

# Pettis County Road & Bridge Department

1511 N. Ohio, Sedalia MO 65301

Phone: 660-826-7187/Fax: 660-827-8638

Email: [roadbridge@pettiscomo.com](mailto:roadbridge@pettiscomo.com)

## Driveway and Entrance Permit

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

*(If different from above)*

*(If different from above)*

**Mailing Address:** \_\_\_\_\_

**Description of Entrance Location or Address:** \_\_\_\_\_

**Assessor's Parcel #:** \_\_\_\_\_

*(If unknown, please leave blank for Road & Bridge Office to enter.)*

### OFFICE USE ONLY:

Is drainage structure required: \_\_\_ Yes \_\_\_ No

Size: diameter \_\_\_\_\_ (12 in. minimum)

length \_\_\_\_\_ (20 ft. minimum)

**Signatures:**

\_\_\_\_\_  
Property Owner or Lessee

**Check one:**

OWNER

LESSEE

\_\_\_\_\_  
Pettis County Road & Bridge Department

Date Inspected: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Installed By: \_\_\_\_\_

***\*\*Complete/sign the front and initial the back.\*\****

## Process and Requirements

- A separate Driveway and Entrance Permit must be completed for **each driveway or entrance** and kept on file with the Pettis County Road and Bridge Department. There is no fee for this permit.
- White marking flags, provided by the Pettis County Road and Bridge Department, must be placed on both sides of the proposed culvert location.
- The Pettis County Road and Bridge Department will inspect the proposed location and notify the landowner of the required culvert size. Upon completion of culvert purchase, the landowner will submit proof of receipt to the department. All culverts are subject to inspection and must be approved by the Pettis County Road and Bridge Department.
- The Pettis County Road and Bridge Department will deliver and install the approved culvert at **no cost to the landowner**.
- All culverts must be a minimum of 12 inches in diameter and 20 feet in length and must be constructed of either **reinforced concrete or corrugated metal**.

## Maintenance

- The Pettis County Road and Bridge Department will maintain the drainage function of approved culverts and will replace a culvert if it is damaged by natural causes. The landowner is responsible for maintaining the culvert itself and any material placed over the culvert. If a culvert is damaged due to unnatural causes, replacement shall be the responsibility of the landowner and at the landowner's expense.
- To keep roadside ditches clear of debris and functioning properly, the Pettis County Road and Bridge Department will periodically clean ditches along county roadways. During this process, an existing culvert may be identified as needing replacement. If replacement is required, the landowner will be responsible for purchasing the culvert, and the Pettis County Road and Bridge Department will install the culvert at no expense to the landowner.
- The Pettis County Road and Bridge Department reserves the right to remove any culvert that does not meet the minimum requirements of this permit or that is determined to be non-functional. In such cases, the landowner will be required to purchase a replacement culvert, and the Pettis County Road and Bridge Department will install the culvert at no expense to the landowner.
- When the Pettis County Commission designates a county road for asphalt or chip seal surfacing, proper preparation of the roadway is critical. This preparation includes ditching, ensuring adequate drainage, adding material to the subgrade, and crowning the roadway. In these instances, the Pettis County Road and Bridge Department will determine the proper culvert size and require the landowner to purchase the culvert. The department will install the culvert at no expense to the landowner to ensure proper installation and timely completion of the project.
- The Pettis County Commission reserves the right to waive, modify, or enforce specific provisions of this permit based on site-specific conditions or unique circumstances (for example, a culvert may not be required at the crest of a hill).

## **DISCLAIMER:**

REFUSAL TO COMPLY WITH THE PROCESS AND REQUIREMENTS OUTLINED IN THIS PERMIT MAY RESULT IN CULVERT REMOVAL. INSTALLATION OF REPLACEMENT CULVERT WILL BE AT LANDOWNER'S EXPENSE.

I have read and understand the statements listed above \_\_\_\_\_ (*initial here*)

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