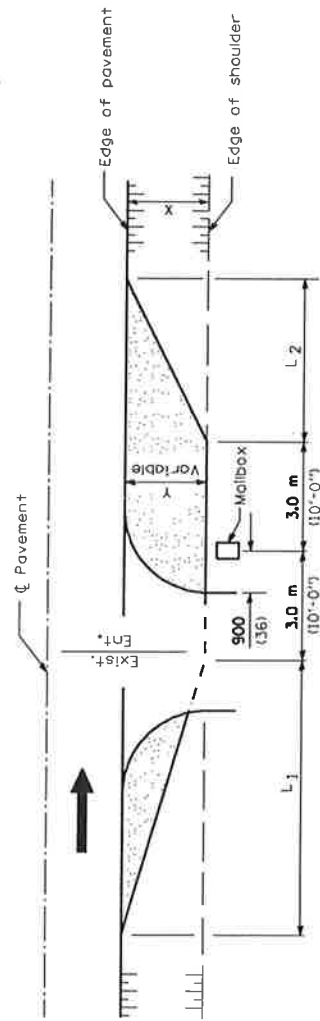
- A. The culvert pipe shall be either a new reinforced concrete culvert pipe, or a new corrugated metal pipe. If more than one corrugated metal pipe is used, band connectors shall be used to connect the individual pieces together. The entrance shall have a side slope of at least 1 vertical to 3 horizontal from the driveway grade to the ditch line. **Under no conditions will headwalls be permitted.** (See **Attached Entrance Standard Drawing**)
- B. The entrance shall be constructed by excavating the earth to a minimum depth as detailed on Page 4 "Entrance Standard" and placing the required amount of material. Top soil must be removed prior to drive installation. The surface shall slope down from the pavement edge to the back edge of the shoulder line at not less than 3/16 inch per foot but not more than 1 inch per foot. Nowhere shall the grade exceed 6% on right-of-way.
- C. **Mailbox placement and supports** within the road right-of-way shall be in accordance with the attached Standard B.L.R. 24-1 "MAILBOX TURNOUT FOR LOCAL ROADS" with supports meeting U.S. Postal Service Guidelines which provide that the maximum post size is 4-inch by 4-inch or 4 1/2-inch diameter wood or 2-inch diameter standard steel or aluminum pipe posts.
- D. The Applicant represents all parties in interest and shall furnish material, do all work, pay all costs, and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding necessary.
- E. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. Traffic controls and work site protection shall be in accordance with the applicable requirements of Chapter 6 (Traffic Controls for Highway Construction and Maintenance Operations) of the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways.
- F. The Applicant, his successors or assigns, agrees to hold harmless the County of Monroe and/or Road District and their duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
- G. The County/Road District reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening or maintaining of the highway and/or provide proper protection to life and property on or adjacent to the right-of-way.
- H. This permit is effective only insofar as the County/Road District have jurisdiction and does not presume to release the Applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.
- I. **At all times during construction, the permittee shall be responsible for maintaining the highway surface in a safe and sightly manner. Any mud or debris which might be tracked or spilled onto the highway surface shall be immediately removed.** The Applicant, his successors or assigns shall maintain that portion of the drive on right-of-way in a manner satisfactory to County/Road District.
- J. All construction methods and materials shall comply with the applicable provisions of the State of Illinois "Standard Specifications for Road and Bridge Construction".
- K. The re-installation of any concrete or hot mix asphalt drive, which shall be removed in order to replace a rusted, collapsed, infiltrated or generally obsolete culvert shall remain the responsibility of the owner, applicant, his successors or assigns.
- L. Special approval by the Road Authority is needed for concrete drive aprons adjacent to an oil and chip roadway.

\_\_\_\_\_  
Applicant's Initials

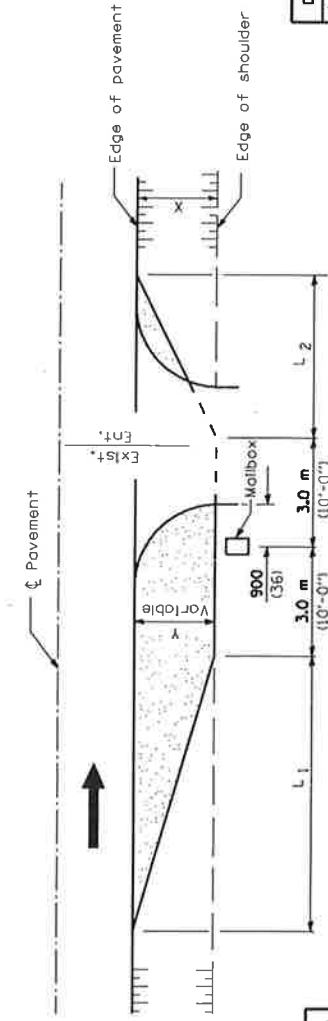
**BOX SUPPORTS**  
 (Maximum Size)  
 Wood Posts - 4"x4" or 4 1/2" dia.  
 Steel or Aluminum Posts - 2" dia.  
 Standard Pipe



**TYPICAL APPLICATION**



**MAILBOX ON FAR SIDE OF ENTRANCE**



**MAILBOX ON NEAR SIDE OF ENTRANCE**

DIMENSIONS - (ft.)

	3.6 (12)	3.0 (10)	2.4 (8)	1.8 (6)	1.5 (5)	1.2 (4)
Width of Shoulder (X)	3.6 (12)	3.0 (10)	2.4 (8)	1.8 (6)	1.5 (5)	1.2 (4)
Width of Turnout (Y)	2.4 (8)	2.4 (8)	1.8 (6)	1.2 (4)	1.2 (4)	1.2 (4)
L1	9.0 (30)	9.0 (30)	6.9 (23)	4.5 (15)	4.5 (15)	4.5 (15)
L2	6.0 (20)	6.0 (20)	4.5 (15)	3.0 (10)	3.0 (10)	3.0 (10)

Note: Dimensions for Township and District Roads may vary from the above dimensions.

**GENERAL NOTES**

Mailboxes shall be mounted such that the face of the mailbox is 150 mm (6") to 300 mm (12") and the post a minimum of 600 mm (24") from the edge of the turnout surfacing.

All dimensions are in millimeters (inches) unless otherwise shown.

DATE	REVISIONS
1-1-99	Add width of shoulder X.
1-1-97	New B.L.R. Standard.

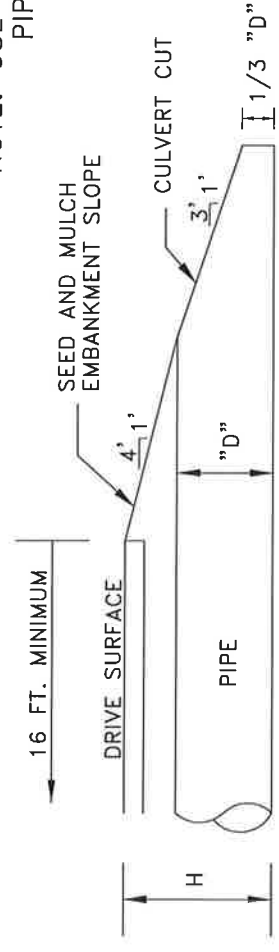
**MAILBOX TURNOUT FOR LOCAL ROADS**

**STANDARD B.L.R. 24-1**

Illinois Department of Transportation  
 DIVISION OF TRANSPORTATION  
 APPROVED: [Signature]  
 ENGINEER OF LOCAL ROAD DISTRICTS  
 APPROVED: [Signature]  
 ENGINEER OF DESIGN AND ENVIRONMENT  
 ISSUED 1-1-97

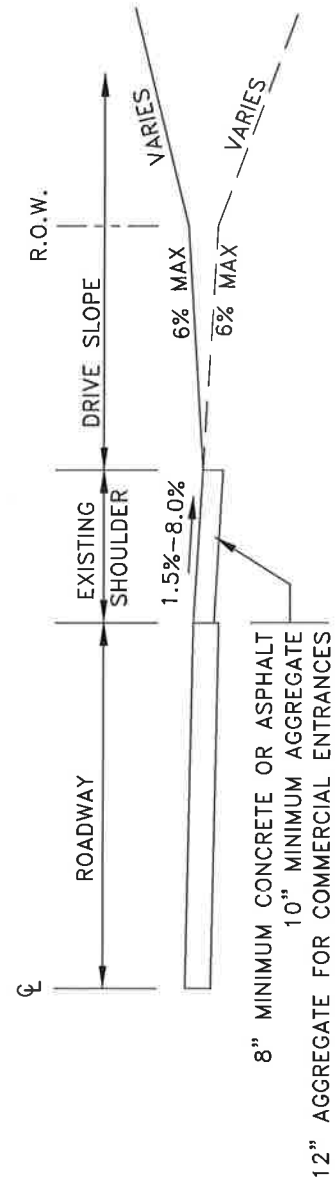
EXAMPLE: PIPE LENGTH FOR H = 2.5FT.  
 L = 16+2(4x2.5) = 36 FT. MINIMUM

NOTE: USE EMBANKMENT SLOPE 4:1 FOR  
 PIPE LENGTH DETERMINATION



**CULVERT END SECTION**

(NOT TO SCALE)



**DRIVEWAY SECTION**

NON-CURB AND GUTTER

(NOT TO SCALE)

- COUNTY WILL ADVISE AS TO PAVEMENT WIDTH AND SHOULDER WIDTH & SLOPE.
- DRIVEWAY SURFACE TO SLOPE DOWN FROM THE PAVEMENT EDGE TO THE BACK OF THE SHOULDER LINE.
- CONCRETE ENTRANCES ADJACENT TO OIL & CHIP ROADWAYS BY SPECIAL APPROVAL ONLY

MONROE COUNTY HIGHWAY DEPARTMENT  
 ENTRANCE STANDARD