

# ADAIR COUNTY ENTRANCE POLICY

August 17, 2015

*Revised from May 6, 2009*

## Policy:

In an effort to be as efficient in the use of road funds as possible, the Board of Supervisors has adopted the following policy.

1. The County Engineer will require a permit at a cost of \$50.00 per entrance for each new or widened entrance to the Secondary Road System. The permit fee is due at the time of application. No applications without the application fee will be processed.

Location of the entrance will be at the owner's request if the sight distance (350' minimum on gravel road and 600' minimum on paved road) and other related factors are approved by the Engineer.

Only one entrance will be allowed for each contiguous parcel. Exceptions are that a residence drive will be allowed in addition to the field access, and when applicable, an entrance will be allowed to provide access when the tract is divided by an un-crossable natural feature.

2. Slope from the edge of entrance to the ditch flow line will be as follows:  
Paved Road -- Dry Fill or Culvert 6:1  
Gravel Road -- Dry Fill or Culvert 3:1  
The minimum width of private entrances is 20 feet and maximum width is 50 feet. Adair County will designate the minimum length and diameter of pipe to achieve efficient drainage and width of entrance. No entrance pipe shall be less than 15 inches in diameter.
3. The County will only be involved with entrance work during repair of other activities adjacent to said entrance. The owner shall have the entrance, or extension, installed by private contractors or with his own equipment. All work performed by non county forces will be subject to the approval of the County Engineer or his designated representative.
4. Costs of all new/permitted installations or extensions will be borne by the owner. The County will maintain stockpiles of new pipe for purchase. (minimum length of 10') Adair County will assume maintenance of entrances after installation.
5. All culverts placed in entrances shall be of new materials. Culverts shall be of annular, corrugated, riveted construction or reinforced concrete pipe. Spiral rolled and plastic pipe is not acceptable. Pipe shall meet Iowa DOT's standards for wall thickness.

- 6 Extensions to existing entrances will only be allowed when the existing culvert is in good condition. If existing culvert is not suitable due to damage or deterioration the County will provide a replacement pipe of the same diameter and length.
- 7 Adair County will not provide or restore any type of surfacing on entrances. Driveway surfacing, such as granular surfacing or pavement, shall be the responsibility of the adjacent landowner.
- 8 Approximately midway between the right of way line (fence line) and the edge of the road the elevation of the entrance shall be at least six (6) inches lower than that of the edge of the road. Adair County maintenance personnel are allowed to maintain an entrance in order to prevent water from damaging the roadway surface.
- 9 During construction and/or installation, all necessary and proper barricade, signage, etc., as per the Manual on Uniform Traffic Control Devices, shall be maintained at all times to protect workers, property owners, and the traveling public from accidents due to the operation of the applicant. The applicant will be required to furnish any dirt necessary for the construction of driveways and field entrances. Any materials from inside the Right-of-Way shall be with the approval of the County Engineer or his designee.
- 10 Upon completion and notification by applicant or installer the County Engineer or his designee will certify the work to be in compliance. When the work is found to be non-compliant with this policy, a written notice will be issued. The applicant will have 30 days from receipt of notice to bring the entrance into compliance.
- 11 The County Engineer or his designated representative is hereby named the permit officer to administer the terms of this policy. Administrative decisions of pipe size and length, sight distance and other safety factors will be final. Other appeals of administrative decisions may be appealed to the Board of Supervisors in writing at any time or orally at a regularly scheduled Board meeting. Board decisions shall be entered into the minutes.
- 12 Adair County shall be indemnified and saved harmless from any damages resulting from the applicant's operations.
- 13 This policy voids and takes precedence over any previous entrance policies in Adair County.