

\$25 Fee _____
Insurance ___/___/___

IOWA COUNTY SECONDARY ROAD DEPARTMENT ENTRANCE AND DRIVEWAY PERMIT

Date of Application _____

I, _____, being the owner or agent for the owner, of a parcel of property, request permission to construct an entrance from my property to provide access with the adjacent County Road. The entrance is located as follows:

Township Name _____ Township # _____, Range # _____, Section# _____, Road Name _____

Please mark the center of the requested entrance with a flag or similar object so we can locate it.

In signing and accepting this Entrance Permit I agree to install and maintain the entrance according to County specifications. In the event a future road problem develops because of inadequate entrance maintenance, the County reserves the right to perform necessary maintenance and charge the cost to the property owner and/or applicant.

Signature of Applicant: _____ Date _____

Owner (Print) : _____

Mailing Address for Approved Permit: _____

Phone: (_____) _____ Time to Call _____

The applicant must make an appointment with the Engineer's Office at (319) 642-3721 during normal business hours to review the site.

Not conforming or acquiring a permit is a violation of section 319.14 2003 Code of Iowa. Permit is valid for one year from issuance.

For Engineer's Office Use Only

Check Type: Single Lot ___ Minor Subdivision ___ Major Subdivision ___ Commercial ___ Speed Limit _____

Field Inspection Date: _____ Inspected by: _____ Sight Distance: _____ ; _____

Existing Driveway Distances: requested side _____ ; _____ opposite side _____ ; _____

Dry Fill: _____ Diameter: _____ Pipe Length: _____ Condition of Existing _____

Comments: _____

Cost of Culvert: \$/ft _____ X _____ ft = _____ Installation Date: ___/___/___ By _____

Bands: \$/unit _____ X _____ Bands = _____ Final Inspection Date: ___/___/___ By _____

Delivery (\$50 optional) = _____ Delivered Date ___/___/___ By _____

Permit Fee (\$25) = _____ Application Approval By: _____ /___/___

Other _____ = _____

Amount & Date Billed: \$ _____ ___/___/___

The below statements are taken from the Iowa County Access Policy for Subdivisions, Driveways, and Field Entrances adopted June 8th 2012. Complete Policy is available upon request.

REASON FOR PERMIT:

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 to either the motorist entering the roadway or the motorist already on the roadway to react to avoid a collision.

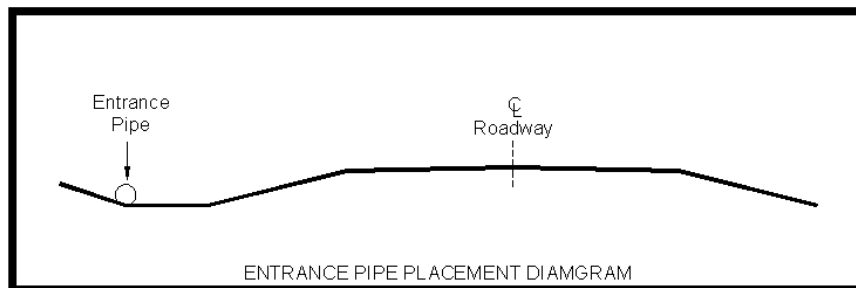
APPLICATION PROCESS:

Under the requirements of the Code of Iowa, Section 319.14, all persons desiring to do work within the right of way under the jurisdiction of Iowa County must obtain a permit before beginning any work. All landowners, or their agents, tenants or designees, who desire to change the location of an existing entrance or add additional field entrances or driveways, are required to obtain a permit from the County Engineer's Office prior to commencing construction. All additional entrances, including the drainage structure, grading and surfacing, shall be constructed at the applicant's expense in accordance with Iowa County specifications. 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.

GENERAL CONSTRUCTION REQUIREMENTS:

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

1. After the Entrance Permit application is made, the Iowa County Secondary Road Department will investigate the location and make a report as to the size and length of the culvert required, if any, and any unfavorable safety aspects of the location. A copy of the report will be mailed to the applicant and/or property owner. 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. A certificate of insurance is required before releasing permit; all contractors are required to list: Iowa County as an additional insured as the County's interest may appear.
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 water will 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 will occur and cause hole to develop in the entrance, which will trap water after rains and cause soft and/or muddy areas. Culverts must be at the toe of the backslope (see diagram).



5. Iowa County recommends that the entrance grade be no more than an 8 percent slope and does not allow entrances over 14 percent slope. The County prefers that entrances do not slope towards the roadway. If a driveway must slope towards the roadway it shall be shaped with a crown (2% cross slope minimum) and shall 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.
6. Driveways are to be constructed with proper entrance side slopes. Driveways along paved road sections with posted speed limits greater than 35 mph are to be constructed with 8:1 entrance side slopes tapered to 6:1 slopes over the driveway culvert, 10:1 slopes on dry fills. Entrances located along a paved roadway, in an area where the posted speed limit is below 35 mph are to have 4:1 side slopes over culverts and 6:1 slopes on dry fills.

Driveways along rock road sections are to be placed with a minimum of at a 3:1 entrance side slopes. The flatter slopes along paved road section are mandated to enhance highway safety in areas of higher speed and volumes of traffic.
7. The minimum top width for a driveway of field entrance will be 20 feet. The top width for subdivision streets will meet the requirements of the subdivision ordinance based on the type of road section selected by the developer. The maximum allowable top width for an entrance will be 60 feet except on Low Speed Roadways where it shall be a maximum of 35 feet unless shared with adjacent properties. Driveway width shall be measured at the location of the culvert.

8. **The Engineer's Office must be given two workings days' notice of construction to allow staff the opportunity to inspect construction practices as well as complete final inspection in a timely manner. The applicant and/or property owner will be notified of acceptance or any modifications that need to be made. If further work is required, it shall be completed within 30 days of notification. The Engineer's Office shall be re-notified after all work is completed, for a final 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. Entrances need not be surfaced with crushed rock unless the applicant and/or property owner desires. It is however, recommended by the County that a surface such as crushed rock be applied to entrances to help prevent excess dirt from being drug onto the roadways. Applicant and/or property owner will be responsible for placement of surface material onto entrance from the edge of the shoulder. "UNDER NO CIRCUMSTANCES WILL 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 (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 will NOT replace the paved surface.
11. The applicant is responsible for locating all utilities in the road right of way prior to construction. **Iowa One Call: (800) 292-8989**

Note: For accesses requiring culverts, corrugated metal or reinforced concrete 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 will be adequate section for the amount of fill above them. Culverts are sized by drainage area, 15 inch is the minimum diameter with a minimum length of 30 feet.

SITE DISTANCE REQUIREMENTS:

All driveways, field or business entrances and subdivision street intersections must meet the following specifications for sight distance and construction standards. Minimum Sight Distance Requirements:

| Road Speed Limit | Residential or building site | Commercial Property or Housing Subdivision |
|------------------|------------------------------|--|
| 25 mph | 150 feet | 250 feet |
| 30 mph | 200 feet | 305 feet |
| 35 mph | 250 feet | 360 feet |
| 40 mph | 325 feet | 425 feet |
| 45 mph | 400 feet | 495 feet |
| 50 mph | 475 feet | 570 feet |
| 55 mph | 550 feet | 645 feet |

Speed limit based on the posted speed limit established by the Iowa 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 intersections must be approved by the County Engineer's Office prior to the issuance of a building permit.

MINIMUM DISTANCE BETWEEN DRIVEWAYS AND INTERSECTIONS:

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

On paved roadways, driveways shall not be placed closer than 500 feet apart from centerline of driveway to centerline of driveway. On granular surfaced roadways, driveways shall not be placed closer than 300 feet apart from centerline of driveway to centerline of driveway. Deep ditches along paved roads may require additional 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.

In areas where the posted speed limit is below 35 mph and the driveway is located within a previously established urban area, entrances shall be one per lot per roadway, or require a spacing of half of the sight distance for that classification of driveway.

Centerlines of driveways shall be located within 10 feet of each other to be considered one intersection.