

APPLICATION FOR FIELD ENTRANCE OR DRIVEWAY

**Madison County Engineer's Office
1105 E. Court Ave.
Winterset, Iowa 50273
Telephone - (515) 462-1136 / Fax - (515) 462-2506**

INSTRUCTIONS TO APPLICANT:

1. Complete the top portion of the application form. Please print or type.
2. Return the application to Madison County Engineer's Office for review and survey.
3. Mark the center of the proposed entrance at the property line with the orange flagging provided.
4. The applicant may begin construction of the entrance only upon receipt of the approved application, and according to the design provided and the guidelines listed in the "Field Entrance and Driveway Policy" on the back side of this application.
5. If the application site does not meet the safety, hydraulic, or construction criteria specified in this policy, the applicant will be notified in writing that the application for an entrance at that site is denied.
6. **After** construction is completed and **before** rock surfacing is applied, notify the Madison County Engineer's Office for inspection of the entrance.
7. Upon inspection approval of the entrance the applicant is released from future maintenance responsibilities for the entrance (excluding surfacing).
8. **This permit expires if the entrance is not completed within six (6) months of the application approval.**

NAME: _____ DATE: _____

MAILING ADDRESS: _____

TELEPHONE DAY: _____ TELEPHONE NIGHT: _____

LOCATION: NAME OF TOWNSHIP: _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____

ENTRANCE LOCATION DESCRIPTION: _____

PURPOSE OF DRIVEWAY (farm, residential, commercial): _____ (WIDTH): _____ EXISTING OR NEW: _____

DOES THIS PROPERTY HAVE AN EXISTING ENTRANCE? _____ IS THIS ENTRANCE TO BE PAVED? _____

IS THIS PROPERTY IN A SUBDIVISION? _____ IF YES, WHAT SUBDIVISION? _____

CONTRACTOR (name, address, telephone number): _____

(I have read and understand the provisions of the Madison County Field Entrance and Driveway Policy dated 04-18-05 on the back of this application).

SIGNATURE: _____

Office use only below this line.

ENGINEERING REVIEW: BY: _____ DATE: _____

SIGHT DISTANCE: N-E (ft.) _____ S-W (ft.) _____ PAVED ROUTE: _____ V.P.D.: _____

DRAINAGE AREA (ac.): _____ DITCH DEPTH (ft.): _____ STREAM SLOPE (ft./mi.): _____

BEDDING CLASS: _____ COVER OVER PIPE (ft.): _____ METAL THICKNESS (ga.): _____

TOP WIDTH (ft.): _____ LENGTH (ft.): _____ SIDE SLOPES: _____ SURFACING ROCK (tons): _____

NON-SPIRAL CORRUGATED METAL PIPE SIZE (in./ft.):* _____ COUNTY PRICE (paid for when picked up): \$ _____
*[30" diameter & below pipe size - can purchase from County, (if available), if pipe above 30" diameter - must be purchased elsewhere]

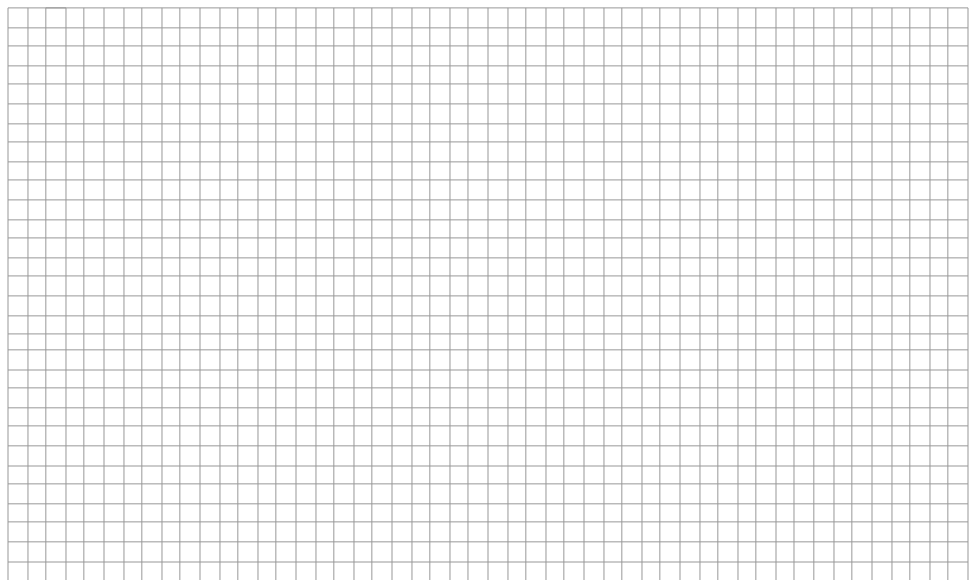
SURVEY NOTES:

SITE PLAN:

N

CENTERLINE PROFILE:

SCALE: 1" = _____ VERTICAL, 1" = _____ HORIZONTAL, 1" = _____



CONSTRUCTION PROVISIONS: _____

APPLICATION APPROVED BY: _____ DATE: _____

CONSTRUCTION INSPECTION BY: _____ DATE: _____

FIELD ENTRANCE AND RESIDENTIAL DRIVEWAY POLICY

Madison County Engineer's Office/Madison County Secondary Roads Department

Adopted 07-26-85

Revised - 04-16-90, 03-23-99, 04-16-02, 04-18-05, 03-01-06, 11-2-09

SECTION I. NEW ENTRANCES OR DRIVEWAYS

A. APPLICATION:

1. Any property owner desiring a new field entrance or driveway access to any county road shall make written application on the prescribed forms at the Madison County Engineer's Office.
2. If the applicant currently has reasonable access to the property, Madison County reserves the right to limit the number of accesses to a parcel of land and deny an application. Circular driveways utilizing two (2) entrances will not be permitted.
3. All entrances and driveways being installed or modified are subject to Madison County Zoning Ordinances, in addition to this Field Entrance and Driveway Policy.

B. REVIEW:

1. Field entrance and residential driveway requests shall be reviewed by the county engineer, or his representative, for location, safety, and drainage.
2. Minimum sight and stopping distance requirements for rock roads are (from centerline of the entrance) 350 feet each direction.
3. Minimum sight and stopping distance requirements for paved roads are (from centerline of the entrance) 550 feet each direction.
4. **Entrance applications which do not meet minimum sight and stopping distance requirements will be denied.**

C. CONSTRUCTION:

1. The minimum top width for field entrances is 18 feet, and for residence driveways it is 24 feet. The maximum top width is 30 feet.
2. Side slopes for entrances on rock roads shall be 2:1, and side slopes on paved roads shall be 6:1.
3. Entrances shall slope away from the road shoulders at a rate of -2.5% (0.25" per foot) for a distance of 20 feet or at least to the center of the road drainage ditch, depending on existing features and right of way. Entrance slope past 20 feet from the shoulder shall not exceed +/-12.5% (1.5" per foot).
4. The applicant is responsible for supplying the contractor with the approved design and specifications, and for ensuring that the entrance is constructed as designed. It is recommended that the owner give the contractor a copy of the approved application.
5. Approved entrances shall be constructed and inspected within 6 months of the engineering review date. Extensions may be granted in some cases, by contacting the Madison County Engineer's Office.
6. **Entrances that have not received inspection approval will be removed at the owner's expense.**

D. CULVERT PIPE:

1. The property owner shall furnish a new riveted non-spiral corrugated metal pipe.
2. Culvert pipe may be purchased from Madison County Secondary Roads Department at cost. Culvert pipe purchased from Madison County must be paid for in full at the time it is obtained.
3. If the new entrance is located on a paved surface or sealcoat, safety aprons must be attached to both ends of the culvert. The specifications for the safety aprons are listed on the IDOT Standard Road Plan (RF-44), and will be provided by the Madison County Engineer. The Madison County Secondary Roads Department does not keep the safety aprons in stock, and they must be purchased elsewhere.

E. SURFACING:

1. Crushed rock surfacing shall be required on all field entrances and residence driveways. A six (6) inch deep minimum initial application is required for all field entrances and residence driveways.
2. Paved entrances may be allowed, but require special approval and are subject to additional specifications.

F. COSTS:

1. All costs associated with the construction or surfacing of field entrances and residence driveways shall be assumed by the property owner.
2. Madison County shall remove any field entrance or residence driveway, at the owner's expense, if proper application, approval, and inspection acceptance have not been given.

G. OWNERSHIP:

1. All field entrances and residence driveways and any associated culvert pipe located in Madison County right-of-way shall become the property of Madison County after inspection acceptance and written acceptance by the Madison County Engineer, with the exception of granular or paved surfacing.

H. MAINTENANCE:

1. After ownership has been assumed by Madison County, following the application, construction, and inspection process, Madison County shall assume all required maintenance of the entrance or driveway, **except for surfacing.**

I. INTERPRETATION:

1. This policy shall be interpreted to cover all construction not considered normal maintenance on field entrances or residential driveways.

SECTION II. EXISTING ENTRANCE OR DRIVEWAY: WIDENING OR PAVING

A. GENERAL:

1. Property owners desiring to change existing field entrances or residence driveways shall make application for the alteration through the same process as a new entrance or driveway applicant.
2. Second entrances for circular driveways will not be permitted.

B. WIDENING:

1. All entrances and driveways to be widened are subject to the design restrictions and requirements stated above for new entrances and driveways, including grading and sight distance standards.
2. If it is necessary to replace the culvert pipe at the time of widening, Madison County will assume the cost of the new culvert pipe equal to the length of the old culvert pipe, with the property owner assuming the cost of the additional length for widening.
3. Determination for the replacement of culvert pipe for widening an entrance will be solely at the discretion of Madison County.

C. PAVING:

1. Existing entrances and driveways to be paved are subject to the design restrictions and requirements stated above for new entrances, as well as additional specifications which may be obtained from the Madison County Engineer's Office.
2. Paved entrances shall slope away from the road shoulder at a rate of -4.0% (0.5" per foot) to a distance of at least to the center of the drainage ditch.
3. Madison County will not maintain or fund maintenance for paved entrances and driveways.
4. Madison County will not repair or fund repairs to paved entrances and driveways, which result from work taking place in the right-of-way that requires the removal or excavation of a paved entrance or driveway.

SECTION III. OVERHEAD AND UNDERGROUND UTILITIES

A. GENERAL

1. The applicant is responsible for locating all utilities in the highway right-of-way prior to construction.
2. All costs of relocating utilities or repairing damaged utilities for the construction of a new entrance or the modification of an existing entrance are the responsibility of the applicant.