

**TOPEKA TOWNSHIP  
ROAD DEPARTMENT**  
1935 SE 53rd Street  
Topeka, Kansas 66609

**PERMIT INSTRUCTIONS AND CONDITIONS**

The following sets forth the instructions and conditions for submission of a permit for the construction and modification of entrances and culverts onto public roads and streets within the Topeka Township as adopted by the Topeka Township Board on July 13, 2010.

1) Petitioner must complete the permit application and submit the same to the Topeka Township Road Department.

2) Along with the permit a non-refundable payment of \$50.00 must be submitted. All payments shall be made to the name of "Topeka Township".

3) The Topeka Township will perform an inspection of the proposed location for the entrance or culvert. At the time of the inspection the proposed location must be appropriately staked or marked for identification of the entrance. Failure to properly stake or mark the location can result in rejection of the permit.

4) The Township's Road Foreman will conduct an inspection of the proposed location for the entrance or culvert. The Township's Road Foreman will determine whether the location of the proposed entrance or culvert will be approved and any conditions or provisions necessary to placement of the entrance or culvert.

5) The Township's Road Crew will install any and all drainage culverts. Drainage culverts shall not be installed by the Petitioner.

6) The Township's Road Foreman will determine the approximate cost for installation of the culvert depending upon the circumstances and conditions that exist at the proposed location. A minimum installation cost of \$1,300.00 per entrance will be charged. As warranted by conditions and circumstances additional charges may be assessed for the installation of the same.

7) The Township's Road Foreman will provide the cost for installation of the culvert to the Petitioner at the time that the permit application is approved.

8) The Petitioner will be responsible for payment to the Topeka Township for the assessed charge for the installation of the drainage culvert. Payment to the Topeka Township for the installation of the drainage culvert shall be made in advance of the Topeka Township performing any work on the same.