

## Instructions

- There is no application fee for this permit.
- Simply complete the application and return it to the Cleburne County Highway Department via:  
Drop Off: 302 Haley Road  
Heflin, AL 36264

Fax: 256-463-2085

Mail: P.O. Box 908  
Heflin, AL 36264

Email: [estes@cleburnecounty.us](mailto:estes@cleburnecounty.us)

- Please allow 2-3 business days from receipt of the application for the County Highway Department to review field conditions prior to approval of the application.
- The purpose of this application is to allow the Engineer time to review proposed private entrance locations for adequate drainage features and safe sight distances to ensure no hazards are created for the traveling public.
- Cleburne County has in place a pipe policy (see page 3 of the application for details). If a resident chose not to take advantage of this policy and wished to purchase pipe and install their own access point, the Engineers office will make a recommendation on pipe size and locations on the basis of safe sight distances.
- Coordinates can be obtained using any handheld GPS device or location app on a phone.

**CLEBURNE COUNTY HIGHWAY DEPARTMENT**  
**APPLICATION FOR TURNOUT FOR PRIVATE ENTRANCE**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Address  
And/Or Coordinates: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location (miles from nearest intersection): \_\_\_\_\_  
(NOTE: Please identify the requested location by marking with flagging tape, wire flag, or wooden stake along the right-of-way of said County Road)

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Access shall be subject to the approval of the Cleburne County Engineer or his/her designee. No access will be granted or approved which does not properly address drainage or safety criteria such as sight distance to support anticipated future traffic on the public highway system at the affected point(s).

Access does not grant any right, claim or control over any part of the Cleburne County Highway rights-or-way (ROW). The applicant is not permitted to use Cleburne County's ROW for any purpose other than for highway access and the maintenance or construction of the access point. All structures shall be placed beyond the ROW and shall in no way encroach thereon. Mail Boxes installed along the ROW shall be "break-away" structures not exceeding 4 inches in diameter for wooden supports or 2 inches in diameter for metal supports.

In addition, during construction activities involving heavy equipment or large trucks, all driveways, highways, roads, alleys, streets or any aspect or part thereof, used to connect to or otherwise access or allow motor vehicle traffic on or onto any part of the Cleburne County public road system including Cleburne County ROW, shall be maintained sufficiently in order to prevent safety hazards along the Cleburne County public road system resulting from the proposed access. In the event that construction activities resulting from the residential, commercial, agricultural or industrial development or operation jeopardize the public safety, as determined by the Cleburne County Engineer or designee, the Cleburne County Sherriff or designee shall have the additional right to prevent entry onto the Cleburne County public road system until conditions improve to a point that there is no longer a safety hazard.

Compliance with all requirements of the application is the responsibility of the applicant applying for the access.

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1. I hereby make formal request for a Private Entrance to County Road \_\_\_\_ or onto Cleburne County ROW \_\_\_\_\_.
  2. If granted this turnout, I guarantee that I will not allow anything done in connection with the maintenance of this turnout that will cause damage to the County Road/ROW by water being turned onto the roadway or filling of ditches or from any other cause.
  3. I further agree to keep the turnout area clean and reasonably neat at all times and that I will not allow trash, or unsightly matter from my property, to accumulate on the Cleburne County ROW.
  4. I further agree to maintain, in satisfactory condition, any drainage structure that may be necessary in connection with this turnout and to keep same cleaned out at all times.
  5. I further agree that if, at any time, in the opinion of the Highway Department, it becomes necessary to remove this turnout, I will permit the Department or its contractors to remove and /or reconstruct my turnout and that I will not make any claim for damage whatsoever.
  6. The applicant shall indemnify and save harmless the County, its officers, agents, and employees from any legal action arising out of, or caused by, the construction of this public road entrance.
  7. For and in consideration of the privilege granted me of the within described turnout, I hereby agree to all the foregoing conditions.

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| <b>APPROVED:</b> <input type="checkbox"/>   | <b>DENIED:</b> <input type="checkbox"/> |
| _____<br>CLEBURNE COUNTY HIGHWAY DEPARTMENT |   |

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Cleburne County Pipe Policy  
January 12<sup>th</sup>, 2009

**Whereas**, the Cleburne County Commission has over the years modified its policies and procedures on the installation of driveway pipes for new residential location and construction and must from time to time adjust policy based upon County finances and conditions; and

**Whereas**, the correct installation of driveway pipe along County right of ways is crucial to ensure proper drainage along County roadways and incorrect installations can result in severe damage to County owned and maintained infrastructure;

**Therefore**, the Commission establishes policy relating to new residential location or construction along County maintained roads whereby the County will provide installation of one driveway pipe at no cost to the landowner when the installation and specification of the pipe is coordinated with the County Engineer's Office and purchased accordingly by the landowner, Should a landowner desire multiple installations (circular drive, etc.) performed by the County, then all subsequent installations will carry a \$1,000 charge to the landowner. All installations of driveway pipe by the landowner shall be approved by the County Engineer, or his representative, and shall be of approved sizes, locations, and installation methods to ensure the safety of the traveling public.

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