



BENTON COUNTY

ROAD DEPARTMENT

1204 SW 14th St. Suite 6, Bentonville AR 72712

Office: 479-271-1052

Email: roadspermits@bentoncountyar.gov

Website: bentoncountyar.gov/road-department

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 _____

To sign electronically, you must download the PDF file and use the Fill & Sign tool in Adobe Reader or Adobe Acrobat. You can view instructions here: <https://helpx.adobe.com/reader/using/sign-pdfs.html>

PERMIT PROCEDURES

- Submit application and site plan to the Road Department. * ALL DRIVEWAYS MUST BE CLEARLY MARKED WITH EITHER STAKES OR PAINT PRIOR TO SITE VISIT.**
- Driveway Permits will be required for new and updated existing driveways.
- Road Department will have 5 business days to respond and issue the applicants permit.
- Road Department will conduct a site visit when work to the driveway is completed. If the Driveway fails, the Road Department will give the applicant 10 business days to fix the issue.
- The applicant will be required to provide the culvert after the driveway has been assessed and the proper drainage has been decided, unless there is no need for a culvert.

6. BENTON COUNY PERFORMING WORK or 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.

Name of Contractor: _____

- After the inspection the Road Department will take over ownership of the culvert as long as the applicant has purchased a metal or concrete culvert. The Road Department will not be held responsible for a plastic culvert.

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 Department, 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 _____