

## **ENTRANCE & DRIVEWAY POLICY**

Be it resolved by the Board of Supervisors of Keokuk County, that effective this 24th day of February, 1997, the following policy shall apply to all entrances and driveways serving as access to a secondary road.

### **ENTRANCE/DRIVEWAY PERMIT APPLICATION & APPROVAL**

Section 319.14 of the Iowa Code requires that permits be acquired from Keokuk County prior to making physical alterations within county road right-of-way. A person or business desiring to install a new entrance shall file an application with the Keokuk County Highway Department, identifying the road and location where it is proposed. The County Engineer will review the proposed entrance site and application to determine if it will comply with location and construction requirements set forth in this policy. If the site satisfies all criteria, the County Engineer shall issue a permit and establish the culvert diameter and length. If the proposed entrance location fails to meet one or more location and/or construction requirements, the Engineer may reject the application, explaining the reasons for such action and advising what changes would be necessary to obtain approval.

### **ENTRANCE/LOCATION REQUIREMENTS**

**Sight Distance-** Entrances shall meet the minimum sight distance requirement set forth in attached Appendix "A" based upon road surface, functional classification and average vehicles per day (vpd). VPD shall be determined from the most recent IDOT Annual Average Daily Traffic map. Sight distance measurement shall be in accordance with AASHTO guidelines.

**Public Road Intersections and Drainage Structures-** Entrances must be offset at least 250 feet from intersecting roads on the same side on paved roads. The offset shall be at least 150 feet for all other roads. The offset distance shall be measured from center of entrance to center of intersection. Entrances must be located at least 100 feet from the ends of bridges, and 50 feet from the ends of culverts having a diameter or span over 60 inches.

**Minimum Separation between Entrances/Driveways-** Same side entrances along a road shall have sufficient separation so that there is a 15 foot separation between pipes. If the distance is less than 15 feet, the entrances shall be made into a single, shared entrance.

**Relocation-** The County may require that an entrance be relocated for any of the following reasons: a) to improve road safety, b) to eliminate road maintenance problems, and c) to facilitate reconstruction of the road. Costs of such relocation will be paid by the County.

### **ENTRANCE DESIGN & CONSTRUCTION REQUIREMENTS**

**Width, Crown, Alignment-** Entrances shall not be less than 24 feet nor more than 48 feet wide at the top. Entrances may be built 8 feet wider at the road shoulder line, tapering to the authorized width within 10 feet. Entrances shall be crowned to shed water into the road ditches. Entrances should intersect with public roads at a 90 degree angle and may not intersect at an angle less than 75 degrees.

**Foreslopes-** Entrance foreslopes, from edge of shoulder down to toe-of-slope, shall have slope ratios as specified in Appendix "A" based on road surface, functional classification, and average vehicles per day (vpd).

**Grading & Slopes-** An entrance sloping up to the road shall not be steeper than 5 percent within public right-of-way. Entrances descending toward the road shall not be steeper than 4 percent within the public right-of-way. If storm runoff follows a driveway towards a public road, the County may require that side ditches be excavated along the driveway to intercept the water and carry it down into the road ditch.

**Culverts & Drainage - Materials-** Unless an entrance is located at a point where the road ditch drains away from it in both directions, it shall have a culvert. Culverts shall be set as far from the road foreslope as possible. All culvert pipe shall be new corrugated steel culvert pipe or concrete culvert pipe meeting the specifications of IDOT Standard Specification 4141 & 4146, respectively. Pipe wall thickness shall be determined using the depth of cover tables in the IDOT Standard Road Plan RF-31 or RF-32. 2 2/3 x 1/2 corrugations may be used for pipe diameters up to 36". Pipe diameters greater than 42" shall have 3 x 1 corrugations.

**Diameter & Length-** The County Engineer shall determine the required diameter and length for each culvert based on the entrance width, road surface, functional classification, traffic volume, and drainage area. No culvert shall be less than 18" in diameter.

**Surfacing-** The applicant and/or property owner will be responsible for placement of rock on entrances from the shoulder edge to the right-of-way line. Keokuk County shall not be liable for any surfacing cost nor for damage to entrance surfacing caused by road operation and maintenance. Surfacing for special conditions will be considered such as school bus turn-arounds, or where surfacing of a drive is needed to protect the road. Surfacing for such situations will not extend beyond the right-of-way.

## **ENTRANCE INSTALLATION AND MAINTENANCE**

**New Entrances & Widening-** The applicant and/or property owner will be responsible for the material costs of new driveway/entrances and widening. The County shall install the entrance and bill the applicant/property owners for material expense.

**Entrance Repair & Maintenance-** The County will maintain and repair driveways/entrances installed prior to the effective date of this policy, along with approved driveways/entrances installed after said effective date. Improper and/or illegal entrances will not be maintained by the county. The county may require the removal of improper and/or illegal entrances. Property owners are responsible for any entrance surfacing.

**Work by County Approved Contractor-** Applicants/property owners may hire, at their own expense, a private contractor to install their entrance. Such contractors shall be approved by the County before engaging in said work.

**Requirements-** Prior to performing any entrance work, a contractor shall apply to the Keokuk County Highway Department and obtain written authorization. To be approved, contractors must: a) have adequate equipment for excavating, hauling, and compacting dirt, b) present evidence of satisfactory liability insurance, c) demonstrate knowledge of this policy's requirements, d) have personnel with grading excavating experience and e) have adequate work zone signs. Prior to receipt of authorization to build entrances, each contractor shall submit an

insurance certificate showing coverage at least equal to those required by IDOT Standard Specification 1107.02 and listing Keokuk County as an additional insured. Entrance contractors may not excavate materials from County right-of-way unless such action has been authorized in writing by the County Engineer.

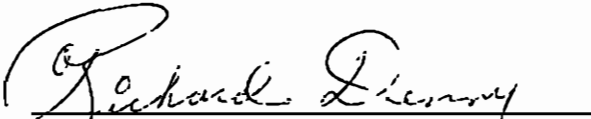
Inspection: After completing a new entrance, contractors shall notify the Keokuk County Highway Department ((515) 622-2610), who shall then inspect the work and either accept or reject it. If the work is rejected, the entrance may not be placed into service until the deficiencies have been corrected and reinspected.

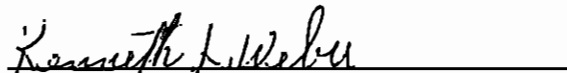
**PROPERTY OWNER ACTIVITIES**

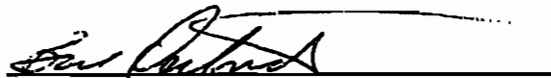
Property owners may perform maintenance and/or apply surfacing on their entrances with or without County approved contractors, except that they may not change the size of entrance, relocate it, nor fill in the County road ditches.

Fees: The County engineer shall, subject to approval by the Board of Supervisors establish permit, entrance installation, and inspection fees, chargeable to property holders.

**KEOKUK COUNTY BOARD OF SUPERVISORS**

  
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Vice-Chairman

  
Member

ATTEST:

  
Marilyn D. Wells, Keokuk County Auditor - Deputy