

## **CEDAR COUNTY ACCESS POLICY FOR SUBDIVISION, DRIVEWAY, AND FIELD ACCESS**

The purpose of this policy is to establish Cedar County's rules for control of access to secondary highways throughout the county. This policy is being developed to formalize Cedar County's requirements for the location and establishment of driveways, field entrances and subdivision streets requested by county property owners. It is designed to assure that adequate standards are maintained to assure safe highway access for persons entering upon secondary roads while providing safe highway use for traffic already upon the highway.

A majority of accidents occur at intersections. Each driveway or field entrance is, in essence, an intersection. A lack of proper sight distance at an intersection or driveway does not allow time for either the motorist entering the highway or the motorist already on the highway to react to avoid a collision. It is for this reason that this policy is being developed; that is to establish and define adequate and safe sight distance for all entrances to secondary roads and assure uniform construction standards.

### **APPLICATION PROCESS:**

Under the requirements of the Code of Iowa, Section 318, all persons desiring to do work within right of way under the jurisdiction of Cedar County must obtain a permit before beginning any work. All landowners, or their agents, tenants, or designees, who desire additional field entrances or driveways are required to obtain a permit for installation of the driveway from the County Engineer's Office prior to installation. Consent of all landowners for the driveway request shall be obtained by permittee before a permit can be processed. Permits are available at a cost of \$25 per location to the applicant. Permits shall expire one year from issuance date.

After the applicant fills out the required information for obtaining a permit the applicant shall make an appointment with the Maintenance Superintendent or Foreman during normal business hours to review the site. The County Maintenance Superintendent or Foreman shall review the site for adequate sight distance and to size the required drainage structure, if one is necessary, under the drive. If the permit is denied due to a lack of sight distance, the Superintendent or Foreman shall contact the applicant to discuss possible alternative sites and to notify the applicant of the reason for the denial.

At the completion of construction of the field entrance, but before rock or other type surfacing, if desired, is applied, the applicant shall contact the Maintenance Superintendent for a final inspection of the installation. The Superintendent shall check the drive to assure conformance with county requirements. Once the driveway is approved as meeting county requirements, Cedar County shall accept all future maintenance on the driveway unless plastic pipe was utilized.

### **DRAINAGE STRUCTURES:**

For accesses requiring culverts, new corrugated metal, new reinforced concrete pipe, or new plastic pipe may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48". Culverts above 48" are to be 12 gauge. Concrete pipe shall be of adequate section for the amount of fill above them. If plastic pipe is utilized, Cedar County at no time shall accept maintenance responsibilities for the entrance. Plastic pipe shall meet AASHTO M 294 dual wall requirements.

County residents with approved permits may pay for corrugated metal driveway culverts for use within the right of way at the Cedar County Shop at county cost. The culvert must be paid for in full before it leaves county property. The culvert remains the property of Cedar County and shall be permanently maintained, after installation, by the county except in the case that plastic pipe is utilized.

Applicants may, at their option, install aprons at the end of their culverts. The aprons allow the culverts to blend with the entrance slopes better than a protruding culvert end. Depending upon culvert size, the apron may allow less culvert length to be used. Cedar County shall not be obligated to replace the aprons if they have to replace the culvert in the future. Questions can be referred to the County Engineer or Maintenance Superintendent.

**SIGHT DISTANCE REQUIREMENTS:**

All driveways, field or business entrances and subdivision street intersections must meet the following specifications for sight distance and constructions standards.

Minimum Sight Distance Requirements:

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

Speed limit based on the posted speed limit established by the Cedar County Board of Supervisors or by the Code of Iowa, Section 321.285 where the speed limit is not posted. Driveways and roads shall not be approved unless they meet the minimum sight distance requirements of this section. Driveways, road accesses and intersections must be approved by the County Engineer's Office prior to the issuance of a building permit by the Zoning Office or by a change of use as petitioned to the Cedar County Planning and Zoning Commission or the Cedar County Board of Adjustment.

The County does reserve the right to make exceptions in extraordinary circumstances to the sight distance requirements at the discretion of County Engineer where the exercise of sound and reasonable engineering judgment indicates that literal enforcement of the policy is not practical or in the best interests of the public. Public safety shall not be compromised in such circumstances.

**GENERAL CONSTRUCTION REQUIREMENTS:**

Driveways, field or business entrances, and subdivision intersections shall be constructed according to the requirements shown below:

1. After the Entrance Permit application is made, the applicant shall make an appointment with the Maintenance Superintendent to investigate the location. The County shall then make a report as to the size and length of culvert required, if any, and any unfavorable safety aspects of the location. Applicant and/or property owner is reminded to take all necessary safety measures needed to protect the traveling public during construction of entrance, driveway or subdivision street. Applicant and/or property owner also assumes all liability of any damage to county road caused by construction of said entrance.
2. The applicant and/or property owner can then proceed to construct the entrance in accordance with the minimum requirements.
3. All culverts placed must be of new material and handled in a manner so as not to damage them during placement. Culverts must be placed so that the inside lap joint is downstream, that is, pointed in the direction that the water shall flow.
4. A uniform bed must be prepared before the culvert is put in place. Earth shall be placed around and over the culvert in approximately six inch (6") lifts, and each lift shall be well compacted. If this is not done, most likely settlement shall occur and cause holes to develop in the entrance, which shall trap water after rains and cause soft and muddy areas. Culverts must be at the toe of the backslope.

5. Driveways are to be constructed with proper entrance slopes. Driveways along paved road sections are to be constructed with 8:1 entrance slopes tapered to 6:1 slopes over the driveway culvert, 10:1 slopes on dry fills. Driveways along rock road sections are to be placed at a 3:1 entrance slope. The flatter slopes along paved road sections are mandated to enhance highway safety in areas of higher speeds and volumes of traffic.

6. The minimum top width for a driveway or field entrance shall be 20 feet. The maximum top width for a single residential driveway or field entrance shall be no greater than 40 feet. The top width for subdivision streets shall meet the requirements of the subdivision ordinance based on the type of road section selected by the developer.

7. The entrance shall be shaped with a crown and must not allow water from the property to drain onto the roadway. This may require small ditches on both sides of the entrance driveway for a short distance back onto the property, to control the water.

8. When the earth cover is placed and the entrance is completed and BEFORE any rock is placed, call the Engineer's Office or the County Shop for the final inspection which shall be made during the following work day. Then the applicant and/or property owner shall be notified of acceptance or any modification to be made. If further work is required, call the Engineer's Office again after it has been completed, for another inspection. If the entrance or road intersection is to be paved, inspection of the driveway and acceptance must be given prior to paving or surfacing.

9. Applicant and/or property owner shall be responsible for placement of rock on driveway or field entrance from shoulder edge to the right of way line. Entrances on unpaved roads need not be surfaced with crushed rock unless the applicant and/or property owner desires. Paved road accesses must be rocked to help prevent excess dirt from being drug onto paved surfaces. The county shall provide and maintain rock surfaces only as far as the shoulder width of the road. "UNDER NO CIRCUMSTANCES SHALL ROCK BE REMOVED OFF COUNTY ROADS".

10. If the landowner desires to pave the driveway surface with either portland cement concrete (PCC) or asphalt cement concrete surfacing (ACC), the work can only be undertaken by permit from the engineer's office. The county assumes no responsibility for the paved surface. If the surface needs to be removed to allow maintenance or repair of the driveway or its drainage structure, the county shall **NOT** replace the paved surface.

**Note:** For accesses requiring culverts, corrugated metal, reinforced concrete pipe, or plastic pipe may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48". Culverts above 48" are to be 12 gauge. Concrete pipe shall be of adequate section for the amount of fill above them. If plastic pipe is utilized, Cedar County at no time shall accept maintenance responsibilities for the entrance. Plastic pipe shall meet AASHTO M 294 dual wall requirements.

#### **DRIVEWAY IMPROVEMENT REQUESTS:**

Some older driveways may not meet minimum top width or slope requirements. Other driveways may require widening to meet new landowner needs such as to serve grain hauling and wider equipment. Improvement to driveways shall be handled as follows:

1) Driveways with top widths less than 20 feet in width may be updated at the request of the property owner. Requests should be filed with the County Engineer's office. The county shall pay for the increased culvert length necessary to widen the substandard driveway to the minimum 20 foot width. If additional driveway width is required or desired, the property owner shall be responsible for cost of additional culvert to meet the desired width. The driveway improvement work may be done by the county or the property owner. The determination on who shall do the work is at the discretion of the county engineer based on the engineer's estimate of the county crews work loads.

2) Existing driveways already 20 feet in width may also be widened after the landowner, tenant or agent for the landowner has applied for a permit for the work from the County Engineer's office. The additional culvert, if a culvert is present, needed for widening the driveway may be purchased from the county. The property owner, tenant, or agent for the owner shall provide the necessary dirt to widen the driveway. The party obtaining the permit shall contact the county after the work is done to allow inspection of the driveway before any surfacing is placed. Upon acceptance of the work by representatives of the County Engineer, the driveway may be surfaced and may be considered completed.

3) After the work on the driveway covered by the improvement is completed, the county shall take over all maintenance on the full, new width of the driveway unless plastic pipe is utilized.

### **MINIMUM DISTANCE BETWEEN DRIVEWAYS AND INTERSECTIONS**

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

Driveways shall not be placed closer than 100 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 roads may require additional driveway separation. Final driveway separation distances shall be determined during a review of the permit application by the County Engineer or the Engineer's designated representative.

Driveways shall not be placed at an intersection or within 300 feet of the center of an intersection, except for a T intersection (driveway must be perpendicular to cross traffic directly across from the lower leg of the T intersection). Driveways in T intersections must meet all criteria for sight distance, slope and other requirements stated in this policy.

Subdivision lots served by an access road or street that is a platted part of the subdivision shall not be allowed driveways that bypass the use of the subdivision street and allow the lot to directly exit onto the existing county road adjacent to the subdivision. Lots abutting and served by platted subdivision streets or roads must use those streets or roads for driveway access. This prohibition of the use of adjacent county roads is desirable as it reduces the number of possible collision conflicts in an area of increased traffic.

### **COUNTY POLICY FOR MAINTENANCE OF EXISTING DRIVEWAYS**

The county shall maintain existing driveways according the following policy:

- 1) The county shall repair driveways as needed to maintain field and home access. The property owner, tenant, or agent for the property owner shall make a request for maintenance to the County Engineer's Office. The county shall repair the driveway, replace the culvert, if necessary, and rebuild the driveway to meet minimum width requirements. If the driveway is more than 20 feet in top width, the county shall replace the driveway in equal width to the driveway in place. If plastic pipe is utilized, Cedar County at no time shall accept maintenance responsibilities for the entrance.
- 2) Upon completing repairs to the driveway, the county shall replace rock surfacing on the driveway, if rock surfacing was present. The county shall not replace paved surfaces, either asphalt or concrete. Repairs to paved surfaces, if necessary, shall be done by the landowner.
- 3) The county shall not provide additional rock resurfacing to residential driveways or field entrances beyond the shoulder line. It shall be the responsibility of the landowner. If the resident or owner drags rock from within the county right of way, the county patrol operator shall remove the rock from the drive and pull it back within the right of way.

### **REPEALER:**

All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

### **SEVERABILITY:**

If any section, provision, or part of this policy shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the policy as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

This access policy for subdivisions, driveways and field entrances is passed and approved by the Cedar County Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Recommended:

Approved:

\_\_\_\_\_  
Cedar County Engineer  
Attested:

\_\_\_\_\_  
Chairman  
\_\_\_\_\_

\_\_\_\_\_  
Cedar County Auditor

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