

**TOWNSHIP ROAD DISTRICTS OF MCHENRY COUNTY  
DRIVEWAY & CULVERT PERMIT**

**INSTRUCTIONS:** Complete Part 1 of this form and submit it to the Township Road District Office for Approval. The Road District will make a field inspection and complete Part 2 which will allow you to obtain a building Permit. After completion of construction and restoration, contact the Road District for a final inspection. Part 3 must be approved by the Township Road District prior to applying for an occupancy permit. If you have any questions, please call the \_\_\_\_\_ Township Highway Commissioner at \_\_\_\_\_

**PART 1: APPLICATION INFORMATION (Please type or print legibly)**

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Subdivision (if applicable) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_

Owner's Current Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_

I acknowledge that I have received a copy of the Townships of McHenry County Driveway Installation Specifications:

Owner/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** A drawing of the property **must** be attached to this form clearly showing the front property line and the location of the proposed driveway, including measurements from side lot lines.

**PART 2: DRIVEWAY/CULVERT PERMIT (To be completed by the Road District)**

This is to certify that the \_\_\_\_\_ Township Highway Commissioner has inspected this site and determined the following requirements for the driveway installation:

A Culvert is Required \_\_\_\_\_ Inch Diameter By \_\_\_\_\_ Feet Round  Arched/Oval   
With Flared End Section  Without

A Culvert is Not Required  No Jurisdiction-Private Road

Slope toward roadway permitted as shown on cross section

A Bond of \$ \_\_\_\_\_ is Required\*  Bond not required

(\* Bond must be in the form of a certified check made payable to the Township Road District. Bond is returned after Driveway installation is inspected and approved by the Township Road District at the time of occupancy.)

Permit # \_\_\_\_\_

\_\_\_\_\_  
Highway Commissioner \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ Date \_\_\_\_\_

**PART 3: DRIVEWAY/CULVERT CERTIFICATE OF INSPECTION (Completed by the Road District)**

This is to certify that the driveway for the above address has been inspected by the \_\_\_\_\_ Township Highway Commissioner and the driveway installation is:

APPROVED  DENIED

REASON FOR DENIAL \_\_\_\_\_

\_\_\_\_\_  
Highway Commissioner \_\_\_\_\_ Date \_\_\_\_\_ Culvert Permit Number \_\_\_\_\_

\* Bond returned (date) \_\_\_\_\_