



BRADLEY COUNTY ROAD DEPARTMENT (BCRD)

508 Withrow Road, SW
McDonald, TN 37353
Office: 423.728.7006
Fax: 423.478.8899
www.bradleycountyttn.gov

The purpose of the connection/entrance permit, or driveway permit process, is to manage access on the County Road System. Access regulations are necessary in order to preserve the functional integrity of the road system and to promote the safe and efficient movement of people and goods while providing reasonable access to adjoining property owners. Reasonable access means that a property owner will have access to the public road system, but it does not mean that potential patrons are guaranteed the most direct or convenient access from a specific roadway to the owner's property.

When to apply for a BCRD Connection/Entrance permit:

- Before any connection to the county maintained road system of Bradley County is initiated or modified, BCRD shall issue a permit for the work. For new construction, it should be requested at the time application is made for a building permit.
- A permit is required for the addition of a new tile/culvert if one is determined to be needed, whether for an existing driveway or a new connection.
- For all proposed non-county public road connections to county roads by governmental entities, a connection/entrance permit is required from the entity proposing the connection.

When a BCRD Connection/Entrance permit is not required:

- A BCRD connection/entrance permit is not required for new connections to private roads or modifications to existing connections to private roads UNLESS the connection is at a point that it adjoins a county road. In that instance, a BCRD connection/entrance permit would be required.
- When extending an existing driveway tile/culvert or modifying or replacing an existing tile or culvert. In this instance, a workorder is generated and the steps below for "If it is determined a tile/culvert is needed" will apply.

Where to apply for a BCRD Connection/Entrance Permit:

- All connection permit applications are submitted to the BCRD. You may submit by fax to 423.478.8899, by email to tbishop@bradleycountyttn.gov or via regular mail or hand delivery to 508 Withrow Road, SW, McDonald, TN 37353. You may also call the office at 423.728.7006 and we can complete your application over the phone for you.

Cost of a BCRD Connection/Entrance Permit:

- There is no initial fee for this permit. However, if the proposed entrance is not properly staked at the time the BCRD inspector makes the site visit for review, you will be required to re-apply and a \$25 re-inspection fee will be charged.

If it is determined a tile/culvert is needed and you choose for BCRD to install:

- The BCRD inspector will determine the size needed. You will purchase the tile/culvert (typically from Bradley Tank & Pipe or the Bradley Co-Op). You can either have the tile/culvert on site for BCRD to install, or we will pick up the purchased tile/culvert if purchased from

Bradley Tank & Pipe or Bradley Co-Op and bring with us to install. There is no charge for the installation.

If it is determined a tile/culvert is needed and you choose to install:

- If installing yourself or by someone you have contracted with, an additional permit for working in the right of way is required. To obtain this permit, you or your contractor must provide an insurance Certificate of Liability listing the BCRD as the certificate holder and provide a surety bond for the amount of the work to be performed. The bond will remain in place for one year from the date of issuance. This permit may be obtained at the office once the required documentation is received.

If you have questions or need additional information, please contact us at 423.728.7006.



BRADLEY COUNTY ROAD DEPARTMENT

508 WITHROW ROAD, SW

McDONALD, TN 37353

PHONE: 423-728-7006 FAX: 423-478-8889

EMAIL: tbishop@bradleycountyttn.gov

APPLICATION FOR
DRIVEWAY
ENTRANCE PERMIT

IMPORTANT-APPLICANT TO COMPLETE ALL ITEMS

| | | | | | | |
|-----------------------------|--|-------|--------|-----------------------------|-------|-----------|
| OWNER/APPLICANT INFORMATION | NAME OF PROPERTY OWNER: | | | OWNER'S PHONE NUMBER: | | |
| | | | | | | |
| | NAME OF APPLICANT (if not owner): | | | APPLICANT PHONE NUMBER: | | |
| | | | | | | |
| LOCATION INFORMATION | LOCATION OF TILE: (Road name and address if assigned) | | | | CITY: | ZIP CODE: |
| | | | | | | |
| | TAX MAP | GROUP | PARCEL | SUBDIVISION (if applicable) | | LOT # |
| | | | | | | |
| PROPERTY USE INFORMATION | Please check which use of the property applies: | | | | | |
| | <input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> MULTIFAMILY RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL (If non-residential please specify use: _____) | | | | | |

PROPERTY MUST HAVE 2 STAKES IN PLACE TO INDICATE AREA REQUESTED FOR ENTRANCE

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|--|--|
| COUNTY REQUIREMENTS: *20' Length Minimum *Metal, Concrete or Double Walled High Density Polyethylene Pipe only *No tile smaller than 15 inches (15") | Provide detailed instruction as to where driveway is proposed: <i>(Attach plot plan if available)</i> |
|--|--|

DO NOT WRITE IN THIS SPACE ROAD DEPARTMENT USE ONLY

Does not require driveway culvert
 Requires driveway culvert of size _____

Is there a curb at time of inspection? Yes No
 If so, is it a barrier curb or mountable curb
 At time of inspection is curb intact? Yes No
 Has curb removal been requested? Yes No

Right Vision: _____ FT Left Vision: _____ FT

1-CALL NEEDED: NO _____ YES _____

1-Call Instructions:

Notes:

Bradley County Road Department Inspector

Date

The owner, architect, contractor and applicant agree to conform to all applicable laws of Bradley County and the State of Tennessee. ****DURING INITIAL INSPECTION OF PROPERTY IF THERE ARE NO STAKES UP TO INDICATE PROPOSED ENTRANCE OF DRIVEWAY, YOU WILL BE REQUIRED TO RE-APPLY AND PAY A \$25 RE-INSPECTION FEE.**

THIS SPACE FOR OFFICE USE ONLY

| | | |
|---|--------------------------|----------------|
| Application received via: Phone _____ Email _____ Office Visit _____ | Application received by: | Date Received: |
|---|--------------------------|----------------|