

KEOKUK COUNTY ACCESS POLICY FOR ENTRANCES/ DRIVEWAYS TO THE SECONDARY ROAD SYSTEM

Be it resolved by the Board of Supervisors of Keokuk County, that effective this 17 day of October, 2016, the following policy shall apply to all entrances and driveways serving as access to the secondary road under the jurisdiction of Keokuk County.

PERMIT APPLICATION & APPROVAL

The Code of Iowa, Section 319.14, states that a person 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. It shall be Keokuk County's policy that all landowners, or their agents, tenants or designees, who desire a proposed new entrance/driveway or to modify an existing entrance/driveway to the secondary road system in Keokuk County, are required to obtain a permit before beginning any work. A permit application fee of \$100 per location will be paid to the Keokuk County Highway Department by the applicant for any proposed new entrance/driveway or existing entrance/driveway modification. Permit application fees are collected to help cover the expense of the entrance/driveway application process. Permit application fees are non-refundable. The application form shall be completely filled out by the applicant. After an application has been submitted, Keokuk County Highway Department staff will review the entrance/driveway location to determine if it will comply with location and construction requirements set forth in this policy. If the location satisfies all criteria, the County Highway Department may issue a permit and establish the culvert diameter and length if a culvert is necessary. If the entrance/driveway location fails to meet one or more location and/or construction requirements, the application may be rejected. Keokuk County Highway Department staff may provide an explanation of the reasons for such action and may provide recommendations to what changes may be necessary to obtain approval. Permits shall expire six months from date of issuance.

LOCATION REQUIREMENTS

Sight Distance: Minimum sight distances at all entrances/driveways shall be 550 feet where possible and practical. Sight distance measurement shall be in accordance with AASHTO guidelines.

Minimum Separation from Public Road Intersections, adjacent Entrances/Driveways and Drainage Structures: Entrances/driveways must be offset at least 100 feet from intersecting roads. The offset distance shall be measured from center of entrance/driveway to center of intersection. Same side entrances/driveways along a road shall have sufficient separation so that there is 100 feet of separation from the end of entrance/driveway culvert to end of entrance/driveway culvert or from toe-of-slope to toe-of-slope in the case of dry fill locations. Entrances/driveways must be located at least 100 feet from the ends of bridges and culverts having a diameter or span over 48 inches. Entrances/driveways may be placed at T intersections but must be perpendicular to cross traffic and directly across from the lower leg of the T intersection. Entrances/driveways located at T intersections must meet all criteria listed in this policy.

Relocation/Removal: The County may require that an entrance/driveway be removed and/or relocated for any of the following reasons including, but not limited to: a) to improve road safety b) to eliminate road maintenance and drainage issues, and c) to facilitate rehabilitation, reconstruction and/or resurfacing of the road. The relocation and/or removal will be conducted by and at the expense of the

landowner through a permit to work within the county right-of-way. Failure of the landowner to remove or relocate an entrance/driveway may be subject to provisions under Section 319.14 of the Code of Iowa. Additionally, it shall be Keokuk County's policy to include the expense of labor and equipment, including time lost, to remove or relocate entrances/driveways.

DESIGN & CONSTRUCTION REQUIREMENTS

Width and Alignment: Entrances/driveways shall not be less than 24 feet nor more than 48 feet wide at the top measured along the centerline of the ditch. Entrances/driveways may be built 10 feet wider at the road shoulder line on each side of the entrance, tapering to the authorized width within 10 feet. Entrances/driveways should intersect with public roads at a 90 degree angle and may not intersect at an angle less than 75 degrees.

Fore slopes: Entrance/driveway fore slopes, from edge of shoulder down to toe-of-slopes, shall have horizontal to vertical slope ratios of 8:1 on paved roads and 3:1 on Class A rock roads or Class B minimum maintenance roads.

Grading & Slopes: Entrance/driveways shall not be steeper than 5% longitudinally within public right-of-way. The entrance/driveway shall be shaped with a 4% crown minimum and must not allow water from the property to drain onto the roadway. This may require ditches on both sides and parallel to the entrance from the property to drain to the road ditch.

Drainage Structures: For entrances/driveways requiring culverts, solid steel, corrugated metal, reinforced concrete pipe, dual wall plastic pipe or solid wall PVC pipe may be utilized unless specifically restricted or authorized by the County Engineer. Minimum pipe size shall be 15 inches. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48 inches. Culverts 48 inches in diameter and larger be 12 gauge. Concrete pipe shall be of adequate section for the amount of fill above them. Plastic pipe shall meet AASHTO M 294 dual wall requirements. Solid wall PVC pipe shall be SDR 35 or better. Applicants, at their option, may install aprons at the end of the culverts or cut the end of the culvert for the placement of a step bevel. All culverts shall be installed per manufacturer's recommendations and/or specifications. Keokuk County Highway Department personnel will determine the size and length for each culvert required based on the entrance/driveway width and fore slope requirements.

Surfacing: The landowner, or their agents, tenants or designees shall be responsible for placement and maintenance of surfacing on entrances/driveways from the shoulder edge to the right-of-way line. Entrances/driveways need not be surfaced with rock unless the applicant desires. Under no circumstances shall rock be removed from County Roads. Higher type surfacing such as concrete, asphalt, sealcoat, etc. may be allowed on paved route entrances/driveways. Higher type surfacing will not be allowed within the right-of-way on Class A rock roads or Class B minimum maintenance roads. Keokuk County shall not be liable for any surfacing cost nor for damage to entrance/driveway surfacing caused by road operation, maintenance, resurfacing or reconstruction.

INSTALLATION, MODIFICATION, AND MAINTENANCE

Requirements: The applicant will be responsible for all costs, including but not limited to labor, materials and equipment for the construction of new entrances/driveways and/or the modification of an existing entrance/driveway. Fill material placed shall be free of debris, deleterious or foreign material (i.e. concrete, bricks, roots, rubbish, etc.). The availability of fill material as a result of County ditch

maintenance or other construction/maintenance projects may be subject to the County Ditch Cleaning/Maintenance Policy. Prior to performing any entrance/driveway work, the landowner or their contractor must: 1) 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 3) have adequate work zone signs (traffic control devices). Traffic control devices shall conform to the latest Manual on Uniform Traffic Control Devices. Roads shall remain open to traffic during the construction of any entrance/driveway. Work areas shall be maintained and kept in a workmanlike manner. The placement of fill material will not be permitted in the right-of-way unless specifically authorized. Excavations will not be permitted in the right-of-way other than necessary as deemed by the County Engineer to construct the proposed entrance. The permittee shall leave the road and the road right-of-way in as good a condition as it was prior to construction. Prior to receipt of authorization to build entrances/driveways, each landowner or contractor shall submit an insurance certificate shown coverage at least equal to those required by Iowa Department of Transportation Standard Specification 1107.02 and listing Keokuk County as an additional insured. Landowners/contractors may not excavate materials from County right-of-way unless such action has been authorized in writing by the County Engineer. Landowners/contractors are responsible for obtaining any and all permits in addition to this permit prior to beginning any work. Landowners/contractors are responsible for locating any and all utilities prior to excavation.

Repair & Maintenance: The landowner will be responsible for the maintenance, repair and/or the replacement of entrances/driveways, including but not limited to entrance bridges, installed prior to the effective date of this policy, along with approved entrances/driveways installed after the effective date of this policy. Maintenance, repair and/or replacement work of permitted entrances/driveways shall be completed through a separate permit to work within the County right-of-way. Maintenance, repair and/or replacement work on unpermitted entrances/driveways shall not be completed until an Entrance/Driveway permit is obtained. Failure of the landowner to maintain an entrance/driveway as determined by the County Engineer, or his/her designated personnel, may be subject to provisions under Section 319.14 of the Code of Iowa. Additionally, it shall be Keokuk County's policy to include the expense of labor, material and equipment, including time lost, to maintain and/or repair entrances/driveways.

Removal: Entrances/driveways that are not utilized or are not in service may be removed by the County as availability allows. This work may be completed at no cost to the landowner.

Inspection: After permitted work has been completed, the applicant shall notify the Keokuk County Highway Department, 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 the entrance has been reinspected and accepted by the County Highway Department.

EXCEPTIONS/DEVIATIONS/VARIANCES: The County reserves the right to make exceptions in extraordinary circumstances to any and all of the provisions in this policy. Exceptions, deviations, and variances to the provisions of this policy will only be allowed with the written consent of the County Engineer.


REPEALER: All ordinances and resolutions, or parts thereof, in conflict herewith are 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.

Keokuk County Board of Supervisors


Chairman


Vice-Chairman


Member

ATTEST:


Keokuk County Auditor