

\$25 Fee

**IOWA COUNTY SECONDARY ROAD DEPARTMENT
ENTRANCE AND DRIVEWAY PERMIT**

I, _____, being the owner or agent for the owner, of a parcel of property, request permission to construct an entrance from my property to provide access with the adjacent County Road. The entrance is located as follows:

Township_____, Range_____, Section_____, Road Name_____

Civil Township_____

Place a stake with a colored ribbon or tie in fence at the center of the proposed entrance so we can locate it.

Date of Application_____

In signing and accepting this Entrance Permit I agree to install and maintain the entrance according to County specifications. In the event a future road problem develops because of inadequate entrance maintenance, the County reserves the right to perform necessary maintenance and charge the cost to the property owner and/or applicant.

Signature of Applicant: _____

Owner: _____

Mailing Address for Approved Permit: _____

Phone: (_____) _____ Time to Call _____

**The applicant must make an appointment with the Engineer's Office at
(319) 642-3721 during normal business hours to review the site.**

Check Type: Residential___ Field Entrance___ Commercial___ Subdivision ___

Field Inspection Date: _____ Inspected by: _____ Sight Distance: _____

Diameter:_____ Pipe Length: _____ Dry Fill: _____

Cost of Culvert: \$_____ Band(s) \$_____ Delivery: \$50.00 (Yes/No)

Amount & Date Billed: \$_____ / ___ / ___ Delivered by _____

Comments: _____

Application Approval By: _____ Copy to Applicant ___/___/___

Installation Date: ___/___/___ By _____

Final Inspection Date: ___/___/___ By _____

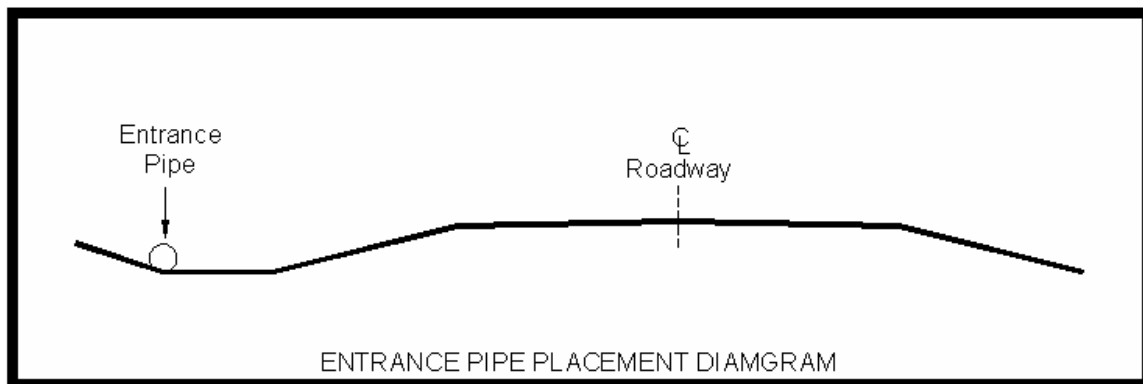
Not conforming or acquiring a permit is a violation of section 319.14 2003 Code of Iowa. Permit is valid for one year from issuance.

GENERAL CONSTRUCTION REQUIREMENTS:

Driveways, field or business entrances and subdivision intersections will be constructed according to the requirements shown below.

1. After the Entrance Permit application is made, the Iowa County Secondary Road Department will investigate the location and make a report as to the size and length of the culvert required, if any, and any unfavorable safety aspects of the location. A copy of the report will be mailed to the applicant and/or property owner. Applicant and/or property owner is reminded to take all necessary safety measures needed to protect the traveling public during construction of entrance, driveway or subdivision street. Applicant and/or property owner also assumes all liability of any damage to county road caused by construction of said entrance. A certificate of insurance is required before releasing permit; all contractors are required to list: Iowa County as an additional insured as the County's interest may appear.
2. The applicant and/or property owner can then proceed to construct the entrance in accordance with the minimum requirements.

3. All culverts placed must be of new material and handled in a manner so as not to damage them during placement. Culverts must be placed so that the inside lap joint is downstream, that is, pointed in the direction that water will flow.
4. A uniform bed must be prepared before the culvert is put in place. Earth shall be placed around and over the culvert in approximately six inch (6") lifts and each lift shall be well compacted. If this is not done, most likely settlement will occur and cause hole to develop in the entrance, which will trap water after rains and cause soft and/or muddy areas. Culverts must be at the toe of the backslope (see diagram).



5. The finished surface elevation of the entrance over the pipe, or place where the pipe would normally be, shall be 6 inches lower than the shoulder elevation of the roadway.
6. Driveways are to be constructed with proper entrance slopes. Driveways along paved road sections are to be constructed with 8:1 entrance slopes tapered to 6:1 slopes over the driveway culvert, 10:1 slopes on dry fills. Driveways along rock road sections are to be placed at a 3:1 entrance slope. The flatter slopes along paved road section are mandated to enhance highway safety in areas of higher speed and volumes of traffic.
7. The minimum top width for a driveway of field entrance will be 20 feet. The top width for subdivision streets will meet the requirements of the subdivision ordinance based on the type of road section selected by the developer.
8. The entrance shall be shaped with a crown and must not allow water from the property to drain onto the roadway. This may require small ditches on both sides of the entrance driveway for a short distance back onto the property, to control the water.
9. When the earth cover is placed and the entrance is completed; BEFORE any rock is placed, call the Engineer's Office for the final inspection. The applicant and/or property owner will be notified of acceptance or any modifications that need to be made. If further work is required, call the Engineer's Office again after it has been completed, for another inspection. If the entrance or road intersection is to be paved, inspection of the driveway and acceptance must be given prior to paving or surfacing.
10. Applicant and/or property owner will be responsible for placement of rock on driveway or field entrance from shoulder edge to the right of way line. Entrances on unpaved roads need not be surfaced with crushed rock unless the applicant and/or property owner desires. Paved road accesses must be rocked to help prevent excess dirt from being drug onto paved surfaces. "UNDER NO CIRCUMSTANCES WILL ROCK BE REMOVED OFF COUNTY ROADS."

11. If the landowner desires to pave the driveway surface with either portland cement concrete (PCC) or asphalt cement concrete (ACC), the work can only be undertaken by permit from the Engineer's Office. The county assumes no responsibility for the paved surface. If the surface needs to be removed to allow maintenance or repair of the driveway or its drainage structure, the county will **NOT** replace the paved surface.
12. The applicant is responsible for locating all utilities in the road right of way prior to construction. **Iowa One Call: (800) 292-8989**

Note: For accesses requiring culverts, corrugated metal or reinforced concrete pipe may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48". Culverts above 48" are to be 12 gauge. Concrete pipe will be adequate section for the amount of fill above them.