



Richmond Township Road District

7812 Route 31
Richmond, IL 60071
815-678-4144

DRIVEWAY INSTALLATION INFORMATION

(This document is meant as a guideline for driveway installations and does not supersede any requirements of a permit.)

1. A non-refundable fee of \$150.00 for a permit is required at the time of application for a permit.
2. A \$1000.00 bond required, certified check or money order made payable to "Richmond Township Road District" a non-refundable inspection fee of \$150.00 is not included in the bond fee. Other payment form is at the decision of the Highway Commissioner. THE BOND IS ONLY VALID FOR 12 MONTHS. The bond will be forfeited to the Road District if not claimed by the last business day of the 12th month after issuance of the permit. The bond will be refunded after the Road District has approved the driveway construction and land restoration.
3. A drawing showing where the proposed location of driveway is required
4. New driveways on township roads should slope AWAY and be EVEN with the existing road surface. If this is Not possible, the Highway Commissioner may approve it sloping towards road providing the first 4 feet are even with the roadway.
5. A DRIVEWAY THAT DOES NOT MEET REQUIREMENTS MUST BE REMOVED AND RECONSTRUCTED AT THE OWNERS EXPENSE.
6. When installing a driveway or field entrance, a permit for driveway installation on the township right of way is required. No construction may take place until the culvert has been installed.
7. Driveway installation and restoration will be at the owner's expense. The owner will also be responsible for replacing culverts damaged during construction.
8. No concrete or brick is permitted in the Townships right of way.
9. A typical Culvert installation will be 15 inches in diameter, corrugated steel pipe 26 feet long with flared ends; However unique situations do occur, and you must comply with the requirements of your permit. Plastic culverts are

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permitted on a case-by-case basis, each request for the use of a plastic culver will be reviewed by the Road Commissioner. Spiral culverts or clay pipe are PROHIBITED.

10. Driveways must be constructed with a #9 gravel or better. A minimum of 6 inches of cover over culvert is required. The gravel must extend from the road edge to the end of the right of way unless indicated on the permit.
11. No obstruction of water flow through the ditch line is allowed (i.e. rocks, timbers, concrete wall or bricks etc.)

After completion of the construction and restorations work, the permit holder MUST CONTACT the Richmond Township Road District for an inspection. If the culvert installation is approved, the permit will be closed out and any bond the permit holder qualifies to receive will be issued back to the person named on the permit.

The right of way is typically 30 feet from center line of road. (Some exceptions may apply)

If new construction is constructed (i.e., a new house), the property owner must obtain a driveway culvert permit and have the driveway installed before the county department of planning and development will issue a building permit. The bond will be refunded after the Road District has approved the driveway construction and land restoration, and an occupancy permit has been issued by the county and presented to the Road District.

Any requested deviation or variance from the predefined specification must be requested and approved by the Highway Commissioner before any permit will be issued with a variance.

A deviation or variance will not be approved after a permit is issued.

The Highway Commissioner reserves the authority to adjust, amend, or alter the specifications to meet the needs for the location of the proposed installation or for extenuating circumstances.

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