



16 West Church Street  
Bowling Green, MO 63334  
573-324-5451 Phone  
573-324-2644 Fax  
[www.bowlinggreen-mo.gov](http://www.bowlinggreen-mo.gov)

---

## APPLICATION/PERMIT TO CONSTRUCT DRIVEWAY/ENTRANCE

**Per Section 510.120 and 510.270 of the Bowling Green City Code, it shall be unlawful for any person to build, extend or construct any approaches to private driveways over any sidewalk or at the entrance to any private premises, in any street or alley within this City, or to build, extend or construct any improvement of whatsoever kind or character within this City upon any public street, alley or highway, without first obtaining and completing an application for a permit to do so. All locations where private driveways, roads, streets, alleys, or other paths for motor vehicular traffic onto private property from public streets, alleys, or roads shall be constructed so as to permit a good and proper flow of drainage water underneath said private driveway, ect. along with and parallel to the public street. Before such construction shall begin an application for construction of an entrance shall be obtained, completed and returned to City Hall. After the return of the application, there will be forty-eight (48) hour application process. Upon approval, a permit will be issued at the time the permit is received by the property owner. All costs and construction of the entrance will be the sole responsibility of the property owner. Construction shall include as a minimum compliance with this provision, the installation of a corrugated (including spiral) culvert, of a minimum interior diameter of ten (10) inches, unless the drainage situation requires a review to determine the size needed (where flow may require larger or more adequate cover if drainage culvert is not adequate). Said culvert shall be installed beneath the surface of the private driveway, ect., but at an elevation so as to permit the good and proper flow of drainage water in the existing ditches and shoulder area of the public street.**

---

Name of Property Owner \_\_\_\_\_

Address (where entrance to be constructed) \_\_\_\_\_

Condition of Existing Culvert \_\_\_\_\_

Size of Existing Culvert \_\_\_\_\_ Length \_\_\_\_\_

Materials to be Used \_\_\_\_\_

Date Inspected \_\_\_\_\_ Date Approved \_\_\_\_\_

Approved By \_\_\_\_\_ CODE 610  
LaDon Atkinson, Public Works Manager

Property Owner Signature \_\_\_\_\_