



## Street Approach/Culvert Permit Application

Applicant's Name: \_\_\_\_\_  
Last First Middle

Owner's Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Applicant Email Address \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_  
Home Work Mobile

Owner's Phone Number: \_\_\_\_\_  
Home Work Mobile

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Length of culvert including sloped headwalls: \_\_\_\_\_

Location Description: \_\_\_\_\_  
\_\_\_\_\_

Distance from side property lines: \_\_\_\_\_

Number of culvert permits needed: \_\_\_\_\_

### Office Use

Date Requested \_\_\_\_\_ Date Issued \_\_\_\_\_ Rec. Clerk \_\_\_\_\_

Date Inspected \_\_\_\_\_ Inspector \_\_\_\_\_

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_



## Guidelines for Installing a Street Approach/Culvert

1. The Culvert Application is good for 60 days if it is a culvert application only.
2. New construction. The culvert will need to be complete before a Certificate of Occupancy can be issued. A temporary culvert has to be in place at the same time the first inspection is called for.
3. The permit applicant will mark the proposed location of the culvert by two stakes or flags and have the sloped headwalls formed and readied for cement before inspection. **(INSPECTION MUST BE REQUESTED BEFORE THE POURING OF THE HEADWALLS)**
4. The culvert must be placed in the flow line of the ditch.
5. The culvert size is determined by engineering of the subdivision or by the Town Engineer.
6. The minimum culvert driving surface width off a Town road is 15 feet.
7. The culvert shall have soil composition covering the culvert of either a minimum 3 ½” of hard surface cover or 6” of ground road base materials.
8. All culverts must have concrete safety ends. A concrete safety end – is to be sloped with a minimum ratio of 4:1 length culvert diameter and a minimum 1 foot wide concrete perimeter around the edge of the sloped end.
9. A road transition tie-in, is required where driveway meets Town Road e.g. no gap between driveway and road pavement. If the driveway is constructed of concrete, there must be a 12” asphalt area between the edge of the road pavement and the concrete.
10. The permit issued by the Town of Cross Roads must be posted by the area so that the inspector can sign off on it.
11. Certificate of Occupancy will not be issued until Inspection of culvert has been approved.