

Entrance Permit Application

OFFICE OF THE
DECATUR COUNTY ENGINEER

1306 S. Main St.
Leon, Iowa 50144

PERMIT

NUMBER: _____

DATE: _____

Application

Name of Applicant: _____ Date: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____ (Home) _____ (Cell)

Applicant Signature: _____

Signature of this application means the applicant agrees to all the terms, requirements, and fees associated with the permitting and construction of an entrance in the public right of way in Decatur County, Iowa.

The person actually constructing the entrance will be:

_____ (name) _____ (address) _____ (phone number)

Location of Proposed
Driveway or Field Entrance: _____
(Road, Township, Section, Side of Road)

Please sketch a map of the location proposed for the new entrance below:

Note: you may also attach a copy of a map with notes to this form.

Review / Approval - Official Use Only

Reviewed by: _____ Date: _____

Is a culvert required? () yes () no

Drainage Area: _____ Acres

Culvert Diameter: _____ inches Length: _____ LF

Sight Distance: North _____ South _____ East _____ West _____

Entrance Type: () Residential/Commercial () Agricultural

Top Width Requested: _____ LF Required Side Slopes: () 3:1 () 6:1
Gravel/Dirt Paved

Site Notes: _____

Recommended for Approval: yes () no ()

Approved By: _____
Decatur County Engineer

Fees Collected: **Application:** \$100 ()

Delivery: \$50 () (if applicable)

Other: \$ _____ Specify Reason: _____

Explanation

Per Code of Iowa the County Board of Supervisors responsible for controlling all roads within the county's Secondary Road System. This responsibility is delegated and managed for the Board by the County Engineer. Any non-roadway activity that seeks to perform work within the public right of way must obtain permission first from the County Engineer's office. Included in this is requests for access of adjacent properties to the public right of way.

This form is an application to construct an entrance to rural Decatur County, Iowa. When filled in and approved by proper authority, a Permit Number will be assigned and the application becomes the permit required by Iowa Code to build an entrance within the county right-of-way. The person actually building the driveway or entrance must have this permit in their possession when performing the work.

The person requesting the permit is responsible for notifying the County Engineer's Office when the work is complete. The Engineer's Office will inspect and approve the project or provide

comment if the entrance is not in compliance with the County entrance standards. Non-complying work shall be corrected by the applicant or their agent in a timely manner. Non-permitted entrances and non-complying entrances may be removed and/or corrected by County forces at the applicant's expense.

The applicant agrees to comply with the attached requirements. Compliance shall be determined by the sole discretion of the County Engineer or his/her designated representative, as deemed necessary to promote public health, safety and general welfare. These requirements shall apply unless waived, in writing, by the County Engineer prior to construction.

1. **Location Plan:** An applicant shall attach a map or sketch showing the location (using the 911 street names and addresses) and description of the proposed work.
2. **One-Call:** The applicant is responsible for obtaining a One-Call approval at least forty-eight (48) hours (two (2) working days) before performing any excavation within the right-of-way. The number for One-Calls in Iowa is 1-800-292-8989.
3. **Approval to Start Work:** At least one work day prior to starting the permitted work, the applicant shall notify the County Engineer's Office of the scheduled start date, start time and permit number of the approved work. No work shall commence without prior approval by the County Engineer.
4. **Inspection:** The County Engineer or his/her representative will inspect the driveway or entrance after the applicant notifies the county that the work is completed. The inspector will approve the project or describe any additional work needed to obtain approval. Once approved, the inspector will arrange to have road stone put on the drive from the roadway to the right-of-way line for non-agricultural entrances. Road stone will not be applied until proof that a proper structure has been constructed.
5. **Non-Conforming Work:** The County Engineer or his/her designated representative may stop the work at any time if the applicant's work does not meet the requirements set forth in this permit. If the applicant cannot or refuses to correct any deficiencies in a timely manner the County Engineer may correct or remove the entrance at the applicant's expense.
6. **Project Completion:** All work under this permit must be completed within 180 days of the approval date.
7. **Fees:** The fee for application is \$100 per application. One entrance may be covered per application. Multiple entrances (such as circle drives) may be handled under one application, but the fee will be multiplied by the amount of drives proposed. If an application is denied, no fee will be collected.
8. **Culvert Delivery:** If a culvert is required all fees must be paid before the culvert is released. If the County is supplying the pipe, it must be picked up at the County Yard in Leon. If the County delivers the pipe a \$50 fee will apply in addition.

Driveway Criteria

- a. Location of driveways and field entrances shall provide a minimum of 400 feet of clear sight distance or more as determined by the County Engineer.
- b. Decatur County shall approve a maximum of one entrance per 40 (forty) acre parcel. Applicants wishing to install additional entrances at their own expense may apply to the County Engineer's Office using the Driveway Application Permit. These additionally requested entrances must meet the county's entrance criteria as well. Additional criteria may apply when several entrances are installed close together.
- c. All entrances shall have a minimum width of 24 (twenty-four) feet at the driving surface and will have side slopes as directed by the County Engineer and shown on the approved permit.
- d. When feasible, the entrance shall be located where a culvert will not be needed. When the County Engineer determines that a culvert is required, the length and diameter of the required culvert will be shown on the approved permit. Only this size culvert may be installed. Culverts must meet the standards as set forth by the Iowa DOT for Highway Entrance Culvert Pipe. The County Engineer can advise what pipes meet this standard. Up to a maximum of 30 feet of maximum 24-inch diameter culvert will be furnished by the county. The landowner or applicant will be responsible for paying for the difference of any required culvert that is longer than 30 feet and/or 24 inches diameter. The culvert shall be sized by the County Engineer.
- e. Only that portion of the entrance serving non-agricultural sites that is within the public road R.O.W. will be covered with road stone by the County. The County will not surface agricultural entrances. The applicant may elect to apply road stone to an agricultural entrance at their expense, but the County will not maintain nor install such surfacing.
- f. The land-owner is responsible for all construction. The County will not install entrances.
- g. Widening of existing entrances shall be at the expense of the land-owner except for situations where the pipe culvert needs to be replaced due to deterioration. In these instances, the criteria stated in item "d." apply.
- h. Construction signing, if required, shall comply with the Manual on Uniform Traffic Control Devices.
- i. No excavation shall be performed until a One-Call has been confirmed.
- j. Other residents shall have reasonable access to the public roads at all times.
- k. All damaged areas within the road R.O.W. shall be repaired and restored to at least their former condition by the applicant or the cost of any repair work caused to be performed by the County will be assessed against the applicant.
- l. Areas disturbed by the applicant which may be an erosion problem shall be solved by the applicant in a manner acceptable to the County Engineer.