

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

SUBJECT: Delaware County Policy for Snowmobile Use in County Roadsides

I. PURPOSE:

To provide a policy for authorizing and monitoring the usage of secondary highway rights of way for snowmobiling.

II. DEFINITIONS:

- A. Sponsor: Shall mean an incorporated private organization who have proof of incorporation and liability insurance in an amount of no less than 1 million dollars.
- B. Established trails: Shall refer to those trails located within highway rights-of-way as authorized by Section 321G of the Iowa Code and as approved by the Delaware County Board of Supervisors and the County Engineer.

III. REFERENCES

- A. Current Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).
- B. Standard Highway Signs.
- C. Code of Iowa, Sections 319.14 and 321G.

IV. GENERAL GUIDELINES:

- A. Snowmobile operation within highway right of way is governed by the regulations and requirements of the Iowa Code, Chapter 321G.
- B. Snowmobile trails are not permitted on freeway right of way as per Iowa D.O.T. rules but trails established on the non-freeway right-of-way are permissible through a freeway interchange area as long as the trail is continuous through the interchange area and adjacent to the non-freeway public highway.
- C. Prior to establishing trails, building bridges or placing signs within the highway right of way, proposed trail routes shall be reviewed and shall have received approval from the County Engineer and Board of Supervisors.

V. PROCEDURES:

- A. Transverse crossing of the secondary road system and an established snowmobile trail shall be by mutual agreement between the sponsor and the County Engineer.
 - 1. To avoid a proliferation of crossings and signs, crossings should be kept at a minimum and at locations where consideration has been given to the overall safety of the highway user and the snowmobile operator.

2. When crossing locations have mutually been agreed upon, the Department will place W11-6B signs and W11-6C advance warning signs to identify the crossing location. Signs will be placed by the county with the cost of the signs to be paid, or signs supplied, by the petitioning snowmobile club. Delaware County will provide posts and labor for the installation.

B. Signing of established longitudinal trails shall be the responsibility of the sponsor.

1. Uniform trail signs are available to the sponsor from the Department of Natural Resources and should be the only signs allowed within the secondary highway right of way.

2. Signs may be placed to mark trails, identify hazards and establish operating controls. No signs are to be placed or attached to any official highway sign, delineator or object marker post. Signs and markers are to be placed independently on their own standard and should be placed near the right of way line except for the "Danger" sign which may be used to identify or mark an obstacle or hazard closely adjacent to the trail at the point of hazard. Signs should not be permitted within the established clear zone or within the roadway slope limits, whichever is greater; right of way width permitting.

C. Requests received to place temporary bridge structures on established trails within secondary highway right of way shall be handled as follows:

1. The sponsor shall be responsible for submitting to the County Engineer an appropriate design and supporting information for review.

a. Supporting information shall include location of stream, location of structure as to right of way line and etc., type of material used in constructing structure and a statement to the effect that the sponsor shall assume liability and maintenance responsibility for the structure.

b. If a structure is requested to be placed on the right of way to be located on the upstream side of the highway, the structure shall be tied with cables and anchored in such a manner as to not allow the structure to be carried onto the roadway or into the roadway drainage structure during periods of flooding.

The structure shall be placed as to not interfere with or cause a restriction to the natural drainage.

D. Requests received to operate a "Trail Groomer" on an established trail within secondary highway right of way shall be handled as follows:

1. The Trail Groomer shall be operated under the jurisdiction of the sponsor and shall meet the requirements of the Department of Natural Resources.

E. Authorization granted by the County for requests received as outlined in Section V-B, C & D shall be on Delaware County form for "Permit and Agreement to Perform Work Within Delaware County Right of Way".

1. The application shall be submitted by an authorized sponsor as defined below:

- a. Application shall be signed by the chairperson or chief executive officer of the applying sponsor.
 - b. If the alignment of the trail includes secondary highways located within the corporate limits of a city, an authorized city official shall be required to sign the application as concurring in approval.
2. A statement shall be added to the application as to a specific time period the application shall be in force.
- a. The intent is to have all temporary signs and temporary bridges removed from the right of way prior to the normal spring maintenance program. An example would be from November 1 to April 15.
 - b. The permit will be an annual process.
 - c. In no instance will bridges be allowed to remain within the right of way.
3. All applications submitted shall include the following hold harmless clause:
- a. The sponsor agrees to hold harmless Delaware County and the Delaware County Secondary Road Department and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of or in connection with anything having to do with the snowmobile route, including but not limited to, its establishment, construction, use, maintenance, signing, configuration or existence.

- F. Permit applications must be submitted not later than November 1 and are not effective until approved by the Board of Supervisors. No work within the right of way is to be done until the permit is approved.

APPROVED:

Bill Skinner, Chairman-Delaware County Board of Supervisors

Mark J. Nahra, Delaware County Engineer

Attachments: