

# SHERIDAN COUNTY APPLICATION FOR DRIVEWAY PERMIT

Permit No. \_\_\_\_\_

Road No. \_\_\_\_\_

office use only

Information to be supplied by Property Owner:

Access requested to County Road \_\_\_\_\_  
(Name & Road Number)

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Mile Point: (miles from south or west end of road) \_\_\_\_\_ Mi.

Left \_\_\_\_\_ or Right \_\_\_\_\_ side of road. GPS coordinates \_\_\_\_\_  
(Facing up Milepost)

Access requested for Industrial / Commercial, \_\_\_\_\_ Residential, \_\_\_\_\_ Agriculture \_\_\_\_\_

Type of Driveway surface proposed: \_\_\_\_\_ Drainage structure proposed: \_\_\_\_\_

### SKETCH



### AGREEMENT

I, the undersigned property owner, request permission to construct an access driveway(s) on public right-of-way at the above location, subject to the restrictions and regulations of Sheridan County. In consideration the applicant agrees:

1. To construct and maintain driveway(s) in a safe manner so as not to interfere with or endanger public travel and to perform all work in a neat and workmanlike manner and that the right-of-way will be cleaned and left in a condition equal to or better than the original condition. The applicant will fully protect the traffic on the roadway during construction by proper signage, flagmen, and/or lights.
2. To construct the entrance in accordance with County Standards and this application.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Signed)

office use only

APPROVED: \_\_\_\_\_

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

Permit void if driveway is not constructed within 6 months of date of approval.

Updated 3/22

# SHERIDAN COUNTY DRIVEWAY / ROAD USE PERMIT POLICY STATEMENT

*A driveway permit will be required for all driveways or subdivision roads entering upon county maintained roads. Permits are to be obtained before performing any work within county right-of-way.*

*Property owners or developers will be fully responsible for furnishing and installing culverts/drainage structures and driveways in accordance with this policy. After acceptance, applicant will maintain culvert and driveway and perform snow removal.*

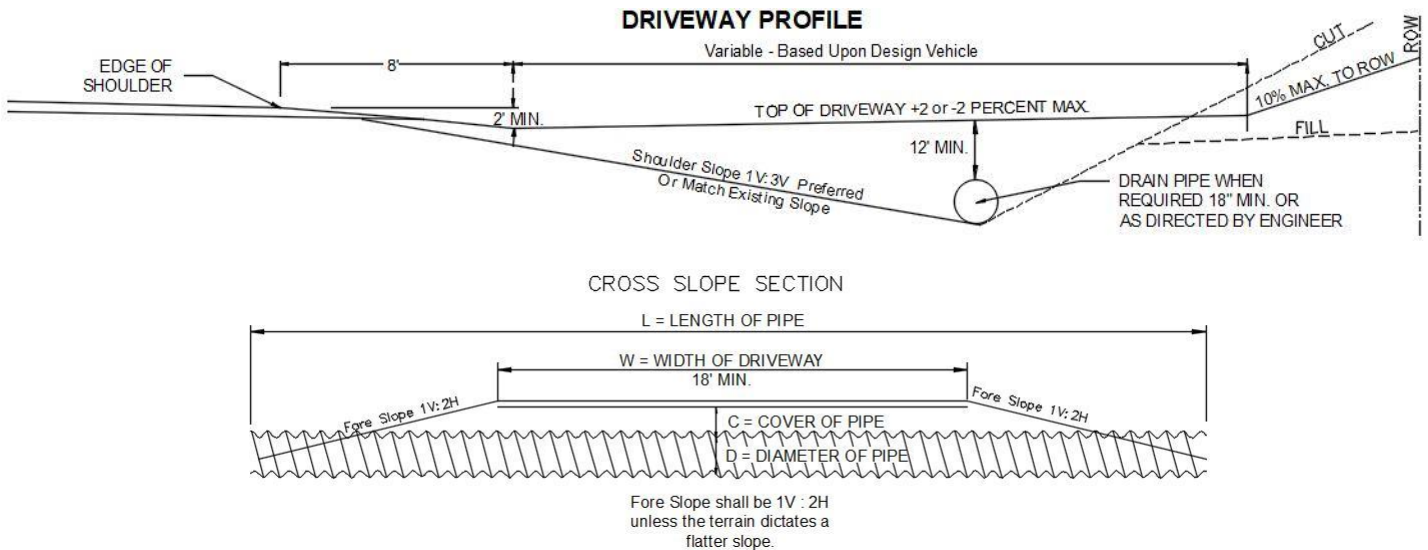
*Property owners or developers will be fully responsible for furnishing and installing any permanent traffic control devices as may be deemed necessary by the Sheridan County engineering department.*

*Property owners or developers may be required to execute a road-use-agreement if deemed necessary by the Sheridan County engineering department.*

*An access must be used for what it was intended and permitted. If any change in its use is intended, an access permit must be resubmitted and approved before the change in use can occur. Sheridan County has the right to revoke an access permit when an access is not used as permitted. The county also has the right to remove an access that has no permit.*

## ADMINISTRATION

1. There will not be a charge for issuing a driveway permit. Permits for driveways on State Roads must be obtained from WYDOT. Forms for driveway permits shall be developed by the County Engineer.
2. Property owner/applicant shall mark the driveway approach to allow inspection before permit is approved.
3. The desires of the property owner and safety of the traveling public will be considered when approving permits; however, safety shall take priority. Sight distance will control on all roads. Traffic control devices may be required. Type and necessity to be determined by the Sheridan County.
4. County driveway permits will be issued for a period of 6 months. Work approved on the permit should be completed within 6 months unless an extension is granted by Sheridan County.
5. The Sheridan County Engineer will determine the size of culvert or drainage structure. The minimum size culvert shall be 18 inch round or equivalent pipe arch and 24 feet in length.



- Cover depends upon depth of ditch & size of pipe, minimum cover shall be as follows:

18" pipe thru 30" pipe = 9" minimum cover

36" pipe thru 48" pipe = 12" minimum cover  
 54" pipe & larger = 18" minimum cover

- Length of pipe to be computed by the following formula:

$$L=W+4C+2D$$

Where: L= Length  
 W=Width of driveway  
 C=Cover of pipe  
 D=Diameter of pipe

6. Location requirements shall be in accordance with Figure2.

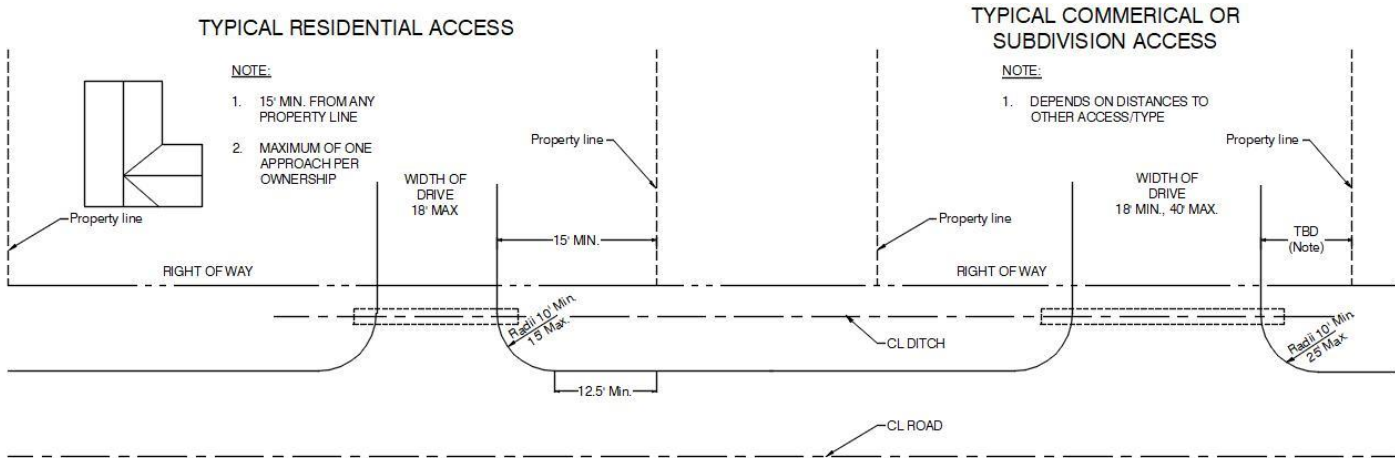


Figure 2

- Gravel at a minimum depth of 4 inches shall be placed on the driveway for a distance of at least 150' starting at the edge of the County Road, for a distance of at least 150' or the length of the driveway, whichever is less.
- Unless otherwise approved by Sheridan County Engineering Department, driveways shall be as shown on profile within the County Right-of-way.
- If drainage requirements can be met by using culvert pipe, galvanized corrugated steel, corrugated aluminum, or approved concrete pipe may be used. If a box culvert or bridge is required, design must be submitted to Sheridan County Engineering for approval be submitted to Sheridan County Engineering for approval prior to installation.
- Applications for driveway access to new subdivision shall include complete plans for review by Sheridan County Engineering.
- Procedure for obtaining a driveway permit will be as follows:
  - Property owner or developer to complete application provided by County Engineering Office.
  - Upon completion of the application, the County Engineer's Office will inspect the site and determine if location is appropriate, determine minimum size and length of culvert or drainage structure, determine if traffic control devices are required and determine if a Road-Use-Agreement is required.
  - Providing location requirements, as shown in item 6, minimum sight distances are met and traffic control devices are agreed upon, the permit will be approved by Sheridan County Engineering for the size and length of culvert or drainage structure as determined in item 5. If a Road-Use Agreement is deemed necessary, that form must be executed. The property owner or developer may then proceed with the installation.
  - Call (307)674-2920 when complete for County inspection.

**EXCEPTIONS**

Any request for exceptions to the POLICY shall be presented to Sheridan County Engineering in writing. The Engineering Department will review the request and make a recommendation to the Board of County Commissioners. The Board of County Commissioners will render a decision to accept or reject the proposed Policy Exception.