Township Highway Access Permit
Application for Access to Township Roadway in Kendall County, Illinois
See Attached Highway Commissioner List for Appropriate Township

**TO BE COMPLETED BY APPLICANT**

<table>
<thead>
<tr>
<th>Applicant Name (Print):</th>
<th>P.I.N. #:</th>
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<table>
<thead>
<tr>
<th>Address of Proposed Access (if available):</th>
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<table>
<thead>
<tr>
<th>Subdivision Name:</th>
<th>Lot No:</th>
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<table>
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<tr>
<th>Mailing Address (if different):</th>
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<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
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<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Contractor Phone:</th>
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I have read and understand all of the attached specifications and requirements for access installation at the proposed location. Inspections require 24-hour advance notification.

Applicant Signature __________________________ Date ____________

**TO BE COMPLETED BY ROAD DISTRICT**

<table>
<thead>
<tr>
<th>Culvert Diameter (in):</th>
<th>Length (Minimum):</th>
<th>Type:</th>
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<thead>
<tr>
<th>Flared End Sections Required:</th>
<th>Saw Cut Barrier Curb Required:</th>
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<tr>
<th>Additional Requirements:</th>
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Application Approval __________________________ Final Construction Approval __________________________

Township Road District Signature __________________________ Township Road District Signature __________________________

Print Name __________________ Date ____________ Print Name __________________ Date ____________

Rev. 2/2018
KENDALL COUNTY TOWNSHIP HIGHWAY COMMISSIONERS 05/13/19

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Access Specifications and Inspection Requirements

- For new homes, submit Application to Township Highway Commissioner prior to receiving building permit.
- If access is approved, install construction entrance first, using 3" aggregate prior to start of any excavation.
- Pipe Culverts (if required). Township will determine size, type, etc.
  1. Corrugated Metal Pipe (CMP) with flared end sections meeting IDOT specifications.
  2. Reinforced Concrete Pipe (RCP) with concrete flared end sections meeting IDOT specs.
- For roadways without curb, driveways must slope away from the edge of pavement (see typical).
- Contact Highway Commissioner for inspection of culvert installation and construction entrance.
- Remove all mud, dirt, debris from the roadway and keep right-of-way clear of obstructions.
- Mailbox installation shall meet USPS guidelines (attached).
- No trees, shrubs, irrigation piping, or landscaping materials may be placed in the right-of-way.
- Final Occupancy will not be granted until Final Construction Approval of access is received.

Roadways with Curb
Typical Section

Roadways without Curb
Plan View

Typical Section

* 2% Min. slope away from edge of roadway for not less than 5'
Look for Postmaster General’s Seal

Every new mailbox design should be reviewed and receive the Postmaster General’s (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41” to 45” from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6” to 8” back from the curb. If you do not have a raised curb, contact your local postmaster for guidelines.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4” x 4” wooden support or a 2”-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24” deep.

*Property owner may incur legal liability for property damages & injuries if mailbox does not comply w/ USPS regulations