Jasper County
Right of Way Management Policy
DRIVEWAY PERMITS
Adopted May 5, 2005

**Driveway Permits** - A permit issued to all applicants who wish to obtain access to, or improve an existing access, to a roadway maintained by Jasper County. A Driveway Permit shall be required for all work within Jasper County Right of Way or Right of Way Planned to be accepted by Jasper County when the following conditions are met.

**Conditions:**

1. Every new access point onto any roadway that is currently maintained by Jasper County or planned to be accepted by Jasper County.

   **Address:** Jasper County Courthouse  
   Room 101  
   302 South Main Street  
   Carthage, MO 64836

   **Phone:** (417) 358-0421  
   **Fax:** (417) 358-0483  
   **E-Mail:** tbenford@ecarthage.com

2. Every driveway improvement such as widening, surface upgrades and related ditching, (Sealing of existing hard surfaced driveways or adding additional gravel does not require a permit)

**Terms:**

1. The applicant shall stake and/or flag the proposed location where the Driveway is to be constructed. The Applicant shall contact the Jasper County Highway Department Road Superintendent or the Special Road District Representative to evaluate the location of the entrance and to determine culvert requirements. (See Exhibit D for Road District contact information)

2. Construction plans shall be submitted and approved before Jasper County will issue a Driveway Permit for Commercial or Subdivision entrances. (A sketch of the proposed work may be allowed for Private driveways)

3. Enter into a Driveway Permit agreement with Jasper County.
4. A minimum of 24 hour notice is required for all inspections under this permit. (See Exhibit D for contact information) 

   Inspections are required when the culvert is placed and when the driveway is ready for surfacing.

5. All disturbed soils shall be raked smooth, 2” and larger rocks removed, seeded with grass, and then mulched to limit erosion.

6. Corrugated metal pipes shall have a minimum slope of 2%.

7. Comply with all Jasper County Regulations. (See attached Driveway Details for Driveway requirements, Exhibit A, B & C)

8. Motorist must be protected by standards of the “Manual on Uniform Traffic Control Devices”.

9. Any person who fails to obtain a permit for driveway work or any construction within Jasper County Right of Way will be subject to a fine of up to $500.

Mailboxes shall be of breakaway design and meet U.S. Postal service requirements.

No rock, stone, concrete, brick or large mailbox structures shall be allowed on Jasper County Right of Way.
LOCATION: ____________________________________________

DRIVEWAY TYPE:  PRIVATE __________  COMMERCIAL ___________

DRIVEWAY WIDTH:  ________________ FEET

CULVERT MATERIAL:  CORRUGATE METAL ________________ CONCRETE ___

Minimum pipe length shall be 30' without concrete end sections.
Minimum pipe length shall be 20' with concrete end sections.
Minimum pipe lengths are for 12 inch pipe and 1 foot of cover.
Larger Pipe or deeper cover will require a longer pipe.

CULVERT LENGTH:  ______ FEET  CULVERT SIZE:  _______ INCHES

ROAD SURFACE:  GRAVEL _____  OIL & CHIP _____  ASPHALT _____  OTHER _______

The Undersigned Applicant understands and agrees that all work stated above and accomplished in relation
to the work stated above will be subject to the inspection and approval of Jasper County or an authorized
representative as to construction methods, procedures, and the restoration of said County highway and/or right-of-way
to its original or better condition. Work shall be completed in accordance with approved plans and as per Jasper
County Regulations. See the Jasper County Right of Way Management Policy for specification and requirements.
Exhibit A, B and C detail the requirements for driveways.

The Applicant shall notify the County (See Exhibit D for contacts) before starting
construction and when construction is completed.

A Copy of this permit must be on site during construction.

NOTE: Your signature below indicates you have read fully and understand and agree to all of the above.

INDIVIDUAL OR COMPANY NAME:  __________________________________________

ADDRESS:  __________________________________________

PHONE:  ______________ PHONE:  ______________  CELLULAR:  ______________

CONTACT PERSON:  __________________________________________

PHONE:  __________________  CELLULAR:  __________________

AUTHORIZED SIGNATURE:  _______________________________  DATE:  ______________

SIGNATURE OF JASPER COUNTY AUTHORIZED REPRESENTATIVE  _________________________

ISSUE DATE:  __________  EXPIRATION DATE:  __________  PERMIT #:  ______________
Note:
1) DRIVEWAY PIPE SHALL BE CORRUGATED METAL OR CONCRETE.
2) MINIMUM PIPE LENGTH SHALL BE 30' WITHOUT CONCRETE END SECTIONS.
3) MINIMUM PIPE LENGTH SHALL BE 20' WITH CONCRETE END SECTIONS.
4) MINIMUM PIPE LENGTHS ARE FOR 12" PIPE AND 1' OF COVER. LARGER PIPE OR DEEPER COVER WILL REQUIRE A LONGER PIPE.

PIPE SIZE AND LOCATION TO BE DETERMINED BY GEOMETRIES AND DRAINAGE CONDITIONS.

DESIRABLE GRADE 10% OR LESS.

BREAK POINT - MIN. 5' FROM EOP.

PIPE 3:1 MAX. VARIES IN CUTS.

SLOPE DOWN 2" MIN. FROM EDGE OF TRAVELED WAY TO BREAK POINT.

VARY GRADE AS REQUIRED TO MEET EXISTING GRADE OR GROUND LINE.

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RIGHT-OF-WAY LINE
PROPERTY LINE
DITCH MAY REQUIRE REALIGNMENT FOR PIPE TO MEET MINIMUM CLEARANCE REQUIREMENTS (SEE EXHIBIT A).

15’ MIN. RADIUS
EDGE OF EXISTING PAVEMENT

10’ MINIMUM
20’ MIN
40’ MAX

PIPE SIZE AND LOCATION TO BE APPROVED BY THE COUNTY
EXISTING DITCH

EXHIBIT B: RURAL DRIVEWAY PLAN VIEW

JASPER COUNTY
STANDARD ENTRANCE DETAILS
EXHIBIT B: RURAL DRIVEWAY PLAN VIEW
JASPER COUNTY
STANDARD ENTRANCE DETAILS
EXHIBIT C: SUBDIVISIONS & COMMERCIAL DRIVEWAYS

NEW ROAD CONNECTION FOR SUBDIVISIONS AND COMMERCIAL DRIVEWAY

PROPERTY LINE

RIGHT OF WAY LINE

MIN. 15' RADIUS

MIN. 22'

EDGE OF 1' SHOULDER

EDGE OF 1' SHOULDER

EXISTING EDGE OF PAVEMENT

NEW ROAD CONNECTION

NEW ROAD CONNECTION FOR SUBDIVISIONS AND COMMERCIAL DRIVEWAY

PROPERTY LINE

RIGHT OF WAY LINE

MIN. 22'

EDGE OF 1' SHOULDER

EDGE OF 1' SHOULDER

EXISTING EDGE OF PAVEMENT

NEW ROAD CONNECTION
Exhibit D

Jasper County Highway Department

**Jasper County Common Road District**
Bob Burris, Jasper County Highway Department Superintendent
Phone 358-0451
bburris@jaspercounty.org
Rowdy Baugh, Jasper County Highway Department Assistant Superintendent
rowdy@jaspercounty.org
Lenny Legg, Jasper County Sign Technician
lchd@sbcglobal.net
Mitch Stephens, Community Service/Litter Control Director
125 North River, Carthage, MO  64836

**Jasper County Highway Department, Sarcoxie Division**
Kenny Louden  no email
Phone  439-5315
I-44 Loop and Fifth Street, Sarcoxie, MO  64862

**Carl Junction Special Road District**
Jerry York
Phone  Barn 649-2149  cjsrd2@gmail.com
27940 Ivy Road, Carl Junction, MO  64834

**Carthage Special Road District**
Jim Wakefield, Superintendent
Phone  358-4127
no email
Curtis Cottingham, Assistant Superintendent
123 North Meridian, Carthage, MO  64836

**Joplin Special Road District**
Randy Cossey, Superintendent
Phone  624-3489   jsrd@cableone.net
Gene Eden, Assistant Superintendent
1016 Picher, Joplin, MO  64801

**LaRussell Special Road District**
Rodney Guinn
Phone  548-7689   rguinn@centurylink.net