



City of Archie

204 Main St. Archie, MO 64725

P- (816) 2935601

Effective as of May 2025

Driveway, Commercial, Private Road, or Subdivision Entrances

To process your application for a culvert permit, the following information is required to be submitted at the time of application. **Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be submitted to the City of Archie by the applicant/permit Holder. Commercial, private road, or subdivision permits will require application fee and inspection.**

1. There will be an initial site inspection done by the City Official to determine culvert size, required location, and other safety.
2. The desired location of the proposed entrance must be marked on site.
3. Culverts shall be installed not more than 30 calendar days after the permit is issued, except during periods of adverse weather conditions.
4. Entrances shall be located to conform to the existing ditch line(s) or as directed by the City of Archie.
5. The City of Archie will NOT be responsible for the surfacing of driveways in conjunction with the culvert installation.
6. All entrances shall be constructed in such a manner as not to divert drainage to a roadway.
7. Culverts/Entrances installed not meeting the specifications and/or causing drainage problems may be removed as necessary to correct the drainage problem. The cost of new installations shall be borne entirely by the property owner. Commercial, private road, or subdivision permits will require bonding in addition to the required permit fee.
8. A Required Permit fee of \$200.00 (exact cash or check only) is due at the time of application. This fee is required and non-refundable.
9. An inspection by a City Employee or Official of the installation shall be requested and completed by the City of Archie before covering.
10. Culvert costs are paid entirely by the property owner. The Applicant/Permit holder's responsibility is to purchase and maintain the application. Applicants will also need to ensure the ditch lines and culvert location are free of debris, toys, decorations, and roadway reflectors for the entire distance of the property. The City of Archie installation crews will not be responsible for damage to any personal items left in the work zone. Installation crews will be responsible for removing and hauling away old culvert and installing of new culvert. Placing 1" base rock over the new culvert and performing necessary ditching within the work zone.



Applicant Name: _____

Applicant Address: _____

Applicant City/State/Zip: _____

Phone: _____ Mobile #: _____

Applicant's Position (Owner or Builder): _____

Entrance Type (circle one)

Residential Use Ag Use Commercial Use Private Road Entrance

SITE ADDRESS

Site Address: _____

City/State/Zip: _____

Date of Installation Requested: _____

Sight Distance measured N/E _____ S/W _____

Applicant Signature: _____

NOTES:

- ☐ Applicants are aware that the sight distance of this driveway is severely restricted. The sight distance is less than the minimum distance necessary for vehicles traveling at the posted speed to complete a stop before the Driveway.
- ☐ Applicants understand that the existing site distance is less than current design standards, and the driveway modifications, while beneficial to the owner, will not remedy the sight distance.

By signing below, I agree and understand that the above notes apply to my specific location. I also agree to not hold the City of Archie liable for the location and or any issues that may arise from the intended location of the culvert/drive entrance.

Applicant Signature: _____

Signature must be notarized.

Placing 1" base rock over the new culvert and performing necessary ditching within the work zone.



City Use ONLY

Based on your site location and conditions, the City of Archie recommends that the following type be used.

- ☐ Corrugated Metal Pip (CMP)
- ☐ Smooth Steel Pipe
- ☐ Dual Wall HDPE with smooth wall interior

Dimensions: Diameter _____ Length _____

Approved for Cover by: _____

Final Inspection approved by: _____

Date Installed: _____

NOTES: _____