Driveway with Culvert Guidelines

1) Acceptable Pipe Types
    a. Reinforced concrete pipe (RCP)
    b. Corrugated metal pipe (CMP)
    c. Gray corrugated double-wall polypropylene pipe (PP)
    d. Black plastic pipes are not allowed to be used as driveway culverts
2) Inside Diameter
    a. 15” minimum
    b. Diameter must be equal to or greater than the very next uphill pipe
3) Driveway Location
    a. On-site location of driveway must be marked/staked for field review, if applicable
    b. Minimum distance from side property line includes turn radius distance
    c. Culvert and turn radius cannot project in front of adjoining property’s road frontage
4) Driveway Installation
    a. Ditch must be prepped to receive pipe
    b. Must use mastic sealant to join pipe ends
    c. Must use adaptive collar when joining different pipe materials
    d. Grade of driveway must not allow driveway material (dirt, gravel, etc.) to enter the roadway or the ditch
    e. Must achieve positive drainage
5) Required Permit Information
    a. Driveway apron type
    b. Driveway width (not including turn radii)
    c. Turn radius each side
    d. Culvert type
    e. Culvert length
    f. Culvert inside diameter

Encroachment Application / Permit Guidelines
For Driveway with Culvert

Encroachment Work Type:
Driveway Connection

Primary Use:
Residential or Commercial

Encroachment Location:

Road Number:
County road numbers begin with a single letter, A through R, followed by a four-digit number (Examples: A0008, J0018, R0108)
[NOTE: Use the Find Road # link for a guide to look up a road number using the County GIS Map]
Entering a City or State road number will not allow you to submit a permit. You must submit a permit with the correct jurisdiction.

Road Name:
Name of the road the driveway will be connecting to [NOTE: May vary from property's street address (i.e., corner lots, property with road frontage on more than one road)

Encroachment Location:
In front of one address/parcel [NOTE: Driveway is in front of a single property's road frontage]
Spans multiple addresses [NOTE: Shared driveway is in front of two properties' road frontage]

Encroachment Address:
Address or Tax Map Number (Parcel ID) of property that driveway will serve

Applicant:

Applicant Name:
Name of Property Owner or Contractor [NOTE: Must be the person who will be granted the approved permit]

Applicant Type:
Contractor, Utility Company, or Property Owner [NOTE: Property owners may only submit applications for installing a driveway on a road without concrete curb & gutter or sidewalk. A licensed contractor is required for all other work types.]

Applicant Address:
Current address relevant to Applicant Name

Applicant Phone:
Current telephone number relevant to Applicant Name

Applicant Email:
Current email address relevant to Applicant Name [NOTE: The email address must be for the person who will be granted the approved permit (i.e., Licensed Contractor, Utility Company, or Property Owner. This person will receive notifications for fee payments and status changes)

Additional Email:
Optional – Enter a second email address if an additional person needs to receive status change notifications (i.e., a consultant, an additional representative with the Applicant's company, additional Property Owner

Are you the local point of contact for this project? :
If Yes, no additional information required
If No, enter Local Point of Contact's First and Last Name and Phone Number [NOTE: Enter the Local Point of Contact's email address in 'Additional Email'

Encroachment Details:

NOTES:

i. Application requires a plan/sketch/map to be uploaded.
ii. Create plan/sketch/map before submitting Encroachment Permit Application.
iii. Answer questions in the application per the plan/sketch/map because the plan and application must match.
iv. See https://www.greenvillecounty.org/PublicWorks/Forms/DrivewaySketchDrawingFillable.pdf for a blank (fillable) "Driveway Sketch" with all the information needed in the application.
v. Project Notes: List any other important information about the project purpose, location, estimated start/end dates, etc

Traffic Control:

Type of traffic requested:
Shoulder Closure (No Disruption to Traffic)

Expected duration of traffic control operations:
Select applicable duration of shoulder closure

1. **Payment**
   $150.00 permit fee

2. **Mark driveway location**
   On-site location must be marked with stakes or paint for field review