

## JACKSON COUNTY SECONDARY ROADS DEPARTMENT ENTRANCE INSTALLATION AND MAINTENANCE POLICY

It is the policy of Jackson County that all property entrances onto Jackson County Secondary Roads require a permit. The policy for each type of entrance permit is below.

### Initial Installation

A property owner requesting a new entrance connecting to a road under jurisdiction of Jackson County shall complete 2 (two) entrance application permit forms from the Secondary Roads Department. A permit fee of \$100.00 will be paid by applicant and must be submitted with the permits. The applicant shall fill out completely areas marked "Applicant to Fill Out", and including signature of the property owner on the second page. The applicant shall physically stake out the location or make arrangements to meet Secondary Roads personnel so the County representative can determine the following:

1. Adequate stopping sight distance and sign distance triangles
2. Entrance culvert size and length requirements
3. Any ditching required to drain entrance culvert after installation (by County)
4. Entrance dimensions
5. Any special requirements

Adequate sight distance is as measured and required by Iowa DOT Project TR-455, with an additional 10 percent sight distance required above this report. If minimum distance is not be met, property owner will relocate entrance until required distance is met. If this distance cannot be met, appropriate advanced warning signage may be installed at the property owner's expense.

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. The County Engineer will present the permit to the Board of Supervisors for approval at their next regular board meeting. Once approval has been received, Secondary Roads will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of a new entrance will be the responsibility of the property owner. Entrances must be constructed within 1 (one) year of approval of permit.

### Modification

#### Changing the usage of an existing entrance

A property owner wishing to change an existing entrance must follow the policy requirements of an initial installation. An example of this would be to change a field entrance to a residential entrance. The fee for such an upgrade would be as follows:

1. If the initial entrance was permitted and the fee of \$100 was paid, the cost of the entrance permit shall be waived. All costs associated with the upgrade of the entrance will be the responsibility of the property owner, and must be completed within 1 (one) year of approval of permit.
2. An entrance that has been "grandfathered in", or a fee of \$100 was not paid for initial installation, a fee of \$100 shall be required. All requirements of an initial installation will be followed.

#### Hard-Surfacing an existing entrance

A property owner wishing to hard-surface an existing entrance shall obtain a work within the right-of-way permit. This permit is free but must be completed and approved prior to paving the entrance.

## Extending or Widening an existing entrance

A property owner wishing to extend the width of an existing entrance connecting to a road under Jackson County jurisdiction shall complete two (2) entrance extension permit application forms from the Jackson County Secondary Roads Department. A permit fee of \$25.00 will be paid by applicant and must be submitted with the permits. The applicant shall fill out completely areas marked "Applicant to Fill Out", and including signature of the property owner on the second page. The applicant shall physically stake out the location or make arrangements to meet Secondary Roads personnel so the County representative can determine the following:

1. Adequate stopping sight distance and sign distance triangles
2. Entrance culvert size and length requirements
3. If existing culvert is plugged or no longer functional
4. Any ditching required to drain entrance culvert after installation (by County)
5. Entrance dimensions
6. Any special requirements

Adequate sight distance is as measured and required by Iowa DOT Project TR-455, with an additional 10 percent sight distance required above this report. If minimum distance is not be met, property owner will relocate entrance until required distance is met. If this distance cannot be met, appropriate advanced warning signage may be installed at the property owner's expense.

No longer functional or plugged culverts will be repaired by the County prior to widening of driveway. If it is determined the existing culvert needs replaced, Secondary Roads will replace the existing length of culvert only. If existing culvert is deemed usable by the County, but Property Owner requests a complete new full-length culvert, such culvert shall be installed by the property owner at their expense.

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. Once approved by the Engineer, Secondary Roads will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of extending or widening said entrance will be the responsibility of the property owner. Entrances must be modified within 1 (one) year of approval of permit.

### Maintenance by County

Jackson County Secondary Roads Department does not provide routine maintenance to entrances on roads under Jackson County's jurisdiction, unless it is beneficial to the traveling public.

### Maintenance by Property Owner

The culvert, blading and surface maintenance shall be the responsibility of the property owner at their expense.

This policy will take effect on September 29, 2020 and shall be in force until revised or terminated by the Board of Supervisors.



Chairman, Jackson County Board of Supervisors



Jackson County Interim Engineer

JACKSON COUNTY SECONDARY ROADS DEPT.	ENTRANCE EXTENSION PERMIT	PERMIT FEE \$25.00	PAID CHECK/CASH DATE:     #
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Application for permit to extend existing entrance

Applicant to fill out

Applicant Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Applicant to fill out

Location of entrance:

Type (circle one): [Class B Business] [Class C Farm] [Class D Field] [Class D residential]

Township: \_\_\_\_\_ Section No.: \_\_\_\_\_

Road No./ID: \_\_\_\_\_ Side of Road: North South East West

Distance from NW Section Corner: \_\_\_\_\_ miles east and \_\_\_\_\_ miles south

Location ref: \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_

Distance N/S/E/W Intersecting Road

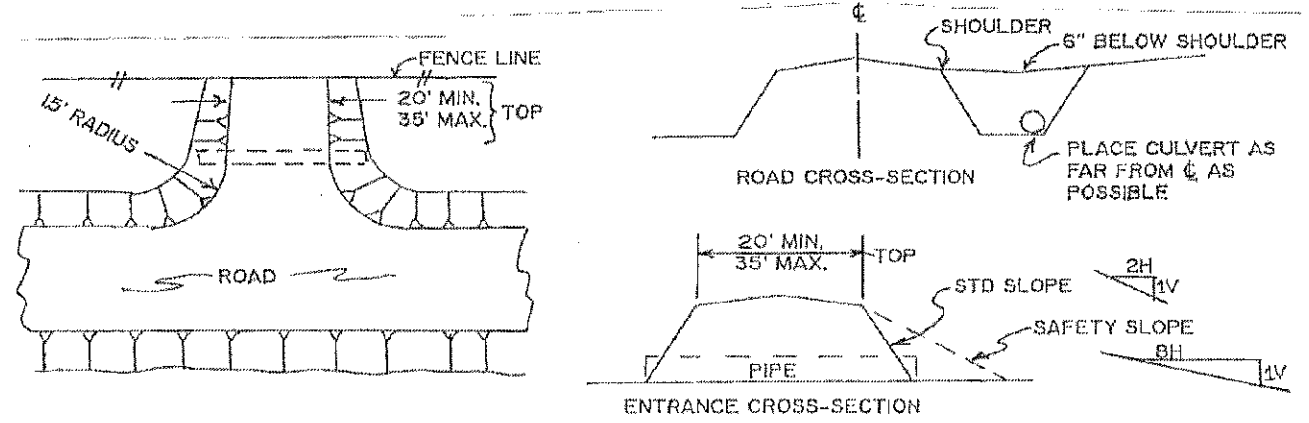
Location ref: \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_

Distance N/S/E/W Intersecting Road

Longitude: 90. Latitude: 42.

SIGHT DISTANCE CHECK: Approaching from: \_\_\_\_\_ : \_\_\_\_\_ & \_\_\_\_\_ :

A permit is hereby requested to widen an existing entrance connected to the Secondary Road system, including any necessary drainage structure. Entrance to be as indicated on the following drawings:



Top Width: \_\_\_\_\_ ft. Standard foreslope = 2 feet Horizontal Per 1 foot Vertical (2:1)

Tube Extension: \_\_\_\_\_ Inch Diameter X \_\_\_\_\_ feet long required.

If on paved road: Traffic: \_\_\_\_\_ Vehicles Per Day. If VPD is more than 400, then foreslope must be 8:1.

**NOTE: All drive culverts shall be 16 Gauge 2 2/3 X 1/2 riveted corrugated metal pipe - MINIMUM**

The Property Owner agrees that if granted a permit to extend the afore described entrance, the following stipulations shall govern:

1. That the entrance, including drainage structure, grading and surfacing, (with 1" road stone 4" thick the width of the drive to the Right-of-Way line or hard surfacing), shall be constructed by the applicant at the applicant's expense.
2. Extension of entrance will be by the Property Owner according to County specifications. Failure to comply shall result in Property Owner making all necessary corrections to meet specifications at Property Owner's expense.
3. That no filling will be permitted in the right-of-way other than necessary to construct the proposed entrance.
4. That the culvert pipe and 24" wide connection band under the entrance shall be a new zinc coated riveted corrugated metal pipe. It shall be \_\_\_\_\_ inches in diameter and \_\_\_\_\_ feet in length as shown on sketch. No other type of pipe will be allowed.
5. The finished surface elevation of the entrance over the pipe or place where the pipe would normally be, shall be six inches lower than shoulder elevation to prevent water draining onto the pavement or travel way.
6. Stipulations and requirements contained herein are not intended to waive greater requirements of local zoning ordinances.
7. Culvert extension with the 24" wide connection band is the responsibility of the property owner.
8. Entrance must be constructed within one year of approval date. If entrance is not completed in this time frame, permit will be considered invalid.

Acceptance

Property Owner

Date

Approval

Road Superintendent

Date

Approval

County Engineer

Date