

# **Policy on Permits for Access Driveways to Henry County Highway System**

**May 10, 1977**

**Henry County  
Highway Department**

POLICY ON PERMITS FOR  
ACCESS DRIVEWAYS  
TO COUNTY HIGHWAYS

TABLE OF CONTENTS

	Page
I GENERAL INSTRUCTIONS FOR SECURING A PERMIT	2
II DEFINITIONS AND OBJECTIVES	4
A. Definition of Terms	4
B. Purpose of Access Driveway Permit Procedures	6
C. Laws Pertaining to Access Driveways	6
III GENERAL REQUIREMENTS	7
A. Conditions and Limitations of Permits	7
B. Site Requirements	8
C. Local Regulations	9
D. Bonds	9
IV HIGHWAY CONSIDERATIONS	10
A. Shoulders	10
V DRIVEWAY DESIGN	11
A. Location	11
B. Layout	11
C. Grades	12
D. Cross Section and Material	12
E. Drainage	13
VI NONCOMMERCIAL DRIVEWAY REQUIREMENTS	14
VII COMMERCIAL DRIVEWAY REQUIREMENTS	15
TABLE OF ENTRANCE LAYOUT REQUIREMENTS	17
APPENDIX	
1. Highway Permit	
2. Illinois Statutes Pertaining to Access Driveways	

**I-GENERAL INSTRUCTIONS  
FOR SECURING A PERMIT FOR ACCESS DRIVEWAYS  
TO COUNTY HIGHWAYS**

A permit is required for the construction of any new access driveway or the revision of any existing driveway within the right-of-way along a County Highway when the work is to be done by any person or agency other than the Department. This permit is issued by the County Superintendent of Highways of Henry County. In some cases where the curbing along a County Highway is maintained by a municipality, permits for driveway work may be issued by that municipality with the county's concurrence. The Department will advise an applicant of the appropriate issuing authority. In all cases where the driveway is to a County Highway, final jurisdiction concerning the permit will remain with the County.

A driveway constructed under a permit must be done by or for the property owner at his expense. Where a commercial driveway requires additions to the highway facility, these must also be done at the owner's expense. Existing driveways may be altered by the Department, at its expense, when reconstruction or changing conditions warrant.

The application for a permit, which may be a letter or other form of written request, should include the location and a brief description of the proposed work and the intended use of the driveway and be accompanied by plans, drawings, or a sketch. The application must also include the name, address, and phone number of the applicant and the owner of record of property served by the entrance. Following receipt of the permit request, the County Superintendent of Highways will review the application to determine that the proposed driveway construction, the location of the driveway on the property, and the development of the property being served are in conformance with the provisions of this policy. Plans for commercial driveways may also be reviewed for compliance with regulations pertaining to land usage. A meeting may be required between the applicant and a representative of the Department. When all requirements are met, the permit forms will be prepared for processing.

Driveways are classified basically as noncommercial or commercial. A permit for a residential or general noncommercial driveway requires the least amount of time to process. However, the Department receives a large number of such requests, and they must be processed in the order in which they are received. The applicant should therefore not wait until he is ready to start work to apply for a permit. A permit for a commercial driveway requires a longer time period to process, and the request should, accordingly, be submitted as early as possible.

The applicant is cautioned that proper access to his property is a key factor to successful development, whether noncommercial or commercial, and that access arrangements should be resolved prior to any building construction and preferably before any building design.

Applicants may be required to furnish a bond to insure satisfactory completion and conformance to the permit requirements.

Bonds are required for all commercial driveways and may be required for other special cases. The bond will be made a part of the permit and will be in an amount and for the period specified by the County. In lieu of individual bonds for each permit, a blanket bond, as specified by the County, will be acceptable.

Copies of the formal permit (and Bond or agreement where necessary) will be mailed to the applicant for signing. All of these copies must be returned to the County Superintendent of Highways for execution on behalf of the County. Approved copies will be returned to the applicant. A copy of the approved permit must be available for inspection on the job site at all times. No work shall be taken on County right-of-way until the approved copy has been received by the applicant.

## II-DEFINITIONS AND OBJECTIVES

### II-A Definition of Terms

- Areas -**
1. An area, either incorporated or unincorporated, is defined as Urban where it has been developed primarily for residential and/or business purposes (Section 1-214.1, Illinois Vehicle Code.) The speed limits will generally be 40 miles per hour or less, the street or highway will normally be curbed, and at least 50 percent of the frontage on one side of the highway within one-half mile of the driveway location developed with residences and/or businesses.
  2. All locations not included under the Urban definition should be considered as Rural.
- County -** The Henry County Board, usually acting through its County Superintendent of Highways.
- Department -** Henry County Highway Department.
- Driveway Types -**
1. A Noncommercial Driveway is one providing access to a single family residence. The term shall also apply to driveways used as access to agricultural land, including field entrances.
  2. A Commercial Driveway is one providing access to property being used other than for a single family residence or for agricultural purposes.
- Flare -** The part of the driveway surface outlined by the edge of the highway, the edge of the nominal width or through part of the driveway, and the curved (normally) outer edge of the driveway.
- Freeway -** A highway or street designated by the County as a freeway in accordance with Article 8 of the Illinois Highway Code, which includes both full and partial control facilities.
- Frontage -** The distance along the highway right-of-way line in front of the owner's property, determined by projecting a perpendicular line from the center line of the roadway to the corner points of the property on the right-of-way line.
- Frontage Road -** A public street or road auxiliary to and normally located alongside and parallel to a highway for purposes of maintaining local road continuity and for control of access.

- Island -** A physical barrier to direct the flow of traffic and to separate highway traffic from the activity on the adjacent property.
- Median -** The portion of a divided highway or divided driveway separating the traveled ways for traffic in opposite directions.
- Permit -** The term "Permit," as used in this policy, shall mean a Highway Permit to allow construction or reconstruction of a driveway in accordance with the provision thereon, granted by the County in accordance with this policy. The form may also be used for other permit work, such as backslope grading, etc.
- Right-of-Way Line-** The boundary between the land acquired for or dedicated to highway use and adjacent property.
- Shoulder -** The portion of the highway contiguous with the traveled way for the accomodation of stopped vehicles and for emergency use.
- County Highway -** Any street or highway that is part of the County Highway System prescribed in Article 2 of the Illinois Highway Code. Basically, those highways that are maintained by the County or County Routes maintained by a City under the terms of a City-County Maintenance Agreement.
- Subdivision -** Land divided or subdivided into two or more parcels or tracts less than five acres.
- Traffic Control Devices -** All Signs, signals, markings, and devices that conform to the Illinois Manual on Uniform Traffic Control Devices, placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic.
- Turning Lane -** An auxiliary lane, including tapered areas, primarily for the acceleration or deceleration and storage of vehicles entering or leaving the through traffic lane.

## II-B

### Purpose of Access Driveway Permit Procedures

Various sections of the Illinois Highway Code restrict persons from working on County Highways, and specifically constructing access driveways, except under the terms of a permit issued by the Department. The intent of the Department in issuing these permits is to provide maximum protection to the public through the orderly control of traffic movements onto and from the highway, to safeguard the traffic carrying capacity of the highway, to protect the public investment in highway facilities, and to assure uniform practices throughout Henry County in the design and construction of driveways. The standards and procedures in this policy have been developed to aid in accomplishing these goals.

In reviewing a permit request, consideration will be given to all factors affecting the operation of the driveway and the highway. These factors will include, but not be limited to, the location and geometrics of the driveway, turning lane requirements, capacity of the roadway, driveway drainage, safety and operational efficiency of the driveway as related to the highway, and land use. Driveways should be designed to provide good service to users of the entrance while at the same time minimizing interference to highway traffic.

Construction on or adjacent to the highway roadway constitutes a hazard to the motorist. For this reason not only the design of the driveway but the method and type of construction will be governed by the permit.

Bonds are required for various types of permits to assure the construction is done properly and completely and that the integrity of the highway is maintained.

## II-C

### Laws Pertaining to Entrances

The statutory provisions pertaining to the adoption and observance of this official policy are contained in Articles 8-101, 8-102 and 9-105 of the Illinois Highway Code. These sections are reprinted in Appendix 2 of this policy.

### III-GENERAL REQUIREMENTS

#### III-A Conditions and Limitations of Permits

1. Construction of Driveways. All work performed on a County Highway under the terms of this Highway Permit is subject to the conditions on the permit itself and all accompanying plans, drawings, sketches or other attachments. The Highway Permit form is illustrated in Appendix 1. The permittee or his contractor shall have a copy of the permits available at the site during construction.

A single permit can be issued both for driveway work and other work at the same location, such as backslope grading, etc., provided the work is all to be done by the same person or contractor.

During the period of time the access driveway is being constructed, care must be taken to insure the protection of workmen and traffic. The work should be accomplished in a manner that will minimize interference with normal highway operations. The third condition on the back of the Highway Permit form specifies when the work may be done. All warning signs shall be in compliance with the Illinois Manual on Uniform Traffic Control Devices. That manual also contains a series of traffic control standards, copies of which may be attached to the permit, indicating to the permittee the manner in which he must protect and control traffic during the construction operations. Special care must be taken during the construction of driveways and development of the property to avoid tracking mud or other material onto the highway.

2. Maintenance of Driveways. Property owners having access to a County Highway are fully responsible for the maintenance of their driveway. This maintenance responsibility includes the removal of snow and ice and keeping the portion of the driveway within the highway right-of-way in a safe condition for the general public. Where the owner of a commercial or industrial property is required to construct turning lanes on the County Highway, the Department may in the interest of public convenience provide maintenance and remove snow and ice on the portions of those lanes constituting an integral part of the highway. Once a culvert is properly installed under a permit, it becomes public property in accordance with Article 9-105 of the Illinois Highway Code and will henceforth be maintained by the Department.
3. Driveways along Freeways. At those locations where there is an existing County-maintained frontage road, the same policies relating to location and construction shall govern the issuance of permits for access to the frontage road as outlined for other access County Highways.

Where no frontage road has been constructed, no part of a driveway entering a crossroad or street that intersects the

freeway at grade shall be closer to the near edge of the through-traffic lane of the freeway than 100 feet from noncommercial driveways or 200 feet for commercial driveways. These minimum distances shall be measured at right angles to the highway pavement.

Where access rights have been acquired and no frontage road exists, driveway permits cannot generally be issued.

### III-B Site Requirements

To properly review a permit request, the Department must be provided a plan, drawing, or sketch of the property or site that is served by the driveway. This may vary from a simple sketch in the case of a residential driveway to a site plan and a survey plat for a high-volume traffic generating commercial development. The Department may specify the extent and detail of the information needed.

In general, the plans for commercial driveways should provide the following information.

**Existing Conditions:** Width of pavement and right-of-way; storm drainage layout (the layout should be extended outside the site area in order to show the relationship of the proposed work to the existing drainage facilities); existing curb, sidewalk, shoulders, and ditches; location of utility poles, street lights, traffic signals, hydrants, and trees, location of underground mains and cables; right-of-way and property lines.

**Proposed Work:** Geometrics of driveways, street returns, pavement widening and parking layouts; profile of driveway grades; lateral and longitudinal location of proposed mains and sewers; detailed internal site plan showing parking, buildings, and drainage; material specifications, such as size, thickness, diameter, weight, gauge, type, class, etc., of proposed work.

In some cases, Department personnel may need to meet with representatives of the developer to discuss the internal development of the property and the relationship of the development to the highway facility, as well as the layout and details of the entrances themselves. Most commercial driveway design elements are directly related to the layout of the parking area, amount of vehicle reservoir space (for drive-in service facilities), type of loading facilities, circulation pattern, and the size and placement of the buildings within the site.

The site must be developed in such a manner that there are no encroachments of commercial activities or of the parking lot onto the highway right-of-way. Signs can not be placed on or overhang the right-of-way.

The site of a service station shall be laid out to provide that the minimum distance from the right-of-way line to the near edge of

the pump island shall be 13 feet at the closest point. A greater distance is recommended to permit freer movement of large vehicles and to insure they are entirely off the street or highway right-of-way while being serviced, as required by Article 9-113.1 of the Illinois Highway Code.

Commercial sites must be laid out to create the minimum amount of hazard to passing traffic. as an example, the position of the screen of a drive-in theater should be such that the picture is not visible from the highway.

Junk yards or scrap-processing facilities must be properly screened or fenced before an access permit will be issued for a property with such an operation. Land fill operations and similar activities must be conducted in such a manner as to avoid tracking or spilling material on the highway.

### **III-C Local Regulations**

Permit requests should be reviewed for conformance to existing land use and zoning plans. The local planning and zoning agencies will normally be provided an opportunity to comment on commercial driveway applications. The applicant, however, is responsible for insuring compliance with local building codes, setback requirements, minimum lot sizes, density of building, provision for adequate parking, and other ordinances and regulations. Permits will not be granted for entrances if local planning and zoning agencies indicate that the development does not conform to their land use and zoning plans.

Permits issued by the Department cover the construction of driveways on the right-of-way and do not release the applicant from compliance with regulations of local authorities. The requirements of the planning and zoning boards and local ordinances are not altered by the issuance of a permit by the Department, and the applicant is not relieved from obtaining the required local approvals and permits.

### **III-D Bonds**

To protect the Department against the cost of completing construction or correcting deficiencies, a bond in an amount and for a period specified by the Department shall be executed and become a part of a permit issued for access facilities serving a commercial property. Under certain conditions, a bond may also be required for access facilities to be used for other purposes. Either an individual bond for a specific permit or a blanket bond covering all permits issued to a person or firm throughout the County may be used. The bonds may be obtained from any surety company licensed in Illinois.

The amount of the bond is dependent upon the amount of work to be done within the highway right-of-way. Such bonds will generally be kept in effect a minimum period of five years. They will be executed in the Department Offices, and those offices will determine the amount and duration of the bond after reviewing the plans.

## IV-HIGHWAY CONSIDERATIONS

### IV-A Shoulders

The roadway shoulders adjacent to driveways constructed under permit shall be reconstructed to match the shoulders in the immediate area. Where more than one surfaced commercial entrance is being constructed, the permit may allow or require the shoulder area between the entrances to also be surfaced. In order to establish well-defined traffic flow patterns, curbing may be allowed or required at the edge of the shoulder.

The shoulder in the area of the driveway shall not be used as an auxiliary lane. The property owner shall assist in prohibiting the parking or commercial use of the roadway shoulder or right-of-way.

## V-DRIVEWAY DESIGN

### V-A Location

A driveway or system of driveways must be located so as to provide:

1. The most favorable vision, grade, and alignment conditions for motorists using the proposed driveway and highway;
2. No undue interference with the free and safe movement of highway traffic;
3. Maximum safety and convenience for pedestrians and other users of highway rights-of-way.

In the interest of public safety and convenience, the Department may restrict the placement of a driveway to a particular location along the owner's frontage. Driveways will not generally be permitted along acceleration or deceleration lanes or lane tapers. Proposed driveways near bridges must be critically reviewed to assure that adequate sight distance is available.

Normally, only one driveway will be permitted for each residential property and two for an average commercial property. Where the single residential driveway is along a high-speed highway, the property owner is strongly urged to provide facilities on his property to permit cars to turn around and avoid backing onto the highway. Where the need for additional entrances can be substantiated operationally and adequate frontage exists, the Department may grant permission for additional driveways. Circulation between driveways servicing a single property must be accomplished within the property, on a frontage road, or by means of other facilities permitting circulation off the through lanes of the County Highway.

Various minimum distances must be provided between driveways and property lines, intersecting public roads, and other driveways. These requirements for noncommercial and commercial driveways are contained in Section VI and VII respectively.

Existing or proposed highway features, such as median openings, turning lanes, intersections drainage and traffic signals, should be considered in determining the locations of driveways.

### V-B Layouts

The width, angle, radii of flares, and other geometric features of the driveways and islands should permit vehicles to enter and exit with a minimum of interference to through traffic.

The specific requirements pertaining to the layout of noncommercial and commercial driveways are contained in Sections VI and VII, respectively.

## **V-C Grades**

All driveways constructed in rural locations shall have a grade that slopes away from the highway surface at a rate equal to the slope of the shoulder but not less than 3/16 inch nor greater than 1 inch per foot. This slope shall continue for a distance equal to the prevailing shoulder width. Beyond the shoulder, the grade of rural driveways within the right-of-way should not exceed 10 percent for commercial driveways and 12 percent for noncommercial. The slopes of all drives constructed in urban locations shall be compatible with the provisions for drainage of the existing designed cross section but should not exceed 6 and 8 percent, respectively, for commercial and noncommercial driveways. The grades used shall permit facilities that will accommodate the flow of the drainage in the vicinity of the driveway, and should be designed so that future widening would not require reconstruction of the intersection. Such facilities shall be the responsibility of the applicant and are discussed further in Section V-E.

Where a sidewalk is located close to the curb line and the driveway opening is to be provided across a depressed or cut curb, the sidewalk should be removed and replaced with driveway pavement and be warped to conform to the driveway profile. One or both edges of the sidewalk may be depressed across the driveway, provided the resulting sidewalk cross slope does not exceed 1/2 inch per foot. In some cases, it may be necessary to discontinue the sidewalk across the driveway and to construct a curb along each driveway edge. However, curbed driveways must meet the necessary requirements established to allow for wheelchairs.

Where curbs are cut for the construction of driveways, the entire curb and gutter section must be removed. The removal of only the raised portion of the curb and paving over the broken section will not be allowed. Cut curb ends shall be tapered from full height to ground level in a distance of approximately 2 feet. Where drainage is carried along the curb, the driveway shall be constructed with a short upgrade to prevent runoff from spilling into private property and the flowline of the gutter through the driveway shall be restored.

## **V-D Cross Section and Material**

Driveways must be surfaced and well maintained to ensure that the original profile is retained, that operational speeds are not reduced by pot holes or rough surfaces, and that no damage to or deterioration of the highway pavement is caused by the condition of the driveway. All driveways shall be surfaced from the roadway edge to the right-of-way line. Unsuitable material must be removed and replaced with the proper base material. The type of material and thickness will be specified in the permit and will depend primarily on the intended use of the driveway, as well as the proposed volume and types of vehicles using the entrance.

Noncommercial rural driveways will be required, as a minimum, to be surfaced with a specified thickness of gravel or crushed stone. In some urban areas, a bituminous or concrete surface may be specified for noncommercial drives. Commercial driveways will generally be required to have a bituminous or portland cement concrete surface on an approved base material.

The shoulder area between driveways may also be required to be surfaced as outlined on Section IV-B.

#### V-E Drainage

Driveways must be constructed so that they do not adversely affect the highway drainage or drainage of the adjacent property. The drainage and the stability of the highway subgrade must not be impaired by driveway construction or roadside development. In no case may the construction of a driveway cause water to flow across the highway pavement, or to pond on the shoulders or in the ditch, or result in erosion within the right-of-way.

Drainage collected by ditches, gutters, or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by the Department. The permittee may be required to submit a drainage study to the Department justifying the drainage system proposed and the pipe or sewer sizes to be used. Natural drainage laws and practices must be observed.

Where the construction of a driveway necessitates crossing a highway ditch, a culvert pipe shall be installed in the ditch by the permittee. The low point of the driveway profile shall be at or close to the ditch line. Under no circumstances will existing ditches or gutters be filled without adequate alternate provisions for drainage being made.

Culvert pipe shall be of a size adequate to carry the anticipated flow in the ditch as determined by the Department and shall not be smaller than 15 inches inside diameter.

The structural material and gauge of the driveway culvert pipe shall be adequate to withstand the loads from the anticipated vehicular traffic across the driveway. The culvert shall meet the requirements of the Illinois Standard Specifications for Road and Bridge Construction. The length of the culvert may be determined as the sum of the width of the driveway (surfaced width and shoulder) at the ditch line and the length needed to accommodate a sideslope of at least 1 vertical to 2 horizontal from the driveway grade to the ditch, with a minimum length of 22 feet regardless of ditch depth. Along sections of highway on which some end treatment of entrance culverts was provided on original construction or by reconstruction, culverts installed under permit shall have the same or similar end treatment as specified by the Department. Permit applicants may install such end treatment on any road section at their option in lieu of equivalent culvert length.

## VI-NONCOMMERCIAL DRIVEWAY REQUIREMENTS

**WIDTH OF DRIVE.** All noncommercial driveways shall have a width between the minimum of 12 feet and the maximum of 24 feet. This width shall be measured at right angles to the center line of the driveway. The width may be increased by permissible radii to allow for smooth ingress and egress at the highway connection. Where a driveway is to be used by large farm equipment, a width of 20 feet should be considered. Although such arrangements are discouraged, permits may be issued for common residential entrances to serve adjacent properties. These entrances shall be centered on the property line and shall not exceed the 24 foot maximum width. The permit will be issued jointly to the two owners and must be executed by both owners.

**RADIUS OF FLARE.** The flare used to connect the driveway to the roadway shall normally fall entirely within the right-of-way. The radii for noncommercial entrances should be between 10 and 30 feet in rural areas and 5 to 15 feet in urban areas. In cases where the right-of-way line is narrow, traffic volumes are large, or speeds are high, radii outside these ranges may be permitted to allow for efficient use of the driveway.

**ANGULAR PLACEMENT.** The driveway center line should generally be at right angles to the pavement edge and follow this angle from the roadway to the right-of-way line or, in rural areas, to a distance of 40 feet from the edge of pavement, whichever is less. If the size and shape of the property are such that the driveway must be at an angle to the pavement, this angle should be parallel to the property line. However, no driveway shall be placed that will have a center line angle measured from the roadway less than 45 degrees in urban locations or less than 60 degrees in rural locations.

**LOCATION.** No part of a driveway, including the flare, should encroach on the frontage of the adjacent property. Where the driveway services a corner property, a minimum distance shall be maintained to the public road intersecting the highway. The distance shall be measured parallel to the edge of pavement or curb of the highway from the edge of the intersecting road to the beginning of the driveway flare for rural locations, this distance shall be a minimum of 50 feet, and for urban locations, this distance shall be sufficient to allow a 5-foot section of undisturbed shall be sufficient to allow a 5-foot section of undisturbed curb length. In both rural and urban areas, no part of the driveway, including the flare, may be closer than 5 feet to the extension of the near right-of-way line of the intersecting road.

## VII-COMMERCIAL DRIVEWAY REQUIREMENTS

**WIDTH OF DRIVE.** All commercial driveways shall be limited to a maximum width of 35 feet measured at right angles to the centerline of the drive, exclusive of flares. The width may be increased by permissible radii to allow for smooth ingress and egress at the highway connection. The maximum permissible width for rural locations shall be 60 feet measured along a line 6 feet from and parallel to the roadway edge. For urban locations, the maximum width shall be 85 feet measured at the face of the curb.

**RADIUS OF FLARE.** The flare used to connect the driveway to the roadway shall normally fall entirely within the right-of-way. It may be permitted to go outside the right-of-way if raised curbing extends into the private property. In rural locations, the radii shall be between 10 and 40 feet, while in urban cases they shall be between 10 and 25 feet. In special cases, after consideration of the right-of-way width, proposed volumes, types of vehicles, speeds on the roadway, and parking regulations, radii outside these ranges may be permitted to allow for the efficient use of the driveway. The geometrics necessary for smooth operation of the driveway may require the use of modified radii flares or three-center curves with or without island.

**ANGULAR PLACEMENT.** The center line of a single driveway that services a commercial property should generally be at right angles to the roadway or parallel to the property line. The angle of the center line with the roadway may be reduced to 60 degrees for two-way driveways or 45 degrees for multiple entrances where the driveways will be used for one-way traffic. Angled driveways may be allowed for high-speed roadways and/or large volume movements.

**LOCATION.** Sufficient distance must be maintained between the property line and the edge of the driveway to allow for the construction of an adequate island between drives should the adjacent property owner desire to build an entrance. In rural locations, this distance shall be measured along a line 6 feet from and parallel to the roadway edge and should be a minimum of 5 feet. In urban situations, a curb length of not less than 3 feet shall be left undisturbed adjacent to each property line.

All commercial driveways shall be located to provide a specified minimum distance from the intersecting public roads. This distance shall be measured along a line parallel to but not greater than 5 feet from the pavement edge. For rural locations, the minimum distance between the beginning of the flare and the edge of the intersecting road shall be 50 feet. At urban locations, the beginning of the flare must be at least 5 feet from the extension of the near right-of-way line of the intersecting road. In no case shall the distance between the point at which the edge of the driveway intersects the pavement edge and the line of the through traffic lane extended be greater than 5 feet. Where a separate right-turn lane is provided, no part of the lane taper shall encroach on the highway flare.

**ISLANDS.** Where a commercial establishment is serviced by more than one driveway, an island separator shall be provided and

maintained between drives. The back edge of this island measured along the right-of-way line should have a minimum length of 10 feet for rural and 6 feet for urban locations. The island width 6 feet from the edge of the highway must also meet these minimums. Where the island is less than 25 feet long or less than 10 feet in width, its shape shall be defined by the use of concrete curb, masonry, or other devices to restrict the path of vehicles using the driveways.

TABLE OF ENTRANCE LAYOUT REQUIREMENTS

	NONCOMMERCIAL RURAL	NONCOMMERCIAL URBAN	COMMERCIAL RURAL	COMMERCIAL URBAN
WIDTH OF DRIVE	12' Min. 24' Max.		35' Max. (60' Max. 6' from Edge of pavement)	35' Max. (85' Max. at Curb)
RADII OF FLARE	10' Min. 30' Max.	5' Min. 15' Max.	10' Min. 40' Max.	10' Min. 25' Max.
ANGLE OF DRIVE	60° - 90°		*45° - 90°	
ISLAND AREA	-----		10' Min. at ROW 5' Min. Radius 10' Min. 6' from Pavement	6' Min. at Edge of Pavement and at ROW 5' Min. Radius
DISTANCE FROM PROPERTY LINE	0' Min.		5' Min. (6' from Edge of Pavement)	3' Min.
DISTANCE FROM INTERSECTING STREET	**50' Min.	***5' Min.	**50' Min.	--
	5' min. from beginning of flare to estension of intersecting road ROW.			
DISTANCE BETWEEN DRIVES	-----		10' Min. (6' from edge of Pave. & at ROW	6' Min. (at Edge of Pave. and at ROW.

\* 45° permitted only for one-way drives; 60° minimum for two-way drives.  
 \*\* From edge of intersecting road to beginning of driveway flare.  
 \*\*\* Undisturbed length of curb between driveway flare and intersecting street flare.

## CONDITIONS AND RESTRICTIONS OF PERMIT

**FIRST:** The applicant represents all parties in interest and shall furnish material, do all work, pay all costs, and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar to that existing before the commencement of the described work, including any seeding or sodding necessary.

**SECOND:** The proposed work shall be located and constructed to the satisfaction of the County Superintendent of Highways or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the County Superintendent of Highways.

**THIRD:** The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing this work, the applicant shall provide a traffic control plan acceptable to the County Superintendent of Highways. All signs, barricades, flagmen, etc., required for traffic control shall be furnished by the applicant. The work may be done on any day except Sunday, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Work shall be done only during daylight hours.

**FOURTH:** The work performed by the applicant is for the bonafide purpose expressed and not for the purpose of or result in parking or servicing vehicles on the right-of-way shall be prohibited.

**FIFTH:** The applicant, his successors or assigns, agrees to hold harmless the County of Henry and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

**SIXTH:** The applicant shall not trim, cut, or in any way disturb any trees or shrubbery along said highway without the approval of the County Superintendent of Highways or his duly authorized representative.

**SEVENTH:** The County reserves the right to make such changes, additions, repairs, and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening, or maintaining of the highway and/or to provide proper protection to the life and property on or adjacent to the County right-of-way. However, in the event this permit is granted to construct, locate, operate, and maintain utility facilities on the County right-of-way, the applicant, upon written request by the County Superintendent of Highways, shall perform such alterations or change of location of the facilities, without expense to the County, and should the applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the County reserves the right to make such alterations or change of location or to remove the work, and the applicant agrees to pay for the cost incurred.

**EIGHTH:** This permit is effective only insofar as the County has

jurisdiction and does not presume to release the applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.

**NINTH:** The construction of access driveways is subject to the regulations listed in the "Policy on Permits for Access Driveways to County Highways." Utility installations shall be subject to "Utility Accommodation Policy for all Federal Aid Work and MFT Construction Projects on County and Township Highways and Municipal Streets in Illinois>" (These publications are on file at the Henry County Superintendent of Highways Office at Cambridge, Illinois.

**TENTH:** The applicant(s) affirms that the property lines shown on the attached sheet are true and correct, and bids and obligates himself to perform the operations(s) in accordance with the description and attached sketch and to abide by the policy regulations.

APPENDIX II  
ILLINOIS STATUTES PERTAINING TO ACCESS DRIVEWAYS  
ILLINOIS HIGHWAY CODE

**Article 8-101. ESTABLISHMENT AND REGULATION.** The Department, the county board of any county, or the corporate authorities of any municipality are hereby authorized, when the safety and convenience of highway traffic will be promoted and the public interest subserved thereby, to designate and establish any existing or proposed highway under each of their respective jurisdiction and control and for the maintenance of which any one of which aforesaid governmental authorities is or will be wholly responsible as a freeway, and to plan, locate, relocate, construct, reconstruct, maintain, later, improve, vacate and regulate the use of such freeway in the same manner as they now are or hereafter may be authorized by law relating to highways under their respective jurisdiction and control. The Department, the county board of any county, or the corporate authorities of any municipality are further authorized to include in the foregoing freeway designation such related portions of intersecting highways, roads, streets and other public ways not under their jurisdiction and control and for the maintenance of which they are not wholly responsible, as require such designation to promote the safety and convenience of highway traffic. Amended by Laws 1965, effective July 1, 1965.

**Article 8-102. ACCESS BY ABUTTING OWNERS.** When an existing highway has been designated and established as a freeway as provided in this article, no owner of or person having interest in land abutting such freeway shall lay out, provide or construct any new means or enlarge or extend any existing means of ingress to or egress from said abutting land from or to the freeway except upon written consent of the Department, county board, or the corporate authorities of any municipality, as the case may be, shall have full authority to deny their respective consent or to specify and enforce the terms and conditions under which new means of ingress or egress may be provided or existing means enlarged or extended. The Department, the county board, or the corporate authorities of any municipality, as the case may be, shall also have authority to extinguish by purchase or condemnation any existing right or easements of access, crossing, light, air or view to, from or over the freeway vested in abutting land, in the same manner as the Department, county board, or corporate authorities of any municipality now is or hereafter may be authorized by law to acquire private property and property rights in connection with highways under their respective jurisdiction and control.

**Article 9-105. ENTRANCE CULVERTS** In constructing a public highway, if a ditch is made at the junction of highways, or at the entrance of gates or other openings of adjoining premises, the highway authorities shall construct good and sufficient culverts or other convenient crossings. New entrance culverts or crossings or additions to existing entrance culverts or crossings along an existing public highway or street where there is a ditch may be made with the consent of the highway authorities, provided the applicant for such entrance culvert or crossing constructs at the the applicant's expense a good and sufficient culvert or other convenient crossing of the type and size specified by the highway authorities, which structure shall then become the property of the public.

