



# STEPHENSON COUNTY HIGHWAY DEPARTMENT

Dale Rasmussen, P.E., P.L.S. - County Engineer

295 W. Lamm Road  
Freeport, IL 61032-9628

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## **HIGHWAY ENTRANCE PERMIT APPLICATION**

(Applicant completes this page only)

### **GENERAL INFORMATION:**

PROPERTY OWNER'S NAME (print): \_\_\_\_\_

APPLICANT NAME (if different from property owner): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE NUMBER(S): \_\_\_\_\_ (indicate if home or mobile)

APPLICANT PHONE NUMBER(S): \_\_\_\_\_ (indicate if home or mobile)

CONTRACTOR'S NAME, ADDRESS & PHONE NUMBER: \_\_\_\_\_

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **PROPOSED HIGHWAY ENTRANCE TYPE:** (See Page 3 of 4 below for descriptions.)

Residential       Agricultural       Commercial       Field-entrance

### **PROPOSED HIGHWAY ENTRANCE LOCATION:**

- Name of County/Township Highway: \_\_\_\_\_
- Side of County/Township Highway for proposed entrance: \_\_\_\_\_  
(North/South/East/West)
- Name, direction, and distance of side road closest to proposed entrance: \_\_\_\_\_

### **FEE SCHEDULE:**

- FIELD ENTRANCE: \$30.00
- RESIDENTIAL ENTRANCE: \$50.00
- AGRICULTURAL ENTRANCE: \$50.00
- COMMERCIAL ENTRANCE: \$100.00



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## HIGHWAY ENTRANCE PERMIT

**PERMIT NO:**

**ISSUED TO:**

**CONTRACTOR:**

**ENTRANCE TYPE AND LOCATION:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(signature) (title)

NOTICE TO PROCEED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(signature) (title)

**PERMIT EXPIRATION DATE:** \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

**NOTE:** THE OWNER/APPLICANT WILL BE RESPONSIBLE FOR FURNISHING AND INSTALLING ALL ENTRANCE MATERIALS AND FOR CONTACTING J.U.L.I.E. (JOINT UTILITY LOCATING INFORMATION FOR EXCAVATORS) AT 1-800-892-0123 AT LEAST 48-HOURS PRIOR TO BEGINNING EXCAVATION.

**SITE INSPECTION REPORT**

FIELD CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(printed name) (title)

UPSTREAM CULVERT TYPE/SIZE: \_\_\_\_\_ DOWNSTREAM CULVERT TYPE/SIZE: \_\_\_\_\_

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_

MINIMUM DIAMETER OF NEW ENTRANCE CULVERT TYPE/ SIZE: \_\_\_\_\_

MINIMUM LENGTH OF NEW ENTRANCE CULVERT: \_\_\_\_\_ (feet)

## **GENERAL REQUIREMENTS - ALL ENTRANCES:**

1. Must slope down and away from the edge of pavement at minimum -0.5% for a minimum distance of 10 feet from the edge of pavement (0.05 feet of fall). The drive will then be allowed to be at 0.0% slope (flat) for 10 feet, then may slope up or down to the right-of-way line at a grade not to exceed  $\pm 6\%$ .
2. Culvert pipe, including extensions, shall be NEW corrugated metal or reinforced concrete culvert pipe. The use of plastic pipe is not allowed. All materials must meet current Illinois Department of Transportation (IDOT) specifications. No headwalls are to be constructed on the ends of the culvert pipe without the expressed written consent of the Stephenson County Highway Dept. The culvert pipe shall become the property and maintenance responsibility of the Stephenson County Highway Department upon proper installation of the culvert pipe and entrance by the property owner and/or their agent and upon final inspection of the site by the Stephenson County Highway Department staff. The property owner shall remain responsible for the surface maintenance of the entrance.
3. Whenever any work is being completed within the County right-of-way as part of the entrance construction that causes a hazard or obstruction to the free flow of traffic in the normal traffic lanes, the applicant(s) shall, at their expense, provide traffic control in accordance with IDOT standards and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD).
4. **This permit is not valid until signed by the County Engineer or his/her agent and is valid for 180 calendar days from the date of the Notice to Proceed.**
5. **All work shall be completed within 180 calendar days from the date of the Approved permit. Extension of time may be allowed with the expressed written consent of the County Engineer for delays caused for reasons outside the Applicant's control. Request for an extension of time shall be made in writing a minimum of 30 calendar days prior to the permit expiring. Only one (1) extension per entrance is allowed. Applicant or Contractor must notify the Stephenson County Highway Department upon completion for final approval.**
6. All appropriate fees are due in full at the time the application is submitted.
7. Stephenson County Highway Department is allowed to sell to the applicant a culvert pipe that is to be installed on County right-of-way. If the applicant desires to purchase the culvert from the Stephenson County Highway Department, it must be paid for in full prior to delivery of the culvert pipe to the installation site.
8. This permit does not release the applicant from compliance with any Federal, State and/or Local ordinances or permitting required from other Departments and/or Agencies.
9. Storage of construction and/or spoil materials or vehicles within the right-of-way is prohibited.
10. This permit covers use of the entrance for its expressed use only. Changes in land use or entrance type shall void this permit and necessitate a new application for the new use.
11. **The applicant shall be responsible for contacting the Stephenson County Highway Department at (815) 235-7497 seventy-two (72) hours prior to commencing work within the County right-of-way and upon completion of said work.**
12. **A notice of completion and final acceptance of the entrance culvert will be issued upon final inspection and completion of all items and requirements of the permit.**
13. If a property owner and/or their agent begin the placement of an entrance without receiving an approved permit, the fee schedule shall double and they may be required to remove any work completed and restore the County right-of-way to pre-existing condition at their own expense.
14. Entrances shall intersect existing County Roads as near as possible to a 90-degree angle. In no case shall the entrance angle of intersection be less than 60-degrees; as measured by the centerline of the entrance.
15. **Attach a location map showing the proposed entrance to the permit application prior to filing.**

### **COMMERCIAL ENTRANCE:**

1. Required to submit a plan/profile sheet(s) showing the entrance signed and sealed by a licensed Professional Engineer in the State of Illinois.
  2. Minimum surface width of 24 feet measured at the right-of-way line.
  3. Minimum top width (shoulder-to-shoulder) of 32 feet measured at the right-of-way line.
  4. Minimum aggregate base thickness of 12 inches.
  5. Minimum hot mix asphalt (HMA) pavement surface thickness of 3 inches.
  6. Minimum aggregate shoulder surface thickness of 3 inches.
  7. Radius for returns shall be 30 – 50 feet.
  8. As-built plans prepared, signed and sealed by a licensed Professional Engineer in the State of Illinois shall be submitted upon completion of the entrance and prior to final inspection of the work by Stephenson County Highway Department.
- \*\* If it is determined that any road work needs to be completed in association with this entrance permit (i.e. turn lanes, widening, etc.) said work shall be completed at the expense of the owner/applicant and a bond may be required in an amount equal to 110% of the estimated cost of the work.

### **RESIDENTIAL ENTRANCE:**

1. Requires a sketch showing the typical cross-section, slopes and right-of-way line along with base and surface thicknesses and types of material.
2. Minimum surface width of 12 feet measured at the right-of-way line.
3. Minimum top width (shoulder-to-shoulder) of 16 feet measured at the right-of-way line.
4. Minimum aggregate base thickness of 12 inches.
5. Minimum aggregate surface thickness of 4 inches.
6. Radius for returns 5 – 30 feet.
7. A flared-end section is required on the upstream and downstream end of the entrance culvert.

### **AGRICULTURAL ENTRANCE:**

For entrance into direct farm-related operations (i.e. Non-commercial operations such as grain storage bins, machinery storage, truck parking, etc.) Does not apply to field entrances or to areas used as a commercial operation or more than one farming entity.

1. Required sketch showing the typical cross-section, slopes, and right-of-way line along with base and surface thicknesses and types of material.
2. Minimum surface width of 24 feet measured at the right-of-way line.
3. Minimum top width (shoulder to shoulder) of 32 feet measured at the right-of-way line.
4. Minimum 12-inch thick aggregate base course.
5. Minimum 6-inch thick aggregate surface course.
6. Radius on returns of 30 – 50 feet.
7. Shoulder area is to be filled with a minimum of 6 inches of aggregate.

### **FIELD ENTRANCE:**

For access into a farm field used for seasonal field work only.

1. Required sketch showing the typical cross-section, slopes, and right-of-way along with base and surface thicknesses and types of material.
2. Minimum surface width of 16 feet measured at the right-of-way line.
3. Minimum top width (shoulder to shoulder) of 20 feet measured at the right-of-way line.
4. Minimum 12-inch thick aggregate base course.
5. Minimum 6-inch thick aggregate surface course.
6. Radius on returns of 30 – 50 feet.

TYPICAL CROSS-SECTION

