

Resolution 2024-7
APPANOOSE COUNTY
ENTRANCE AND DRIVEWAY POLICY

Be it resolved by the Board of Supervisors of Appanoose County that, effective this 20th day of February, 2024, the following policy shall apply to all entrances and driveways serving as access to a secondary road under the jurisdiction of Appanoose County. This resolution supersedes any previous resolution on the same subject.

PURPOSE:

This policy is to establish Appanoose County's regulations for access to a secondary road under the jurisdiction of Appanoose County. The policy establishes requirements for the location and establishment of driveways, field entrances, and subdivision streets requested by property owners. It is designed to assure that adequate standards are maintained to allow safe access for persons entering upon secondary roads and providing safe highway use for the traveling public.

APPLICATION TO COUNTY ENGINEER:

Section 319.14 of the Code of Iowa requires that all persons shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without obtaining a permit from the highway authority having jurisdiction of the public road or highway.

All landowners, or their agents, tenants, or designees, who desire a new entrance, additional entrances, or to modify existing entrances, are required to obtain a permit for installation from the County Engineer prior to installation. Permits are available per the adopted fee schedule for Secondary Roads, established by the Board of Supervisors.

Permit applications shall identify the road and locations where the work is proposed. The County Engineer will review the proposed location and applications to determine if it will comply with the location and construction requirements set forth by 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 location fails to meet all of the requirements, the Engineer may reject the applications, explaining the reasons for such action and advising what changes would be necessary to obtain approval.

RESPONSIBILITY OF WORK AND COSTS:

The property owner or tenant is responsible for the construction of all new entrances or modifications to existing entrances. This includes all materials and labor involved in the installation. All construction work shall conform to the requirements set by this policy. The property owner may purchase a corrugated metal pipe from Appanoose County, if available, for cost plus 10%. No deliveries of pipe will be made unless related County work is being performed at the same location.

FINAL APPROVAL OF ENTRANCE:

After completion of a new entrance or modification of an existing entrance, the applicant shall notify the County Engineer, who shall inspect the entrance for conformance to this policy. The entrance will either be accepted or rejected. If the work is rejected, the applicant will be notified of the deficient work. All corrections must be completed before the entrance is put into use.

NONCONFORMING ENTRANCES:

Any nonconforming entrance built after the effective date (June 16, 2008) of the original Entrance and Driveway Policy Resolution, or this revised version of the resolution, may be removed by Appanoose County and the cost billed to the owner or party responsible for installing the entrance. Verbal notice shall be attempted by the County of impending removal, but is not required regarding non-approved driveways.

FUTURE MAINTENANCE:

Entrance culverts previously approved by the County Engineer (metal or concrete) will not be maintained by the Appanoose County Road Department. The County will replace removed driveway fill from ditch maintenance operations and/or re-lay pipes in acceptable condition. Entrance surfacing (Asphalt, Concrete, or Aggregate) placement will be the responsibility of the property owner. Secondary Roads Department will use due care to salvage and reuse existing culverts encountered during routine maintenance, but the property owner will be responsible for replacing any culvert deemed by the County as substandard. The County will not replace culverts damaged by routine maintenance operations, mowing, rusting, improper installation, normal aging, fire, heat, etc.

ROADWAY CONSTRUCTION:

Any entrances removed for road construction will be replaced by the county at no cost to the owner. Existing entrance surfacing removed for construction will also be replaced by the county at no expense to the owner. At the request of the owner and with proper location approval, the County may construct additional entrances at the time of roadway construction with the owner responsible only for the cost of the culvert pipe and additional surfacing.

LOCATION REQUIREMENTS:

All driveways, field or business entrances, and subdivision street intersections must meet minimum sight and stopping distance requirements:

1. 400' on gravel roads measured from the centerline of the entrance in each direction,
2. Spacing on pavements measured from the centerline of the entrance in each direction per Chapter 51 of current Statewide Urban Design and Specifications Design Manual (SUDAS).

The County reserves 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 public safety will not be compromised.

Entrances will not be allowed within 100 feet from the end of a bridge and/or any guardrail installation

Entrances on a paved road will not be allowed within 250 feet from any intersecting road centerline. Spacing and locations per SUDAS.

Entrances on a gravel road will not be allowed within 100 feet from any intersecting road centerline.

CULVERT PIPE REQUIREMENTS:

If the location is approved, the County Engineer will determine if a culvert pipe is required, the size of the opening required, and the length of culvert pipe required. The required diameter and length for each culvert shall be based on the drainage area, entrance top width, entrance use, ditch depth, Annual Average Daily Traffic (AADT) and type of road surface being entered.

All Culvert pipes shall be approved by the County Engineer. Used culverts showing rust or having holes will not be approved. New culvert pipe shall meet IDOT standards for entrance pipe and shall be a minimum of 15" diameter. The following new pipes are approved:

1. Corrugated metal pipe – 15" to 48" diameter (16 gauge), greater than 48" diameter (12 gauge)
2. Tied reinforced concrete pipe (2000D Class or better – no rejects)
3. PVC Pipe (Double-walled required) (Note: Plastic pipes are susceptible to damage from construction, maintenance, or fire. County will neither replace nor be responsible for damage to PVC pipe.)

CONSTRUCTION REQUIREMENTS:

Entrance Installation shall be according to IDOT & SUDAS specifications.

Permittee shall provide a certificate of insurance of a minimum of \$1,000,000 for the work being done, (naming the County as an additional insured on the Permittee's policy), to the County Engineer before the permit can be processed.

Minimum top width for a driveway or field entrance shall be 20 feet. Maximum top width shall be 40-feet unless a waiver stated on permit.

Sideslopes for entrances on rock roads shall be 3:1 minimum or a 6:1 minimum if no culvert is required, and sideslopes for entrances on paved roads shall be 8:1 minimum or as shown in SUDAS Chapter 5 I.

Entrances and all county rights-of-way shall be free of obstructions, including break-away mail box posts, no retaining walls, and landscaping that does not obstruct vision or safe passage.

Entrances shall slope away from the road shoulder and shall be shaped to prevent water from the property draining onto the roadway.

Entrance shall be compacted by tamping or rolling.

No filling will be permitted in the right-of-way other than what is necessary to construct the proposed entrance.

No excavations will be made within the limits of the traveled portion of the roadway.

The construction, future repair, or maintenance of entrances shall be carried on in such a way as to not interfere with or interrupt traffic on the County road.

Private property may not be used to encumber the County right-of-way, or interfere with safety, comfort, and the use of County roadway users.

The permittee shall leave the road and the County right-of-way in as good condition as it was prior to construction.

Re-seeding of disturbed areas shall be with a seed mix approved by the IRVM Director or the County Engineer.

Passed and adopted this 90th day of Feb, 2024.


Board of Supervisors, Chairperson


Board of Supervisors, Member


Board of Supervisors, Member

Attest:

County Auditor