|  |  |
| --- | --- |
|   DRIVEWAY PERMIT APPLICATION | Property Owner Name:       |
|  | Date of Application:       |
| **LOCATION OF PROPERTY and DESCRIPTION OF WORK**: |
| Property Address: |       |
| Exact Distance |       | [ ]  Miles N S E W |  |  |
|  |  | [ ]  Feet [ ]  [ ]  [ ]  [ ]  |  |  |
| From the Intersection of Street Name |       | and Street Name |       | Toward |       |  |
|  |
| Property Will Be Used For: [ ]  Residential /Subdivision [ ]  Commercial [ ]  Educational Facilities [ ]  TND [ ]  Emergency Services [ ]  Other |
| Property:  [ ]  is [ ]  is not within       Town Zoning Area. |
| Description of Work to be Performed: (Please include Materials to be Used, |       |  |
| Sizes, Types, Lengths, Depths, etc.) |       |  |
| **AGREEMENT** |
| * I, the undersigned property owner, request access and permission to construct driveway(s) on public right-of-way at the above location.
* I agree to design, construct, install and use the proposed facilities in a safe and proper manner and shall maintain the facilities in a safe and proper condition at all times so that the facilities will not interfere with or endanger the use of the property or surrounding area by the Town or general public. The Applicant shall not obstruct or interfere with proper maintenance or use of the Town's property and facilities.
* I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by the Town.
* I agree that the driveway(s) will be constructed as shown on the attached plans. Attach minimum 8 ½” x 11” Plans to this Document as Appendix “A”; include larger size Plans if available or for commercial and subdivision applications.
* I agree that the driveway(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary. I acknowledge that additional off-site improvements may be required as a condition of permit issuance to accommodate the foreseeable impacts associated with the proposed facilities that are the subject of this application.
* I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the Town of Leland, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
* I agree that this permit becomes void if construction of driveway(s) is not begun within six (6) months from the date of this Application unless a written waiver is secured by the Grantee from the Town.
* I agree to construct, install, operate, maintain and use the driveway and related facilities in a safe and proper condition so that it will not interfere with or endanger travel upon the Town's right-of-way, nor obstruct or interfere with the proper use or maintenance thereof.
* I agree to provide during and following construction proper signs, signal lights, flaggers, and other warning devices for the protection of traffic in conformance with the current “Manual on Uniform Traffic Control Devices for Streets and Highways” and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Public Services Department.
* I agree to install all required erosion control measures to protect the public right-of-way and prevent erosion and sediment run-off in accordance with all NCDEQ requirements. Including permanent seeding and restoration following construction.
* I agree to indemnify and save harmless the Town of Leland from all damages and claims for damage that may arise by reason of this construction.
* I agree that the Town of Leland will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
* I agree that the entire cost of constructing and maintaining an approved driveway access connection and conditions of this permit will be borne by the property owner, the applicant, and their grantees, successors, and assignees.
* I AGREE TO NOTIFY THE ENGINEERING DEPARTMENT IN WRITING WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.
 |
| **FEES** |
| [ ]  $50.00 – General Permit Fee |
| [ ]  $350.00 – Open Cut Fee |
| **SIGNATURES OF APPLICANT** |
| PROPERTY OWNER (APPLICANT) | AUTHORIZED AGENT |
| NAME |       | NAME |       |  |
| SIGNATURE |  | SIGNATURE |  |  |
| ADDRESS |       | ADDRESS |       |  |
|  |       | Phone No. |       |  |       | Phone No. |       |  |
|  |
| CONTRACTOR |  |
| NAME |       |  |
| SIGNATURE |  |  |
| ADDRESS |       |  |
|  |       | Phone No. |       |  |
| **APPROVALS** |
| APPLICATION RECEIVED BY ENGINEERING DEPARTMENT |
|  |  |       |       |
|  | **SIGNATURE** | **TITLE** | **DATE** |
|  |
| APPLICATION APPROVED BY TOWN OF LELAND |
|  |  |       |       |  |
|  | **SIGNATURE** | **TITLE** | **DATE** |
|  |
| INSPECTION BY TOWN OF LELAND |
|  |  |       |       |  |
|  | **SIGNATURE** | **TITLE** | **DATE** |
|  |
| COMMENTS:       |