

**DELAWARE COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Secondary Road Entrances

SECTION 1: PERMITS REQUIRED

Permits are required for all work done within Delaware County Secondary Road rights of way as provided in section 318.8 of the Code of Iowa.

Applications for a permit for a new entrance, or to widen or move an existing entrance, shall be directed to the County Engineer's office. The Engineer or Road Foreman will determine the size and length of culvert needed and will issue a permit to the applicant to construct or widen the entrance. If the applicant does not construct the permit as stated herein, or fails to obtain a permit, the Engineer or Foreman shall notify the applicant of the correction needed and allow 30 days for the applicant to make the correction. If the applicant does not comply with the correction needed, the County will remove the entrance at a cost to the applicant of \$500.

SECTION 2: CULVERTS

The County will determine the need for and size of culverts for each proposed entrance. Fifteen inches is the minimum diameter culvert allowed in the rural area. Twelve inch diameter culverts may be allowed in residential areas and on farm to market extensions with special permission of the county engineer. Only new material may be used in new entrances. Materials used must also be approved by permit. The county will no longer sell pipe from stock to landowners, but will provide a list of culvert suppliers when requested.

Only new corrugated metal, AASHTO approved "plastic", or new reinforced concrete pipes are allowed for use in Delaware County rights of way. Corrugated metal pipe shall be a minimum of 14 gauge for sizes from 15" to 42" and 12 gauge for 48" and larger diameters. "Plastic" pipe shall be AASHTO approved ADS double walled heavy duty, green stripe culvert pipe or equivalent. **Plastic pipe is not recommended for driveways with regular, heavy truck traffic.**

SECTION 3: SIGHT DISTANCE REQUIREMENTS:

Minimum sight distance requirements for house, field or business entrances and private road intersections as shown below:

Road Speed Limit	Single Lot Access	Paved Road Single Access	Minor Subdivision Road	Major Subdivision Road	Commercial Business Drive/Road
25 mph	150 feet	200 feet	250 feet	325 feet	325 feet
30 mph	200 feet	250 feet	325 feet	400 feet	400 feet
35 mph	250 feet	350 feet	400 feet	475 feet	475 feet
40 mph	325 feet	425 feet	475 feet	550 feet	550 feet
45 mph	400 feet	500 feet	550 feet	650 feet	650 feet
50 mph	475 feet	550 feet	650 feet	725 feet	725 feet
55 mph	550 feet	600 feet	725 feet	800 feet	850 feet

Speed limit based on the posted speed limit established by the Delaware County Board of Supervisors or by the Code of Iowa, Section 321.285 where the speed limit is not posted. Driveways and roads will not be approved unless they meet the minimum sight distance

requirements of this section. Driveways, road accesses and private road intersections must be approved by the County Engineer's Office.

Commercial businesses include, but are not limited to: manufacturing, shipping, fuel production or distribution plants, factories or facilities; grain elevators, feed stores, large scale animal feed/production operations (CAFO businesses); convenience, grocery, or other stores and other common retail or commercial business operations.

SECTION 4: DRIVEWAY WIDTH, CROSS SECTION AND CONSTRUCTION

The minimum top width for a new driveway width is a 16' top width. Maximum normal driveway widths for different land uses are as follows:

Residential driveways:	30'
Farm Field entrances:	30'
Rural business entrances:	40'

Entrance side slopes shall be 6:1 or flatter on all paved roads. Entrance slopes on granular surfaced or dirt roads shall be 3:1 or flatter. The maximum allowable entrance top width is 30 feet, except by special permit. The construction of vertical headwalls for decorative or driveway widening is not permitted. The County considers such headwalls to be obstructions in the right of way and will require their removal at the landowner's expense.

No dirt from the ditch shall be used to build the driveway unless the County grants written permission. The locating of underground utilities shall be the responsibility of the applicant and may be done by contacting Iowa One Call at 1-800-292-8989.

All entrances on paved roads shall be rock surfaced from the edge of the shoulder to the right of way line. Rock surfacing to be completed and paid for by property owner. Asphalt or Portland Cement Concrete paved driveways are not allowed within Delaware County rights of way on paved roads without special permit from the Engineer's office. Maintenance of all paved driveways or private subdivision streets within Delaware County rights of way is the responsibility of the landowner/applicant/homeowners association. Asphalt and concrete paved driveways on granular surfaced roadways are prohibited.

SECTION 5: EXTRA WIDE DRIVEWAY

In some circumstances, landowners may apply for driveways with widths in excess of those shown in Section 4 of this policy. Extra wide driveway permits will be considered at limited rural locations with heavy incoming and outgoing truck traffic. Extra wide driveways shall not be used in conjunction with the road as part of the farm yard operation, but shall only be permitted to assist in speeding large truck maneuvering with the goal of getting maneuvering trucks off of the road as soon as possible. The extra wide driveway is for improving access only and shall not be used as a parking or unloading area within the county right of way. Due to road top and roadside drainage problems caused by extra wide driveway embankments, approval of more than one extra wide driveway per building or elevator site may not be possible based on specific site conditions.

Landowner must have complied with all terms of the Delaware County Entrance Permit. Driveways requested for widening must have adequate sight distance, an adequately sized culvert, and be at a location as outlined in this section. Existing driveways not meeting current standards may not be widened, but may be moved to a location that meets all other standards. Extra wide driveways are not to be used as lateral or fenceline access within the right of way to feed bunks or

other livestock servicing. Extra wide driveways are allowed only along county unpaved roads or paved roads with a total top width of less than 36 feet shoulder to shoulder.

To assist in maintaining road surface drainage, driveways constructed at a width greater than shown in section 4 will be required to install a drainage tile at the shoulder line for the full top width, including any flared radii allowed during construction. The drain tile shall be a minimum 4" perforated PVC or dual wall perforated pipe in a 12" wide trench. Backfill will be clean ¾" or 1" limestone or gravel. Tile outlet is to be placed near the outlet of the culvert at the ditch flow line. The beginning of the tile section shall be capped. The outlet is to be galvanized metal and be equipped with a rodent guard. The landowner will pay the full price of the tile and installation plus any cost for the needed driveway culvert to handle ditch flow.

Extra wide driveways will be allowed to a maximum of 60 feet wide over the top of the driveway culvert. Extra wide driveways may still be constructed with a flared area to blend into the road. The maximum radius for flares is 50 feet. The flares may be restricted depending upon the right of way width at the discretion of the County Engineer or Road Foreman.

SECTION 6: DOUBLE DRIVEWAYS

Double driveways may be constructed at locations where either ownership or use changes (for example: house drive and field entrance divided by a line fence can be combined as one access) and there is not room for appropriate driveway slopes. Double driveways may be twice the maximum driveway width listed above for each class of entrance.

SECTION 7: MINIMUM DISTANCE BETWEEN DRIVEWAYS AND INTERSECTIONS

The following minimum distances will be required between driveways and field entrances:

With the exception of a shared driveway to separate properties, driveways shall not be placed closer than 500 feet apart from centerline of driveway to centerline of driveway to allow for adequate space to place entrance culverts and allow for drainage of the road surface. Deep ditches along paved roads may require additional driveway separation. Final driveway separation distances will be determined during a review of the permit application by the County Engineer or the Engineer's designated representative.

Driveways will not be placed within an intersection, except for a T intersection. Driveways in T intersections will only be allowed across from the intersecting road and not within the radii of the intersecting road. T intersection driveways must meet all criteria for sight distance, slope and other requirements stated in this policy. Driveways on a paved, gravel, or dirt road will not be allowed within 500 feet from the centerline of any intersecting road. Any misinterpretation of this section or unusual circumstance will be decided by the County Engineer.

SECTION 8: MAINTENANCE

Property owners will be responsible for all continuing maintenance on driveways. The county will no longer maintain, repair, or replace driveways constructed within the county right of way unless driveways are widened, flattened, or replaced in the course of a county construction or maintenance project. The county will not maintain surfacing stone on any driveways, including driveways for house and building sites. Prior to approving driveway widening requests, the county will check the existing driveway culvert for structural soundness. If the existing culvert is

in poor condition at the time an extension is requested, the county may require the permittee to replace the entire culvert.

If the culvert fails for any reason, is blocked and ponding water in the ditch, or if the driveway needs to be reconstructed in the course of ditch cleaning or other maintenance work, the county will contact the property owner to see if the driveway is still needed. If the driveway is no longer needed, the county will remove the driveway as part of the maintenance work or ditch cleaning at no cost to the landowner. If the landowner wants to maintain the entrance, the county will bill the landowner the cost of the driveway culvert. Culvert cost must be paid prior to the work being done unless other arrangements are made with the county engineer. The county will do all work to replace the culvert under the driveway and replace any surfacing stone lost at no additional cost to the landowner in the course of maintenance work. If the landowner refuses to pay the cost of the driveway culvert, the driveway will be removed to restore roadside drainage at no cost and without further compensation to the landowner.

Driveways that are no longer needed by the property owner will be removed by the county during normal maintenance or road construction work without further compensation to the property owner. The property owner may opt to keep the culvert, if one is present, from the driveway after removal, but may not use this pipe at another location within the right of way.

This Driveway Policy has been reviewed and approved by the Board of Supervisors of Delaware County this _____ day of _____, 2012:

Shirley E. Helmricks, Chairperson
Delaware County Board of Supervisors

Anthony Bardgett, Delaware County Engineer

Attachments:

- Permit for Entrance
- Permit to Pave a Residence or Business Entrance
- Permit for Extra Wide Driveways