

**CLINTON COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURES
FOR
PROPERTY ENTRANCES
ON
CLINTON COUNTY SECONDARY ROAD SYSTEM**

GENERAL: It is the policy of Clinton County that all property entrances require a permit issued by the Secondary Road Department. This includes all new installations and any modifications or revisions to existing entrances.

PROCEDURES: Any property owner desiring a new entrance or anyone desiring modifications to an existing entrance shall make application for a permit from the Secondary Road Department (SRD) on a Clinton County entrance permit form. A permit fee of \$100.00 will be paid by the applicant to the Secondary Road Department for all permit applications including entrance modifications, before a permit will be approved. The application form shall be completely filled out by the applicant as required. The applicant shall physically stake out the location or make arrangements to meet SRD personnel to determine the following:

1. Adequate sight distance
2. Entrance culvert size and length requirements.
3. Any ditching required by the SRD prior to installation.
4. Entrance dimensions.
5. Any special requirements.

Upon review by the SRD of the permit application, SRD personnel will stipulate the specific entrance requirements and process the permit form. The permit will then be issued on the basis of compliance with the noted requirements and signed by the county maintenance superintendent or designated representative. The SRD crews may complete the work to install and or modify entrances as their schedule allows. Property owners will be responsible to pay for all costs associated with the installations and/or modifications.

Property owners may employ a private contractor at their own expense to construct the entrance or construct the entrance themselves. Property owners and contractors working in Clinton County Right-of-Way (ROW) must submit a certificate of insurance to the Clinton County SRD naming the Clinton County SRD as an additional insured before starting work. An entrance permit must be submitted, approved and permit fee paid prior to beginning work. The entrance will be inspected during and after construction and must be constructed in accordance with SRD requirements and the approved permit. If the entrance is not constructed according to SRD requirements, the entrance shall be removed and replaced at the owner's expense. The property owner's contractor shall be responsible for all necessary traffic control and utility location coordination. **A Work in ROW permit must also be obtained from the SRD prior to beginning any work.**

STANDARDS AND REQUIREMENTS: Generally all residential and commercial dwellings will be entitled to one entrance with the size and type to be determined by the SRD criteria contained herein. The desired location of all entrances will be approved, disapproved, or modified based on traffic safety and sight distances. Normally entrance culverts will be required and will be minimum 18-inch diameter new corrugated metal pipe, meeting Iowa Department of Transportation standard specifications for corrugated metal pipe. Larger sizes may be required based on flow requirements and will be determined during SRD field reviews. Property owner shall pay for all pipe and bands prior to SRD crews installing the pipe.

The top width of an entrance (measured along the centerline of the pipe or center of the ditch) shall be from 20 foot minimum width to 50 foot maximum width. All residential entrances shall be constructed with a 15 foot radius to accommodate the turning of vehicles using the entrance with a minimum of traffic interference. Entrances that will accommodate large trucks such as large grain storage sites, commercial businesses and animal confinements will be allowed a 70 foot wide maximum width and a 45 foot radius to be constructed. Land usage as determined by the SRD shall determine the entrance width and radius allowed. The applicant should inform the SRD of the intended usage of the entrance so allowances can be made to accommodate special vehicles where necessary.

The length of the culvert required will be determined based on the top width of the entrance, the entrance radius requirements and the fill slope. The fill slopes on paved roads shall be 8:1. On all other roads, the fill slope will be 2:1 or a milder slope whenever possible. Culvert apron end sections may be required where advantageous to facilitate slope requirements or flow problems. Headwalls constructed of concrete, masonry, railroad ties or other such material will not be allowed for traffic safety reasons.

The entrance should slope away from the edge of the road to the entrance culvert location to allow water to run off the roadway surface and shoulders. Entrances with grades in excess of 7% will not normally be allowed. This is particularly important in entrances with ascending grades that would cause water to run out into the roadway.

Entrance spacing shall be as great as possible and in no cases will entrances be closer than 50 feet from adjacent entrances or 75 feet from an intersecting road, subject to Clinton County zoning ordinances. Minimum sight distances at all entrances on county roads shall be 550 feet where possible and practical. In no case will the sight distances be less than (10) ten times the speed limit on the county road. All modifications to existing entrances and relocations of existing entrances will require a permit. Only one entrance per 40 acres will be allowed for farm property. Entrances shall be installed perpendicular to the roadway.

The county may provide rock surfacing on entrances that are the main access to residences and on entrances to a paved road.

Once an entrance is installed in accordance with this policy, it will become the responsibility of the property owner to maintain the entrance and the portion of the entrance within the right of way to the SRD's standards. All asphalt and concrete entrance surfaces shall be kept in good repair by the property owner. During the construction or reconstruction of any

county road all existing entrances disturbed by construction will be repaired at the expense of SRD.

Repair and/or replacement of all existing entrances (including bridges) that have failed will be the responsibility of the property owner. Any drainage problems and/or maintenance issues regarding entrances, either new or existing, will be handled at the discretion of the SRD in a manner consistent with this policy and other county policies at the expense of the property owner.

Entrances for property owners will not be constructed or moved by the SRD that encroaches onto adjacent private property within the SRD roadway easement. A written agreement signed by both adjacent property owners must be submitted to the Engineer's Office stating permission has been granted to construct or move a driveway for a property owner onto an adjacent property owner's land within the roadway easement before the SRD will approve a permit to construct the entrance.

Removal of existing entrances will require an entrance permit; however the permit fee will be waived. Seeding of disturbed areas will be required and will be at the property owner's expense. Clinton County will not be responsible to provide fill material for entrance construction. Contractors may excavate material from roadway ditches but they must obtain a work in ROW permit and the ditch cleaning location must be approved prior to beginning any work. All ditch cleaning completed by contractors shall be in accordance with the Clinton County Ditch Cleaning Policy.

APPROVED BY THE CLINTON COUNTY BOARD OF SUPERVISORS



5-14-12

Chairperson, Board of Supervisors

Date

RESOLUTION #2012 -115

May 14, 2012

WHEREAS, pursuant to Code of Iowa Section 309.67, the Board of Supervisors of Clinton County, Iowa, is charged with the duty of establishing policies and providing adequate funds to properly maintain the Secondary Road System, and

WHEREAS, it is necessary to make certain changes in current policies and establish new policies, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the following policy is revised as an approved Secondary Road Department Policy and Procedure starting May 14, 2012:

1. Installation of Property Entrances on Clinton County Secondary Roads


Roll Call:

Staszewski: yes

Davisson: yes

Schmidt: yes

ATTEST:



Eric Van Lancker
County Auditor
County of Clinton
State of Iowa



Chairperson
Clinton County Board of Supervisors