

# Whitley County Driveway Permit

Whitley County Highway Department  
801 South Line Street, Columbia City, IN 46725  
Telephone (260) 248-3123 Fax (260) 248-3125  
e-mail; [whitleyhighway@whitleygov.com](mailto:whitleyhighway@whitleygov.com)

DATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

LANDOWNER NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS (for copy of permit): \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ROAD NAME: \_\_\_\_\_ SIDE OF ROAD: \_\_\_\_\_

BETWEEN ROADS \_\_\_\_\_ AND \_\_\_\_\_

DRIVEWAY LOCATION IDENTIFIED BY: STAKES FLAGS

TYPE OF FINISHED DRIVE: CONCRETE STONE ASPHALT

DRIVEWAY WILL ACCESS: FIELD HOME OUTBUILDING OTHER: \_\_\_\_\_

NEW ADDRESS NEEDED: YES NO

Please provide a detailed drawing identifying the proposed driveway location.

**\*\* Please note that other county departments may contact you for additional information\*\***

*By signing below, you acknowledge 1.) Driveway must be sloped to allow surface water to drain AWAY from the road; 2.) A culvert pipe may be necessary under the driveway in the side ditch; 3.) That side ditches are necessary for the maintenance of the county roads; 4.) Side ditches must be constructed by the owner to allow unrestricted flow of water in the right-of-way; and 5.) Landscaping must not be in the right-of-way.*

\_\_\_\_\_  
Signature of Applicant

**DISTANCE FROM NEAREST ADJACENT DRIVEWAY, ADDRESS OR INTERSECTION:**

LOCATION INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

PIPE SIZE REQUIRED \_\_\_\_\_ (minimum diameter 12" and 20' in length)

SIGHT DISTANCE \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_  
APPROVED NOT APPROVED CONDITIONALLY APPROVED

ABOVE PROBLEM TAKEN CARE OF BY: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HIGHWAY REPRESENTATIVE

\$20.00 Permit Fee ~ Cash or check made payable to the Whitley County Highway Department

ORDINANCE NO. 2005 - 15

**AN ORDINANCE PROVIDING SPECIFICATIONS FOR MAIL BOX INSTALLATIONS  
ALONG THE COUNTY ROADS OF WHITLEY COUNTY**

WHEREAS, the Board of Commissioners of Whitley County, Indiana ("Board") has determined that, in order to promote the safe use of the county roads and to facilitate snow removal, the county should adopt certain specifications for the placement of mailboxes along the county roads in Whitley County, Indiana;

NOW, THEREFORE, BE IT ORDAINED as follows:

1. Chapter 90 of Title IX of the Whitley County Code shall be and hereby is amended to add the following new Section 90.05:

Section 90.05 PLACEMENT OF MAILBOXES

- A. This Section 90.05 applies to all mailboxes placed or installed within the right of way of any county road in Whitley County, Indiana after November 1, 2005.
- B. On Lincolnway East and Lincolnway West, no part of any mailbox shall be closer than ten (10) feet to the edge of the road.
- C. On all other county roads, no part of any mailbox shall be closer than thirty (30) inches to the edge of the road.
- D. The term "edge of the road" shall refer to the edge of the road surface material that constitutes the traveled portion of the road (e.g., the edge of the pavement in the case of a paved road).
- E. The distance of any mailbox from the edge of the road shall be measured perpendicularly from a vertical line projecting upwards from the edge of the road.
- F. All mailbox posts shall be made of a break-away material (i.e., wooden post with a

diameter of not greater than 4 1/2 inches or steel post with a diameter of not greater than two inches).

All mailbox posts shall be imbedded not more than 24 inches in the ground.

G. In addition to any remedy for enjoinder or abatement of the violation, the owner(s) of any property found to be in violation of this Section 90.05 shall be subject to an ordinance violation penalty in the amount of \$25.00. Each day that the violation exists or continues constitutes a separate violation.

2. The Auditor of Whitley County is directed to publish this Ordinance as provided by law.

ADOPTED this 17 day of October, 2005.

THE BOARD OF COMMISSIONERS OF  
WHITLEY COUNTY, INDIANA

Tom Rethlake  
Tom Rethlake, President

James Pettigrew, Vice President

Douglas C. Eber  
Douglas C. Eber, Member

ATTEST:

Linda Gerig  
Linda Gerig, Auditor  
Whitley County, Indiana