

Work in County Right of Way Policy Keokuk County, Iowa

Statement of Policy

It shall be the policy of Keokuk County to permit work within the county right-of-way, pursuant to the provisions of Chapter 318.8 of the Code of Iowa. The work shall meet the requirements of county, state, federal, and any other applicable laws and/or regulations.

Permitting Process and Procedures

All persons desiring to perform work within the county right-of-way not covered under other county policies shall apply for a work in county right-of-way permit. 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.

The County Engineer will review the proposed work location 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 work 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.

Location Requirements

Work limits must be clearly marked and/or flagged prior to permit review. A location map with sufficient detail and showing the work 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.

The proposed work shall **NOT**:

- Create a hazard for errant vehicles from the roadway within ANY portion of the right-of-way
- Hinder drainage in the roadway's ditch, culvert, and tile systems
- Reduce snow storage available or cause additional (or more severe) drifting
- Block visibility of signs, intersections, etc.

Construction Requirements

Insurance requirements – Anyone performing work 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

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. The applicant shall indemnify and hold harmless Keokuk County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all liability resulting from the applicant's operations under this permit.

The applicant shall take all reasonable precautions during the construction and maintenance of said work to protect and safeguard the lives and property of the traveling public and adjacent property owners. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways. If the contractor does not have appropriate warning signs, they may be borrowed from the Keokuk County Highway Department (if available). The contractor must pick up the signs and return them to the Keokuk County shop in Sigourney, Iowa.

The contractor shall construct, backfill, compact, and restore disturbed areas within the county right-of-way to their original condition. 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 work.

Post-Construction

The County Engineer will review the completed work 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 work 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


The applicant shall be responsible for any damage resulting to said roadway due to the construction, operation, or maintenance of said work/installation, and shall reimburse Keokuk County for any expense the County may have to make on said roadway due to construction, operation, or maintenance of said work/installation.

Keokuk County assumes no responsibility for damages to the applicant's property occasioned by any construction or maintenance operations on said roadway.

The applicant shall be fully responsible for any future adjustments of its work/installation within the county right-of-way caused by highway construction or maintenance operations.

Approved: April 14, 2010

RECOMMENDED:



Christy VanBuskirk, P.E.
Keokuk County Engineer



Christy Bates
Keokuk County Auditor


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WorkInCountyRightOfWayPermit