

APPLICATION FOR DRIVEWAY OR ENTRANCE

I hereby make application to Appanoose County for a permit to construct an entrance on the \_\_\_\_\_ side of County Road Number \_\_\_\_\_ located in the \_\_\_\_\_ quarter of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W, \_\_\_\_\_ TWP, Appanoose County, Iowa for the purpose of a \_\_\_\_\_ driveway with a top width of \_\_\_\_\_ ft.  
(field, business, residence)

Land Owned by \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address of said property \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Application made by \_\_\_\_\_

Proof of Insurance Provided? Y or N (naming Co as add'l insured)

Mailing Address \_\_\_\_\_

Contact upon completion? Y or N (Road Foreman 641-895-8854)

Applicant's Phone \_\_\_\_\_

(Office 641-856-6193)

Distance and Direction from Nearest Neighboring Addressed Property \_\_\_\_\_

Remarks \_\_\_\_\_

I agree that the county determines the size and length of the culvert needed to adequately handle the water and that I will provide the requested width. After having a copy of this permit returned to me with the total price of the culvert project, I will notify the county of a commitment to purchase the pipe by submitting a check payable to: Appanoose County Engineer, 1200 Hwy 2 West, Centerville, IA 52544, for the total amount of the culvert listed below. I will contact the Road Foreman, (number listed above) upon completion. Permit expires one year from date of issuance.

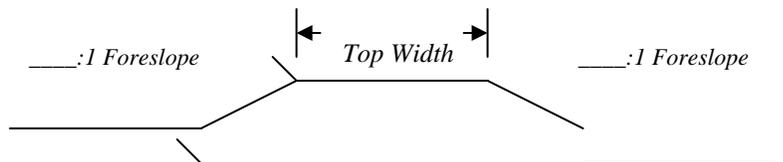
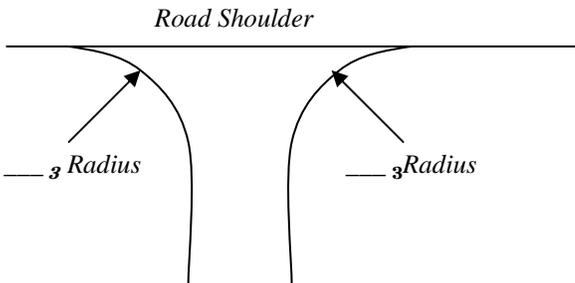
Signed \_\_\_\_\_

**Do Not Write Below This Line**

Date \_\_\_\_\_ Application received by \_\_\_\_\_

Investigated by \_\_\_\_\_ Date \_\_\_\_\_ Drainage area \_\_\_\_\_

Pipe size \_\_\_\_\_ Pipe length \_\_\_\_\_ Cost per foot \_\_\_\_\_ Pipe Cost \_\_\_\_\_ Band \_\_\_\_\_ Total \_\_\_\_\_



Additional Comments \_\_\_\_\_

**PERMIT**

Permit granted \_\_\_\_\_  
(date)

By \_\_\_\_\_  
(Appanoose County Engineer)

Final Inspection \_\_\_\_\_  
(date)

Inspected by \_\_\_\_\_

Approved

Not Approved

## APPANOOSE COUNTY ENTRANCE AND DRIVEWAY POLICY

Revised: 6/16/08

Be it resolved by the Board of Supervisors of Appanoose County, that, effective this 16th day of June, 2008, the following policy shall apply to all entrances and driveways serving as access to a secondary road under the jurisdiction of Appanoose County. This resolution supersedes any previous resolution on the same subject.

### PURPOSE:

This policy is to establish Appanoose County's regulations for access to a secondary road under the jurisdiction of Appanoose County. The policy establishes requirements for the location and establishment of driveways, field entrances, and subdivision streets requested by property owners. It is designed to assure that adequate standards are maintained to allow safe access for persons entering upon secondary roads and providing safe highway use for the traveling public.

### APPLICATION TO COUNTY ENGINEER:

Section 319.14 of the Code of Iowa requires that all persons shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without obtaining a permit from the highway authority having jurisdiction of the public road or highway.

All landowners, or their agents, tenants, or designees, who desire a new entrance, additional entrances, or to modify existing entrances, are required to obtain a permit for installation from the County Engineer prior to installation. Permits are available at no cost to the applicant.

Permit applications shall identify the road and locations where the work is proposed. The County Engineer will review the proposed location and applications to determine if it will comply with the location and construction requirements set forth by this policy. If the site satisfies all criteria, the County Engineer shall issue a permit and establish the culvert diameter and length. If the proposed location fails to meet all of the requirements, the Engineer may reject the applications, explaining the reasons for such action and advising what changes would be necessary to obtain approval.

### RESPONSIBILITY OF WORK AND COSTS:

The property owner or tenant is responsible for the construction of all new entrances or modifications to existing entrances. This includes all materials and labor involved in the installation. All construction work shall conform to the requirements set by this policy. The property owner may purchase a corrugated metal pipe from Appanoose County if available for cost and have it delivered to the work site for no additional cost.

### FINAL APPROVAL OF ENTRANCE:

After completion of a new entrance or modification of an existing entrance, the applicant shall notify the County Engineer, who shall inspect the entrance for conformance to this policy. The entrance will either be accepted or rejected. If the work is rejected, the applicant will be notified of the deficient work. All corrections must be completed before the entrance is put into use.

### NONCONFORMING ENTRANCES:

Any nonconforming entrance built after the effective date of this resolution may be removed by Appanoose County and the cost billed to the owner or party responsible for installing the entrance.

### FUTURE MAINTENANCE:

Entrance culverts previously approved by the County Engineer will be maintained by the Appanoose County Road Department with the exception of the entrance surfacing. Entrance surfacing (Asphalt, Concrete, or Gravel) placement will be the responsibility of the property owner along with replacement or repair of surfacing damaged when the Secondary Road Department repairs or replaces the culvert. (Note: the Road Department will replace entrances resulting from reconstruction or new construction of a road)

### ROADWAY CONSTRUCTION:

Any entrances removed for road construction will be replaced by the county at no cost to the owner. Existing entrance surfacing removed will also be replaced by the County at no expense to the owner. At the request of the owner and with proper location approval, the County may construct additional entrances at the time of roadway construction with the owner responsible only for the cost of the culvert pipe.

### LOCATION REQUIREMENTS:

All driveways, field or business entrances, and subdivision street intersections must meet the following specifications for minimum sight and stopping distance requirements:

1. 400' on gravel roads measured from the centerline of the entrance in each direction
2. 600' on pavements measured from the centerline of the entrance in each direction

The County reserves the right to make exceptions in extraordinary circumstances to the sight distance requirements at the discretion of the County Engineer where the exercise of sound and reasonable engineering judgment indicates that public safety will not be compromised.

~~Entrances will not be allowed within 100 feet from the end of a bridge and/or any guardrail installation.~~

~~Entrances on a paved road will not be allowed within 250 feet from any intersecting road.~~

Entrances on a gravel road will not be allowed within 100 feet from any intersecting road.

#### **CULVERT PIPE REQUIREMENTS:**

If the location is approved, the County Engineer will determine if a culvert pipe is required, the size of the opening required, and the length of culvert pipe required. The required diameter and length for each culvert shall be based on the drainage area, entrance top width, entrance use, ditch depth and type of road surface being entered.

All culvert pipes shall be approved by the County Engineer. Used culverts showing rust or having holes will not be approved. New pipe culvert pipe shall meet IDOT standards for entrance pipe and shall be a minimum of 15" diameter. The following new pipes are approved:

1. Corrugated metal pipe - 15" to 48" diameter (16 gage), greater than 48" diameter (12 gage)
2. Tied reinforced concrete pipe (2000D Class or better – no rejects)
3. PVC Pipe (Double-walled required)

#### **CONSTRUCTION REQUIREMENTS:**

Entrance installation shall be according to IDOT specifications.

Permittee shall provide a certificate of insurance for the work being done, (naming the county as an additional insured on the Permittee's policy), to the County Engineer before the permit can be processed.

Minimum top width for a driveway or field entrance shall be 20 feet.

Sideslopes for entrances on rock roads shall be 3:1 minimum and sideslopes for entrances on paved roads shall be 8:1 minimum.

Entrances shall slope away from the road shoulder and shall be shaped to prevent water from the property draining onto the roadway.

Entrance shall be compacted by tamping or rolling.

No filling will be permitted in the right of way other than what is necessary to construct the proposed entrance.

No excavations will be made within the limits of the traveled portion of the roadway.

The construction, future repair, or maintenance of entrances shall be carried on in such a way as to not interfere with or interrupt traffic on the County road.

Private property may not be used so as to obstruct or encumber the County right of way, or interfere with safety, comfort, and the use of the County roadway users.

The permittee shall leave the road and the road right of way in as good condition as it was prior to construction.

Re-seeding of disturbed areas shall be with a seed mix approved by the IRVM Director.

Passed and adopted this 16<sup>th</sup> day of June, 2008.

Appanoose County Board of Supervisors

Dean Kaster

Dean Kaster, Chairperson

Jody McDaniel, Member

John Arnold

John Arnold, Member

Attest:

Linda Demry  
Linda Demry, County Auditor

Application No. \_\_\_\_\_