

**HAMILTON COUNTY SECONDARY ROAD DEPARTMENT
DRIVEWAY AND ENTRANCE POLICY
EFFECTIVE NOVEMBER 28, 2017**

POLICY INTENT

This policy is intended to govern all aspects of access from Hamilton County highways (roads) to private and public property not owned by Hamilton County and under the jurisdiction of its Secondary Road Department. Any related items found not to be covered by this policy or matters of interpretation of this policy shall be determined solely at the discretion of the Hamilton County Engineer.

According to Section 318.8 of the Iowa Code, “A person shall not excavate, fill, or make a physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. At the request of a permittee, a modification may be granted in the discretion of the highway authority.” Permit applications for a new entrance or widening of an existing entrance shall be submitted to the Hamilton County Engineer’s Office.

GENERAL CONDITIONS

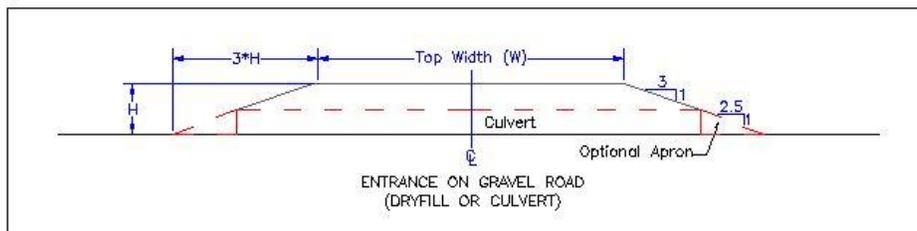
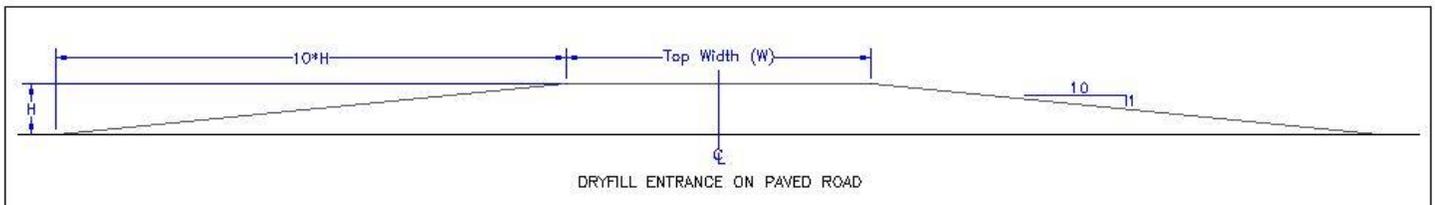
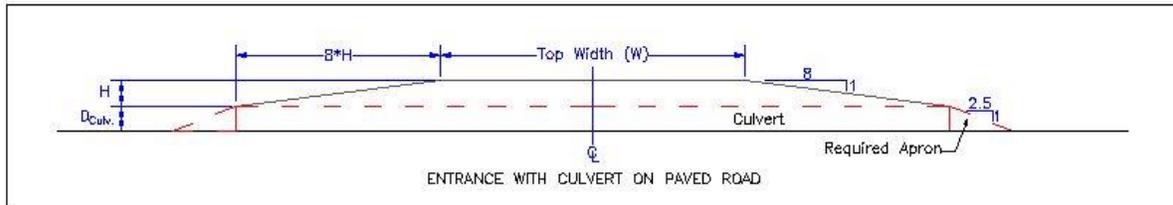
1. Definitions

- a. An ACCESS is the approved travelable connection between a county highway and private or public property which crosses the road ditch and runs from the roadway shoulder to the right-of-way line.
- b. A DRIVEWAY is an access from a highway to serve a residence.
- c. An ENTRANCE is an access from a highway to any field, feed lot, yard, or building site other than a residence.
- d. A CONTRACTOR is any person or company that performs the excavation necessary to construct or widen a driveway or entrance.
- e. The ENGINEER is the Hamilton County Engineer.
- f. SIGHT DISTANCE is the distance of clear vision along a roadway in each direction from any given point of access where a vehicle must stop before entering the roadway.
 - i. Sight distance at an access location is measured from the driver’s height of eye (3.5 feet) to the height of an approaching vehicle (4.25 feet).

2. Specifications

- a. The minimum width of a new driveway or entrance will be 20 feet. This policy does not render existing driveways or entrances less than 20 feet in width obsolete.

- b. The maximum allowable width of a single new or widened access shall be 40 feet.
- c. The maximum allowable width of a double new or widened access, located at a property line only, shall be 60 feet; no more than 40 feet shall be located on either side of the property line.
- d. At the discretion of the Engineer, a single industrial site or concentrated feeding operation site access may be allowed up to 60 feet maximum width. Qualifying sites shall be those that require constant, consistent, relatively high levels of heavy truck traffic in order to operate.
- e. The standard foreslope of a driveway or entrance on a non-paved road will be a 3:1 slope. New and widened driveways and entrances on paved highways shall have flatter foreslopes of 10:1 (dry) and 8:1 (with culvert). Widened accesses on both types of roads shall be upgraded to current criteria and shall have both foreslopes flattened regardless of how the access is widened.



- f. Culverts required on new or widened accesses shall be new riveted annular corrugated metal pipe or reinforced concrete pipe. The minimum diameter of culvert allowed is 15 inches. Corrugated plastic (PVC) culverts will not be allowed. Culverts must be purchased from the Hamilton County Secondary Roads.
- g. Aprons shall be required on culverts installed on paved highways. Aprons shall meet the design criteria shown on Iowa Department of Transportation Road Standards DR-201, DR-203, or DR-211. Aprons must be purchased from the Hamilton County Engineer's Office.

- h. The horizontal alignment (centerline) of a new access shall be perpendicular to the centerline of the highway.
- i. The vertical alignment of a new access shall be constructed so that surface runoff will not pass from behind the right-of-way line onto the traveled portion of the highway.
- j. Backfill material for new and widened accesses shall be earth fill only. The earth fill shall be clean material not containing any rocks, wood, debris, trash, junk, etc.

3. Location

- a. New accesses shall only be installed at locations where the following sight distance conditions exist:
 - i. For paved roadways of all traffic levels and for non-paved roadways with 50 or more vehicles per day, a minimum of 495 feet, with a preferred distance of 645 feet.
 - ii. For non-paved roadways with less than 50 vehicles per day, a minimum of 425 feet, with a preferred distance of 570 feet.
- b. New accesses installed near an existing access shall be located as to maintain at least 50 feet of open ditch between the ends of the culverts or toes of fill on granular surfaced or unsurfaced roads. The open ditch distance described shall be 100 feet on paved roads.
- c. New accesses located near the intersection of a paved highway shall not be installed closer than 150 feet from the centerline of the paved highway to the near shoulder of the access. At the intersection of state highways, new accesses shall not be installed in areas where the Iowa D.O.T. has purchased day lighted right-of-way or access rights along the county highway.

4. Miscellaneous

- a. Hamilton County will not furnish or haul surfacing material on any driveway or entrance. The maximum top size of any granular surfacing material placed on an access shall be 3 inches.
- b. New and widened accesses over 32 feet in width are subject to a surcharge of \$25.00 per foot additional width. At a double access on a property line, the \$25.00 surcharge applies only to the party having an access in excess of 32 feet on their side of the property line.

CONSTRUCTION OF NEW AND WIDENED ACCESSSES

- 1. The location of all new accesses to be constructed must be approved by the County Engineer or his/her designee.

2. Hamilton County shall be notified at least two (2) working days prior to construction and within two (2) working days of completion of construction.
3. The necessity for a culvert at a new access and the size and length of the culvert must be determined by the Engineer or his/her designee. Hamilton County will not, at its expense, furnish or haul any culverts for new and widened accesses.
 - a. Culvert shall be installed by the contractor parallel to the ditch centerline at the toe of the backslope.
 - b. Contractor shall carefully install culvert to match ditch flowline grades or to grades specified by the Engineer or his/her designee.
 - c. Contractor shall be careful not to damage the culvert in any way during installation or handling.
4. All earth fill needed for the construction of the access shall be provided by the contractor. Hamilton County will not furnish or haul the earth fill material unless it is in the best interest of Hamilton County to dispose of dirt at this location. Contractor shall not leave the ends of a new access culvert buried with earth fill.
5. The work performed on all accesses that are approved to be constructed or widened at the request of a landowner or tenant will be by an approved contractor at the expense of the party requesting the work. The party requesting the access shall pay the contractor for all work and expenses involved.
6. Upon approval by the County for a new or widened access, the landowner or tenant requesting the access work shall hire an approved contractor to perform the said work.
7. When the county road ditch needs cleaned at a proposed access site, Hamilton County will perform at its convenience the necessary work prior to the construction of the access. If the County's priorities do not allow scheduling the ditch cleanout timely for the landowner or tenant, a second permit for work in the right-of-way may be issued to the contractor to clean the ditch. Costs to clean the ditch by the permit process shall be paid by the landowner or tenant.
8. The contractor performing the new or widened access work shall prior to commencing said work comply with the following:
 - a. Contractor shall obtain a written permit from the County for the said construction.
 - b. Contractor shall have on file in the Engineer's Office a certificate of insurance covering such projects. Minimum insurance limits for general liability shall be \$1,000,000.
 - c. Contractor shall purchase from Hamilton County all culverts and aprons necessary for the work and pay any surcharges applicable to Hamilton County.

9. The contractor shall construct all new or widened accesses according to the standards set forth in this policy. Once the construction of the access has been initiated by the contractor, the work shall be completed for inspection by the county within five (5) working days. The Engineer shall be the sole judge as to whether the work was constructed to the County standards.
 - a. According to Iowa Code section 318.8, "Work performed under the permit shall be performed in conformity with the specifications prescribed by the highway authority. If the work does not conform to permit specifications, the person shall be notified to make the conforming changes. If after twenty days the changes have not been made, the highway authority may make the necessary changes and immediately send a statement of cost to the responsible person. If within thirty days after sending the statement the cost is not paid, the highway authority may institute legal proceedings to collect the cost of correction. A violation of the permit specifications shall be considered a violation of section 318.3."
10. If the landowner or tenant desires granular surfacing on an access, it may be placed without permission at the expense of the landowner or tenant. **UNDER NO CIRCUMSTANCES SHALL ROCK BE REMOVED FROM HAMILTON COUNTY ROADS AND PLACED IN THE ENTRANCE.**
11. If the landowner or tenant desires to pave an access, a permit must be obtained from the Engineer prior to the paving work being performed. All costs associated with the paving of an access shall be at the expense of the landowner or tenant.
12. Hamilton County reserves the right to not grant a permit to any contractor with whom the County has experienced poor quality or cooperation with regard to previous permits.
13. Hamilton County strongly desires to minimize the amount of accesses per parcel for cost, maintenance, and safety reasons. Applicants will be strongly encouraged to eliminate existing accesses if new access is constructed for the same parcel.

MAINTENANCE OF ACCESSES

1. Hamilton County will be responsible for maintenance of the portion of all legal driveways and entrances lying in their right-of-ways, except for the surfacing.
2. If County maintenance activities disturb existing granular surfacing on an access, the County will restore the surfacing to its previous or better condition.
3. If it becomes necessary to disturb a paved driveway because of maintenance reasons, the County will not be responsible for restoration of any pavement removed from its right-of-way. Granular surfacing will be placed following the maintenance activity where any pavement was removed. The landowner shall be responsible for replacing any pavement at their own expense.
4. When the County resurfaces a paved highway and it becomes necessary to bring the level of an access up to the same level as the pavement, the County will match up only that granular surfacing which is visible at the time of the work.

5. Existing accesses will be removed by the County at no charge to the property owner if the landowner so requests.

ILLEGAL ACCESSES

1. Any access constructed or widened without a permit is a violation of Section 318.3 of the Code of Iowa and may be removed by the County without notice at the expense of the party responsible for the infraction.
2. Any existing access found to be dry where a culvert obviously is required will be assumed to be an illegal access. Such access may be removed by the County.