



CASS COUNTY, MISSOURI
Building Codes, Environmental Health,
And Zoning Department

30508 S. West Outer Road, Harrisonville, MO 64701
 P- (816) 380-8134 F- (816) 380-8130

Driveway Entrance/ Culvert Permit

In order to process your application for a culvert permit, the following information is required to be submitted at the time of application. **Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Building Codes, Environmental Health, and Zoning Department by the applicant / permit Holder.**

1. There will be an initial site inspection done by Cass County to determine culvert size, required location and other safety/site distance parameters.
2. Minimum Size for Culverts are as follows:
 - a. CMP = 15” diameter by minimum of 30’ length and maximum of 60’ length
 - b. Steel = 14” diameter or greater by 30’ length and maximum of 60’ length
3. Sight Stopping Distance: 250 feet minimum. If not met Permit may not be issued.
4. Sight Decision Distance: 275 feet minimum or from center of Intersection (if less than 275’ See Notes below).
5. Desired location of culvert must be marked on site.
6. When Culvert Permit is approved a Load Ticket and/or Receipt for Culvert is required for pickup / installation. IF the Culvert is purchased within Cass County, pick up and installation will be provided by Cass County. Culvert may also be delivered to Job site for installation.
7. Culverts shall be installed as work schedules permit, but not more than 30 calendar days after permit is issued, except during periods of adverse weather conditions.
8. Driveway culverts shall be located to conform to the existing ditch line(s) or as directed by the Public Works Department.
9. Public Works will provide the necessary cover rock to install the Culvert; they will NOT be responsible for surfacing of driveways in conjunction with the culvert installation.
10. All driveways/ drive entrances shall be constructed in such a manner as not to divert drainage to a roadway.
11. Culverts installed by property owner not meeting the specifications and/or causing drainage problems may be removed as necessary to correct the drainage problem. Cost of new installations shall be borne entirely by the property owner.
12. A Required Permit fee of \$100.00 is due at time of application. This fee is required and non-refundable.

Applicant Name: _____

Applicant Address: _____

Applicant City/State/Zip: _____

Phone: _____ Mobile #: _____

Applicants Position (Owner or Builder): _____

SITE ADDRESS

Site Address: _____

City/State/Zip: _____

Date of Installation Requested: _____

Sight Distance measured N/E _____ S/W _____

Applicant Signature: _____

Approved for Installation by: _____

NOTES:

1. Applicant is aware that the sight distance of this driveway is severely restricted. The sight distance is less than the minimum distance necessary for vehicle traveling at the posted speed to complete a stop prior to the Driveway.

2. Applicant understands that the existing site distance is less than current design standards and the driveway modifications, while beneficial to the owner, will not remedy the sight distance.

Final Inspection approved by: _____

Date Installed: _____