

3101 SW Urish Road  
Topeka Kansas 66614  
785-478-4053

**MISSION TOWNSHIP BOARD**

Driveway and Entrance Permits  
On Mission Township Roads

DATE \_\_\_\_\_  
Permit No. \_\_\_\_\_  
Co./Township Road \_\_\_\_\_  
Fee Paid/ Receipt No. \_\_\_\_\_

**FEE IS NOT REFUNDABLE**

THIS AGREEMENT, made and entered into by and between the MISSION TOWNSHIP BOARD, Shawnee County, Kansas, hereinafter referred to as the "Board", and,

\_\_\_\_\_  
(Name of property owner)                      (Telephone number)                      (Mailing Address)  
  
\_\_\_\_\_  
(City)    (State)    (Zip Code)

WHEREAS, the Board has jurisdiction over rights-of-way within Mission Township; and, WHEREAS, the Board believes it is in the interest of the citizens of Mission Township, to permit certain work or projects to be performed upon road rights-of-way; and, WHEREAS, the Property Owner request permission and authority from the Board to perform certain work, described as follows:  
**(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)**

Must have a minimum of 4" of soil cover over culvert pipe and minimum of 4" crushed rock (compacted AB-3) cover over drive from edge of road to property line. Installation shall be in accordance with Home Rule Resolution and Mission Township Standard Technical Specifications, latest edition. Work not in accordance with said standards shall be corrected at the expense of the Property owner. Driveways shall be installed "flush" with all existing roadways in such a manner to prevent potential damage from snow removal operations. In no case shall the three-foot approach of the drive at the road surface edge be constructed to an elevation higher than the edge of existing road surface. The top of the culvert pipe shall be below the surface of the existing road.

Said work is located on public right-of-way in, upon or along the **North South East West** (circle one) side of County/Township Road known as \_\_\_\_\_, in Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_ West of the 6<sup>th</sup> P.M., Shawnee County, Kansas, \_\_\_\_\_ miles/feet \_\_\_\_\_ (direction) from \_\_\_\_\_ nearest intersecting road. (GPS \_\_\_\_\_)

WHEREAS, the Board has delegated full and complete authority to the Road Superintendent of the Mission Township Road Department, to execute Driveway and Entrance Permit Agreements, hereinafter referred to as "Permits", for and on the Board's behalf.

**This Permit is hereby accepted and its provisions agreed to by the parties hereto:**

<b>Property Owner</b>	<b>Agent</b>	<b>Contractor</b>	<b>Lessee</b>	<b>Owner (circle one)</b>
_____	_____	_____	_____	_____
(Firm or Individual Name)		(Telephone No.)	(Mailing Address)	
_____	_____	_____	_____	
(City)		(State)	(Zip Code)	
X _____		(Signature)	<b>Comments:</b> _____	
<b>Recommended by:</b> _____			_____	
<b>Approved by:</b> _____			_____	
(Township Representative)			_____	
<b>Permit Approval Date:</b> _____			_____	