



IOWA COUNTY ACCESS POLICY FOR SUBDIVISION, DRIVEWAY AND FIELD ENTRANCES

The purpose of this policy is to establish Iowa County's rules for control of access to secondary roadways throughout the county. This policy is being developed to formalize Iowa 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 roadway access for persons entering upon secondary roads while providing safe roadway use for traffic already upon the roadway.

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. 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 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.

After applicants fills out the required information for obtaining a permit, the applicant will be asked to place a flag or other marker at the place at which the driveway is requested. The applicant shall then make an appointment with the Engineer's Office at (319) 642-3721 during normal business hours to review site. The Engineer's Office will review the site for adequate site distance and to size the required drainage structure, if one is necessary, under the drive. Following staff review, an approved permit will be sent to the applicant if the driveway and sight distance meet county standards. If the permit is denied due to lack of sight distance, the Engineer's Office will contact the applicant to discuss possible alternative sites and to notify the applicant of the reason for the denial. If the applicant currently has reasonable access to the property, Iowa 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.

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. Once the driveway is approved as meeting County requirements, Iowa County will accept all future maintenance of the drainage structure.

DRAINAGE STRUCTURES:

For accesses requiring culverts, corrugated metal or reinforced concrete may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48 inch. Culverts above 48 inch are to be 12 gauge. Concrete pipe will be of adequate section for the amount of fill above them. Culverts are sized by drainage area, 15 inch is minimum diameter and 30 feet is the minimum length.

All culvert extensions must be extended using the same culvert materials; metal to metal or concrete to concrete.

County residents with approved permits may pay for corrugated metal driveway culverts for use within the right of way at the Iowa County Engineer's Office at county cost. Culverts purchased from Iowa County must be paid for in full at the time it is obtained. If the applicant wishes to have the culvert delivered to the site, there is an additional \$50 charge for delivery. There is no charge for applicants to pick up their own culvert. The culvert remains the property of Iowa County and will be permanently maintained, after installation, by the county.

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 the culvert size, the apron may allow less culvert length to be used. Questions can be referred to the County Engineer's Office.

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

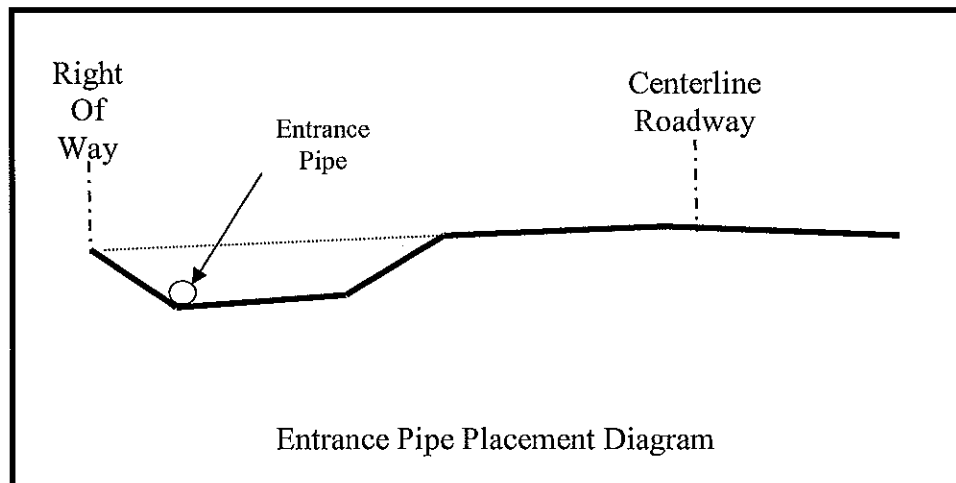
Speed limit based on the posted speed limit established by the Iowa County Board of Supervisors or by the Code of Iowa, Section 321.285 where the speed limit is not posted. Driveways and roads will not be approved unless they meet the minimum sight distance requirements of this section. Driveways, road accesses and intersections must be approved by the County Engineer's Office prior to the issuance of a construction permit.

The County does reserve the right to make exceptions in extraordinary circumstances to the sight distance requirements at the discretion of the 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 interest of the public. Public safety will not be compromised in such circumstances.

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 installers 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 side slopes. Driveways along paved road sections with posted speed limits greater than 35 mph are to be constructed with 8:1 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 3:1 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 working 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.

DRIVEWAY IMPROVEMENT REQUEST:

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 driveway will 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. Property owners wishing to change an existing field entrance or driveway shall make application for the alteration through the same process as a new entrance.
2. The county will 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 will be responsible for cost of additional culvert to meet the desired width. The driveway improvement work may be done by the county or property owner. The determination on who will do the work is at the discretion of the County Engineer based on the Engineer's estimate of the county crew work loads.
3. 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 follow the procedures outlined in Section 8 of the General Construction Requirements for inspection of the work. Upon acceptance of the work by the Engineer's Office, the driveway may be surfaced and may be considered complete.
4. After the work on the driveway covered by the improvement is completed, the county will take over all maintenance on the full, new width of the driveway.

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.

Subdivision lots served by an access road or street that is a platted part of the subdivision will 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 road 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 will maintain existing driveways according to the following policy:

1. The County will repair driveways as needed to maintain proper drainage of the roadway, proper side slopes, and proper top widths. The property owner, tenant or agent for the property owner will make a request for maintenance to the County Engineer's Office. The county will 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 will replace the driveway in equal width to the driveway in place.
2. Upon completing repairs to the driveway, the county will replace rock surfacing on the driveway, if rock surfacing is present. The county will not replace paved surfaces, either asphalt or concrete. Repairs to paved surfaces, if necessary, will be done by the landowner.
3. Surfacing driveways is the responsibility of the landowner. Property owners are prohibited from dragging county rock off of the roadway onto driveways. If the resident or owner removes rock from the roadway, the Engineer's Office will report the incident to the Sheriff's Office, and then the county patrol operator will remove the rock from the driveway and back onto the roadway.

ENFORCEMENT OF ACCESS POLICY

If an entrance is constructed or altered without the approval of the Engineer's Office or if the work is not completed in conformity with an approved permit, the department may notify the owner by certified mail of the violation and the need to restore the area to the standards which existed immediately prior to construction or alteration, or advise of the changes necessary to conform. If after 30 days the changes have not been made, the department may make the necessary changes and immediately send a statement of the cost to the property owner. If within 30 days after sending the statement the cost is not paid, the department may institute proceeding in the district court system to collect the cost.

911 ADDRESS APPROVAL:

The Engineer's Office will perform a sight investigation of any entrance that is requesting a 911 address. This investigation will determine if there is an existing entrance to the property or if a new entrance will be required. The investigation will then be sent to the Iowa County 911 Coordinator for integration with the County's 911 system.

If a new entrance is required, it shall meet the requirements of the Iowa County Access Policy. If there is an existing entrance, a report will be made on the sight distance at the entrance and

will be compared with the requirements of the Iowa County Access Policy. If an existing entrance does not meet the county's requirements, the County Engineer's Office will survey the site and recommend an entrance location that the driveway could be moved to and meet the Access Policy Requirements. The landowner will then have the option between the existing driveway or the recommended location.

The Iowa County 911 Coordinator reserves the right to name any entrance that is used to access three (3) or more properties.

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 Iowa County Board of Supervisors on

this 8th day of June, 2012.

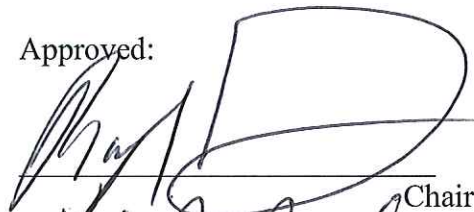
Recommended:


Iowa County Engineer

Attested:


Iowa County Auditor

Approved:


Chair




Dale L. Walter


Vicki Pope


Iowa County Board of Supervisors