

PERMITTEE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_

EMAIL \_\_\_\_\_

DRIVE CONNECTION ADDRESS \_\_\_\_\_

ANY SPECIFIC DIRECTIONS OR LANDMARKS \_\_\_\_\_

MAP \_\_\_\_\_

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

PARCEL \_\_\_\_\_

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

LOT/TRACK # \_\_\_\_\_

**THIS PERMIT IS VALID FOR 12 MONTHS, AFTER 12 MONTHS PERMIT WILL NEED TO BE RENEWED.**

### **DRIVEWAY CONNECTION PERMIT**

An application for a Land Disturbance Permit from the County Planning and Storm Water Department would generally be the first step in the process of getting a culvert installed.

Those who are not requiring a Land Disturbance Permit (i.e. entrance to a field or replacement of an existing culvert) would still need to contact Sumner County Storm Water Department to verify if the location falls within a regulatory floodway or within a blue line stream.

1. Newly developing properties outside the floodplain / floodway will be instructed to proceed by getting a driveway permit from Sumner County Highway Department and installing their temporary construction drive as per subdivision guidelines. Any temporary drive connection that is improperly installed will require removal or correction by the installer or it will be removed by the highway department at the permittee's expense.
2. For properties located within the floodplain / floodway: Planning and Storm Water Staff will send an email to the County Floodplain Administrator (the Building and Codes Director) and copying the Road Superintendent's office. Crossings of blue line streams that are not in the floodplain / floodway will be vetted by the Planning and Storm Water Department. If the County Floodplain Administrator determines the initial floodway / floodplain determination to be correct, the applicant will need to fulfill FEMA requirements and those in the County Zoning Codes related to development in flood prone areas. Once those requirements are met, a land disturbance permit may be issued by the County Planning and Storm Water Department, a driveway permit may be issued by the Sumner County Highway Department, and construction may proceed.
3. All culverts that are to be installed within a floodplain / floodway or blue line stream must be sized by a Professional Civil Engineer.
4. All new subdivision plats must have a culvert table that will show the required culvert sizes for all lots. The culverts for these platted lots must be sized by a Professional Civil Engineer, and the standard minimum size is 15 inches, reinforced concrete pipe.

5. All culverts that will be installed outside the public right of way and that are necessary to access a public road must be sized by a Professional Civil Engineer at the property owner's expense. The Engineer's letter should accompany the applicant's Land Disturbance Permit Application.
6. Culverts for existing lots that are not located in a floodway / floodplain significant stream and not in a platted subdivision may continue to be sized by Sumner County Highway Department staff at their discretion, any questionable situations may be referred to a Professional Civil Engineer at the property owner's expense whenever appropriate. If the County hires a Professional Civil Engineer on staff, it should be that individual's responsibility to check the private engineer's work.
7. For drive connection permits, contact the Sumner County Highway Department by phoning **615-452-2632** with the following information: Name, Daytime Phone Number, Lot Number, Address, Road Name, Subdivision, Directions to Property, and/or Type of Structure. Each permit fee of \$100.00 will cover the sizing of the culvert as well as inspection of the culvert installation. Improperly installed culverts will need to be re-installed until they pass inspection which could result in additional inspection fees.
8. When applying for a land disturbance permit for garage/barn and have an existing drive at current home that will be used for all, drive connection permit is required and fee will be waived. However, if you wish to have a different drive for the garage/barn drive connection permit and fee will be required.
9. Place the white survey flags, which are obtained from the Highway Department when the permit is obtained, on either side of the area to be used for the driveway connection.
10. The highway department will size the culvert, notify the permittee as to the size and type culvert required, if any. No culvert smaller than a fifteen inch (15") diameter by minimum twenty feet (20') in length or a maximum of thirty feet (30') in length will be approved.
11. Permittee or their contractor shall install the culvert (if one is required) per the Sumner County Land Disturbance Permit construction drive installation guidelines. After inspection and approval by the Sumner County Highway Department staff, all portions of the driveway within the public right-of-way shall be paved with concrete or asphalt. Driveways intersecting with the public right-of-way at a slope of five percent (5%) or greater shall be required to be paved an additional twenty (20) feet at the discretion and recommendation of the county road superintendent.
12. Final approval on the driveway permit will be given by the highway department and they will notify the Building Commission Office.

NOTE: IF THE TYPE OF STRUCTURE IS A SINGLE WIDE TRAILER, AND A PIPE IS REQUIRED, THEN IT MUST BE INSTALLED BEFORE THE PERMIT IS ISSUED.

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PERMIT NUMBER ASSIGNED: \_\_\_\_\_

\$100 Permit fee Pd with \_\_\_\_\_ Cash  
 \_\_\_\_\_ Check # \_\_\_\_\_  
 \_\_\_\_\_ Cashier's Check