

MAHASKA COUNTY SECONDARY ROADS DEPARTMENT

Phone: (641)672-2897

2074 Old Hwy 163

FAX: (641)672-1385

Oskaloosa, IA 52577

Entrance/Driveway Permit

Application to Construct Entrance from Private Property to County Secondary Road

(\$25.00 Non-refundable Permit Application Fee, Permit Expires 6 Months from Date of Issuance)

Permit Number _____

Applicant Name: _____ Phone # (home): _____
(work/cell): _____
Address: _____
City/State/Zip: _____

Top width Requested (min. 24', max. 48'): _____

Check one: New Modify existing

Approximate existing top width if modifying existing entrance: _____

Location of Entrance: Section _____ of _____ Township

Entrance Street Name and Address: _____

Side of Road: (circle) North South East West

Landowner Name (if different from applicant): _____

(Mark proposed location with flag/stake; new entrance/driveway at approx. centerline)

In signing and accepting this Entrance/Driveway Permit Application, I agree to install and maintain the entrance/driveway according to the Mahaska County Access Policy for Entrance/Driveways to the Secondary Road System.

Signature of Applicant

Date

Signature of Landowner (if different from Applicant)

Date

Please enclose the \$25.00 Fee and certificate of liability insurance listing Mahaska County as an additional insured to:

Mahaska County Secondary Roads
2074 Old Hwy 163
Oskaloosa, IA 52577

Make check payable to:

Mahaska County Treasurer

For Office Use Only:

Date received: _____ \$25.00 App. Fee paid: _____ Flag/Stake _____ Insurance _____

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

Be it resolved by the Board of Supervisors of Mahaska County, that effective this 4th day of May 2020, the following policy shall apply to all entrances and driveways serving as access to the secondary road under the jurisdiction of Mahaska 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 Mahaska 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 Mahaska County, are required to obtain a permit before beginning any work. A permit application fee of \$25 per location will be paid to the Mahaska 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, Mahaska 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. Mahaska 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: Required stopping sight distance values shall be taken from the Instructional Memorandums To Local Public Agencies, I.M. No. 3.210, Design Aids for Rural Collectors and Design Aids for Rural Local Roads, dated April 24, 2018.

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 Mahaska 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.

Foreslopes: Required foreslope values shall be taken from the Instructional Memorandums To Local Public Agencies, I.M. No. 3.210, Design Aids for Rural Collectors and Design Aids for Rural Local Roads, dated April 24, 2018.

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. Minimum cover from the top of the pipe to the surface of the driveway shall be per the manufacturer's recommendations but shall be no less than twelve inches. Mahaska 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. Mahaska 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 Mahaska 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 Mahaska County's policy to include the expense of labor, material and equipment, including time lost, to maintain and/or repair entrances/driveways. Mahaska County may, at their discretion, coordinate the repair of entrances/driveways concurrently with previously scheduled road and ditch maintenance work. Expense for such repair will be agreed upon by the County Engineer, or his/her designee, and the landowner, agent, tenant, or designee prior to completion of any work. This may include, but is not limited to landowner, agent, tenant, or designee participation in the expense of culvert material, delivery and placement.

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 Mahaska 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 re-inspected 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.

Mahaska County Board of Supervisors


Chairman


Vice-Chairman

Member

ATTEST:


Mahaska County Auditor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ See Iowa DOT
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ Standard BODILY INJURY (Per person) \$ Specification BODILY INJURY (Per accident) \$ 1107.2 for minimum PROPERTY DAMAGE (Per accident) \$ coverage requirements
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Contractors Equipment						Blanket Equipment

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured as respects to liability assumed under permit held by the insured.

CERTIFICATE HOLDER**CANCELLATION**

Mahaska County Secondary Roads Department

2074 Old Hwy 163

Oskaloosa, IA 52577

USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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