

## **Tile Crossing Policy Keokuk County, Iowa**

### **Statement of Policy**

It shall be the policy of Keokuk County to permit field tile crossings within the county right-of-way, pursuant to the provisions of Chapter 318.8 of the Code of Iowa.

### **Permitting Process and Procedures**

All persons desiring to construct field tile crossings within the county right-of-way shall apply for a tile crossing permit. Tile crossing permit forms will be available from the Keokuk County Highway Department office. Applicants are required to provide all information requested on the permit form and return it to the Keokuk County Highway Department office. Said permit application shall be accompanied by a \$25.00 fee.

Verification by NCRS staff is required on the permit. The verification will note the recommended pipe size and determination of whether the tile crossing is part of an overall drainage improvement project in which the local NCRS office has been involved in the coordination and design.

The County Engineer will review the proposed field tile crossing 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. If the proposed field tile crossing 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.

The following types of tile crossings are not covered under this policy:

1. Septic tank, sanitary sewer, and/or basement drain tile.
2. Tile crossings for convenience or for the purpose of closing a ditch.

### **Location Requirements**

All proposed tile crossings must be flagged at the right-of-way line on each side of the road. A location map with sufficient detail and showing the crossing location shall be attached to the permit form.

Keokuk County maintains GPS monumentation on a 3 mile grid within the county right-of-way. Applicants shall not disturb or damage said monuments.

Drainage tile and terrace tile which outlet in county roadside ditches shall be close to a crossroad drainage structure. The outlet, however, is not to be placed inside small pipe culverts. This practice reduces the opening of the crossroad drainage structure. Tile outlets may be placed on the concrete aprons of box culverts.

## **Construction Requirements**

Insurance requirements – Anyone installing tile within the public right-of-way shall file with the Keokuk County Highway Department office a certificate of insurance meeting or exceeding the following requirements prior to any work being performed within the right-of-way. Said certificate shall list Keokuk County as an additional insured party.

### **General Liability**

(Including independent contractors contractual liability, products, and completed operations)

BODILY INJURY - \$1,000,000 each occurrence  
\$1,000,000 aggregate

PROPERTY DAMAGE - \$250,000 each occurrence  
\$250,000 aggregate

Material – Keokuk County will determine the right-of-way width and provide the necessary Schedule 40 PVC pipe or equivalent within the county right-of-way. The diameter of the crossing shall be no less than one size larger than the connecting tile. All connection materials from the ends of the county furnished crossing materials and the right-of-way line shall be furnished by the landowner/contractor.

Materials furnished by Keokuk County will be available for pickup at the Keokuk County east yard facility located at 1301 East Jackson Street (State Highway 92), Sigourney, IA 52591. Landowners/contractors are to contact the County Shop facility ((641) 622-3390) to arrange pickup of materials.

If a contractor chooses to furnish material within the county right-of-way, it must be pre-approved and meet all minimum county specifications and requirements. However, the County will not reimburse the contractor for said materials.

Construction - The applicant is responsible for following all regulations pertaining to excavations, including contacting Iowa One Call at (800) 292-8989. The contractor shall notify the Keokuk County Highway Department ((641) 622-2610) at least 24 hours prior to beginning work. Keokuk County shall be held harmless of any damages resulting from the applicant's operations.

The county will not construct the road crossing or hire the contractor. Exceptions to this policy will be drainage and/or ditch problems which affect the integrity of the secondary road system. Said issues will be up to the discretion of the County Engineer.

Adequate warning signs shall be installed to warn the public of the road closure and danger ahead. If the contractor does not have appropriate warning signs, they may be borrowed from the Keokuk County Highway Department. The contractor must pick up the signs and return them to the Keokuk County shop in Sigourney, Iowa.

All tile crossings under hard surface roads shall be bored.

The contractor shall construct, backfill, compact, and restore the roadway to its original condition. Under no circumstances will a trench for a tile crossing be left open overnight. No retention basins can be constructed within the county right-of-way.

The contractor shall notify the Keokuk County Highway Department immediately upon completion of the crossing.

Post-Construction

The County Engineer will review the completed field tile crossing site and application to determine compliance with the issued permit. If the site satisfies all permit conditions, the County Engineer shall approve the complete work. If the completed field tile crossing fails to meet one or more permit requirements, the Engineer shall advise what changes are necessary to obtain approval. The County Engineer may take any or all of the following actions for non-compliance with any provisions or terms of the permit:

1. Suspension of the contractor's and applicant's eligibility to do other work in the county right-of-way until corrective work is performed.
2. Revoke the permit.
3. Remove the non-compliant construction or maintenance work, restore the area to its previous condition, and assess the removal and restoration costs against the applicant and contractor.


Maintenance

Maintenance of the tile crossing shall be the responsibility of the landowner. If the tile crossing involves more than one landowner, they are responsible for developing their own agreements.


Approved: March 1, 2010

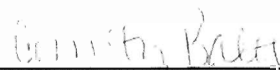
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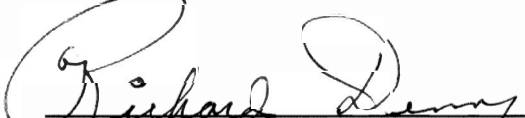
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