



BENTON COUNTY
Community Risk Reduction
 2113 W. Walnut St., Rogers AR 72756
 Office: 479-271-1003 Text: 475-522-1003
 Email: permits@bentoncountyar.gov
 Website: bentoncountyar.gov/community-risk-reduction

Parcel # _____

Flood MS4

Checklist:

Application Site Plan

Documents larger than 11x17 must be digital and all documents must be legible.

PRIMARY CONTACT: Owner Contractor

PERMIT TO CONSTRUCT A DRIVEWAY OR ROAD

Property Owner OR Contractor Name: _____

Project Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

_____ Property Owner/Contractor Signature _____ Date

PERMIT PROCEDURES

1. Submit application and plans to the Permit Specialist. *** ALL DRIVEWAY CUTS MUST BE CLEARLY MARKED WITH EITHER STAKES OR PAINT PRIOR TO ROAD DEPT. SITE VISIT.**
2. **Driveway Permit required?** Yes No
3. Road Department notifies Community Risk Reduction to advise that driveway permit is required.
4. Road Department will conduct site visit and return to Support Specialist within five (5) business days.
5. Permit Specialist notifies applicant that the permit is ready to be issued and collects a \$50.00 permit fee.
6. If applicable, the applicant shall furnish drainage culverts of appropriate type, size, and length as determined by the County Road Department within five (5) days of being requested. The driveway installation shall be completed within thirty (30) days of permit being issued.
7. **BENTON COUNTY PERFORMING WORK** **PRIVATE CONTRACTOR PERFORMING WORK**
 If applicant chooses to have a private contractor do the work, all work shall be done in accordance with County specifications and completed within 30 days of permit being issued. **Name of Contractor:** _____
8. The Road Department shall conduct an inspection within five (5) days of job completion. Should inspection fail, the applicant shall have ten (10) days to correct stated deficiencies.
9. The Road Department will notify the Permit Specialist that the job has been completed so that the file can be closed.

In compliance with Benton County, Arkansas, Ordinance #O-2004-11 Section 58-37, the above stated company/individual does hereby make application to construct private driveways or other accesses connecting to a County Road. All steps are required to be followed in the order in which they are established. Failure to comply with this agreement will result in a fine not exceeding \$500.00 or double such sum for each repetition thereof. If the violation is in its nature, continuous in respect to time, the penalty for allowing the continuance thereof is a fine not to exceed \$250.00 for each day that the same is unlawfully continued. *In the event of a necessary road closing, the applicant must contact the Road Superintendent, CENCOM, and any affected schools running busses in the area. Applicants MUST contact one call at 1-800-482-8998 for the marking of Underground Utility Lines BEFORE starting work.*

Road Department Signature _____

Date _____