

Wright County Secondary Roads Entrance Permit

Permit #: _____

Date: _____

Name of Applicant or Owner: _____

Address: _____

Telephone #: _____

Email Address: _____

A permit is hereby requested to: (circle one) construct, relocate, or widen an entrance _____ feet in width (40 feet max for single entrance and 60 feet for shared entrance), from the right-of-way line to the secondary road traveled way, including necessary drainage structure, if required.

The proposed entrance is located in Section _____ of _____, Township shown below.

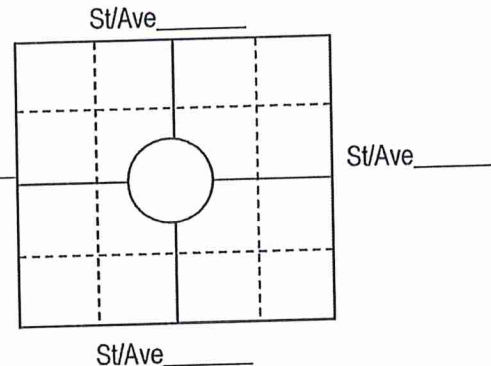
Check one:

☐ Applicant will construct

☐ Applicant will hire a contractor to construct

Contractor: _____ St/Ave _____

Phone: _____



In signing and accepting this Entrance Permit, I agree to install and maintain the entrance according to County specifications. I agree the County reserves the right to perform any necessary maintenance on the entrance as determined by the County. **Applicant and Landowner agree to pay all associated fees and expenses associated with this permit.**

Signature of Applicant: _____

Owner Signature (if applicant is not owner of property): _____

Office Use Only

Permit Fee Enclosed: YES | NO

Certificate of Insurance Enclosed: YES | NO

Flagged: ☐

Pre-Construction Inspection by: _____

Approved | Not Approved

Required Foreslope (circle one): 10:1

8:1/6:1

3:1

Required Culvert Size: _____ inches

Required Culvert Length: _____ feet

Post-Construction Inspection by: _____

Approved | Not Approved

Comments:

Wright County Secondary Roads

Acknowledgement of Receipt of Wright County Entrance Policy

I acknowledge that I have been provided with a copy of the Wright County Entrance Policy.

Print: _____

Sign: _____

Date: _____

Wright County Secondary Roads

Applicant Permit Checklist

- ☐ Read and review entrance policy. **Sign acknowledgement of copy.**
- ☐ Choose contractor or self-construct.
- ☐ **Provide certificate of liability insurance per Wright County Contractor Insurance Requirements**
- ☐ Provide landowner signature – **if applicant is not the landowner.**
- ☐ Submit permit application. **One permit per entrance.**
- ☐ Provide **\$250.00** permit fee per entrance with application.
- ☐ **Flag each permitted entrance and notify the County Engineer's Office when flags are in place.**
- ☐ Receive approved permit copy from county.
- ☐ Order culvert if needed from vendors.
 - Bomgaars 515-448-3681
 - Northern Iowa Construction Products 1-800-766-4036
 - Metal Culverts, Inc. 573-636-7312
 - Advanced Drainage Systems 515-448-5101
- ☐ Call 811 before digging.
- ☐ Notify County Engineer's Office before 48 hours prior. See Section 3, #9
- ☐ Construct as approved.
- ☐ Call Engineer's office after completing **AND PRIOR** to surfacing. **See Section 3, #9**

Wright County Secondary Roads

Subject: Secondary Road Entrance Policy

Purpose:

The purpose of this policy is to establish Wright County's rules for control of access to secondary highways throughout the county. This policy is being developed to formalize Wright County's requirements for the location and establishment of driveways, field entrances, and subdivision streets requested by county property owners. It is designed to assure that adequate standards are maintained to assure safe highway access for persons entering to and from secondary roads while providing safe highways for traffic already upon the highway.

Section 1: Permit Required

An applicant for each new or widened access to the Secondary Road System is required to obtain a permit from the County Engineer. According to Section 318.8 of the Iowa Code, "A person shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without permission from the highway authority having jurisdiction of the public road or highway". Permits are available at a cost of \$250 per location to the applicant and **only one (1) will be permitted per 40 acres. A second access may be permitted by the County Engineer upon receipt and review of written justification of need. Examples that warrant a second access are: a natural barrier or a home on a parcel associated with the farm or business operation with separate accesses.** Permits shall expire one year from issuance date.

Applications for a permit for a new entrance, or to widen an existing entrance, shall be directed to the County Engineer's office. An engineering review, done either by the Wright County Engineer or their designee, will be done to determine safety, drainage, and other factors on all driveways. **Prior to County Review, applicant will obtain a flag from the County Engineer's Office and locate each proposed entrance.** The Engineer or their designee will determine the size and length of culvert needed and **may issue** a permit to applicant to construct or widen the entrance. If the applicant does not construct the entrance as stated herein, or fails to obtain a permit, the Engineer or Road Superintendent shall notify the applicant of the correction needed and allow 20 days for the applicant make the correction. If the applicant does not comply with the correction needed, Wright County will remove the entrance at the cost of the applicant.

Section 2: Culverts

The County will determine the need for and size of culverts for each proposed entrance. 15" culvert is the minimum diameter culvert allowed in the rural area. Only new material may be used and handled in a manner so as not to damage them during placement. Only new corrugated metal, new tied reinforced concrete pipe, and new dual wall plastic with bell and spigot connections which meet the standard specifications of the Iowa DOT are allowed for use in Wright County right-of-way. **Minimum cover over the installed culvert shall follow the recommendations of the material supplier.**

Section 3: Construction

All construction of new or widened drives shall meet the following specifications:

1. The work performed on all accesses that are approved to be constructed or widened at the request of the applicant and/or property owner will be done by an approved contractor at the expense of the party requesting the work or may be done by the applicant and/or owner with approval of the County Engineer.
2. All driveways on non-paved roads shall have a minimum site distance 475'. All driveways on paved roads shall have a minimum site distance of 650'. **The minimum distance a non-shared entrance must be from a parcel line, or an intersection is 50 feet. The minimum distance between entrances shall be 100 feet.**
3. 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.

Wright County Secondary Roads

- a. Culvert shall be installed parallel to the ditch and matching the ditch flow line grades **at the toe of backslope, at the original flowline and daylight twenty-five feet (25') each direction from where the culvert ends. See Appendix A, Figure 1 & 2 daylight examples.**
4. All earth fill needed for construction of the entrance shall be provided by the contractor or owner. Wright County will not furnish or haul the earth fill material. Fill shall be suitable material, as determined by Wright County. No broken concrete, rocks, bricks, tile, wood, or other rubble will be allowed for fill material in the construction or widening of any entrance. When the county road ditch needs cleaned at a proposed entrance site, Wright County will perform, at its convenience, the necessary work prior to construction of the entrance. If the County's priorities do not allow timely scheduling the ditch cleanout for the applicant and/or property owner, 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 applicant and or property owner.
5. Driveways constructed for entrance to a paved road shall have fore slope of 8:1 or flatter tapered to 6:1 slope over the culvert, 10:1 slope on dry fill entrances. Driveways constructed for entrance to a non-paved road shall have fore slopes of 3:1 or flatter. The flatter slopes along paved road sections are mandated to enhance highway safety in areas of higher speeds and volumes of traffic. **See Appendix A, Figure 3 for proper sloping.**
6. The minimum top width for a driveway or field entrance shall be 20 feet. The maximum top width for a single residential driveway or field entrance shall be no greater than 40 feet. **See Appendix A, Figure 2 for entrance top width.** The entrance shall be shaped with a crown and must not allow water from the property to drain onto the roadway. At the discretion of the Engineer, a single industrial site entrance may be allowed up to 60 feet maximum width. **The width of a shared entrance between two parcels shall be no wider than 60 feet with 30 feet at most on each side of the parcel line. See Appendix A, Figure 1 for shared entrance top width.**
7. Applicant and/or property owner shall be responsible for placement of crushed stone or gravel **with a largest diameter of the stone being two inches** on driveway and field entrance from shoulder edge to right-of-way line. Entrances on unpaved roads need not be surfaced with crushed rock unless applicant and/or property owner desires. Entrances on paved roads must be rocked to help prevent excess dirt from being drug onto paved surfaces. The county shall provide and maintain rock surfaces as far as the shoulder width of the road. **"UNDER NO CIRCUMSTANCE SHALL ROCK BE REMOVED OFF COUNTY ROADS"**
8. If landowner desires to pave the driveway surface with either Portland cement concrete (PCC) or hot mix asphalt (HMA), 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 for maintenance or repair of the driveway or its drainage structure, the County shall not replace the paved surface.
9. Applicant shall notify the County Engineer's Office forty-eight (48) hours prior to the start of construction within the County right-of-way. Applicant shall also notify the County Engineer's Office after construction is complete but prior to any surfacing so a final inspection of the construction can be completed, **as soon as schedule allows.**
10. Wright County reserves the right to not grant a permit to any applicant, owner, or contractor with who the County has experienced poor quality or cooperation with regard to previous permits.
11. The permit holder shall be responsible for contacting all applicable utility companies through "One Call – 811" for the purpose of locating any and all utilities within or near the area of work to be performed. Applicant and/or property owner assumes all liability of any damage to the county road or any utilities in county road right-of-way done by the construction of said entrance. All costs to relocate any utilities shall be at the cost of the applicant and/or owner.

Wright County Secondary Roads

12. Applicant and/or property owner shall take all necessary safety measures needed to protect the traveling public during construction of the entrance, driveway, or subdivision street. Proper signing shall be supplied and installed by the contractor in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
13. The installer shall submit to Wright County Engineer a certificate of liability and property insurance with minimum coverage meeting or exceeding the coverage set forth in the "Wright County Contractor's Insurance Requirement" policy. Wright County shall be indemnified and held harmless as to any damages resulting from the applicant's operations.

Section 4: Maintenance

1. **Wright County will only assume ownership and maintenance responsibilities for a culvert that is properly installed in the driveways, accepted under this policy.** It shall be the responsibility of the landowner/tenant to maintain all other parts of the drive. If such maintenance is needed, the landowner/tenant shall acquire a work in the right of way permit to perform such work. Wright County reserves all rights to perform any work on drives it deems necessary at no cost to the landowner/tenant.
2. Wright County shall not be responsible for any surfacing of any entrance, accepted under this policy. Any future surfacing, widening, or relocation shall be the responsibility of the applicant and subject to all applicable terms of this policy.
3. The county assumes no responsibility for the paved surface. If the surface needs to be removed to allow for maintenance or repair of the driveway or its drainage structure, the County shall not replace the paved surface. 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 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. All entrances shall be replaced on grading projects, if not in a hazardous location, without cost to the property owner. If possible, location may also be changed to improve drainage, sight distance, or to eliminate a culvert.

Section 5: Illegal Entrances

1. Any entrance constructed or widened without a permit is a violation of Section 318.8 of the Code of Iowa and may be removed by the County without notice at the expense of the party responsible for the infraction.

The policy, procedure, and protocol outlined in the document has been reviewed and approved by the Wright County Board of Supervisors on this

_____ Day of _____ 20_____.

Recommended:

Wright County Engineer

Attested:

Wright County Auditor

Approved: Board of Supervisors

Wright County Secondary Roads

Amendment V1.0 – 10-29-12

As adopted on October 3rd, 2011;

Section 2: Culverts

The County will determine the need for and size of culverts for each proposed entrance. 15" culvert is the minimum diameter culvert allowed in the rural area. Only new material may be used and handled in a manner so as not to damage them during placement. Only new corrugated metal or new reinforced concrete pipe are allowed for use in Wright County right-of-ways.

Section 4: Maintenance

1. Wright County shall assume ownership and maintenance responsibilities for all driveways, except any surfacing, accepted under this policy. Any future surfacing, widening, or relocation shall be the responsibility of the applicant and subject to all applicable terms of this policy.

Proposed amendment to read as follows;

Section 2: Culverts

The County will determine the need for and size of culverts for each proposed entrance. 15" culvert is the minimum diameter culvert allowed in the rural area. Only new material may be used and handled in a manner so as not to damage them during placement. Only new corrugated metal, new tied reinforced concrete pipe, and new dual wall plastic with bell and spigot connections which meet the standard specifications of the Iowa DOT are allowed for use in Wright County right-of-ways.

Section 4: Maintenance

1. Wright County shall not assume any ownership or maintenance responsibilities for driveways accepted under this policy. It shall be the responsibility of the landowner/tenant to maintain all parts of the driveway. If such maintenance is needed, the landowner/tenant shall acquire a work in the right of way permit to perform such work. Wright County reserves all rights to perform any work on drives it deems necessary at no cost to the landowner/tenant.

The proposed amendment outlined in the document has been reviewed and approved by the Wright County Board of Supervisors on this

_____ Day of _____ 20_____.

Recommended:

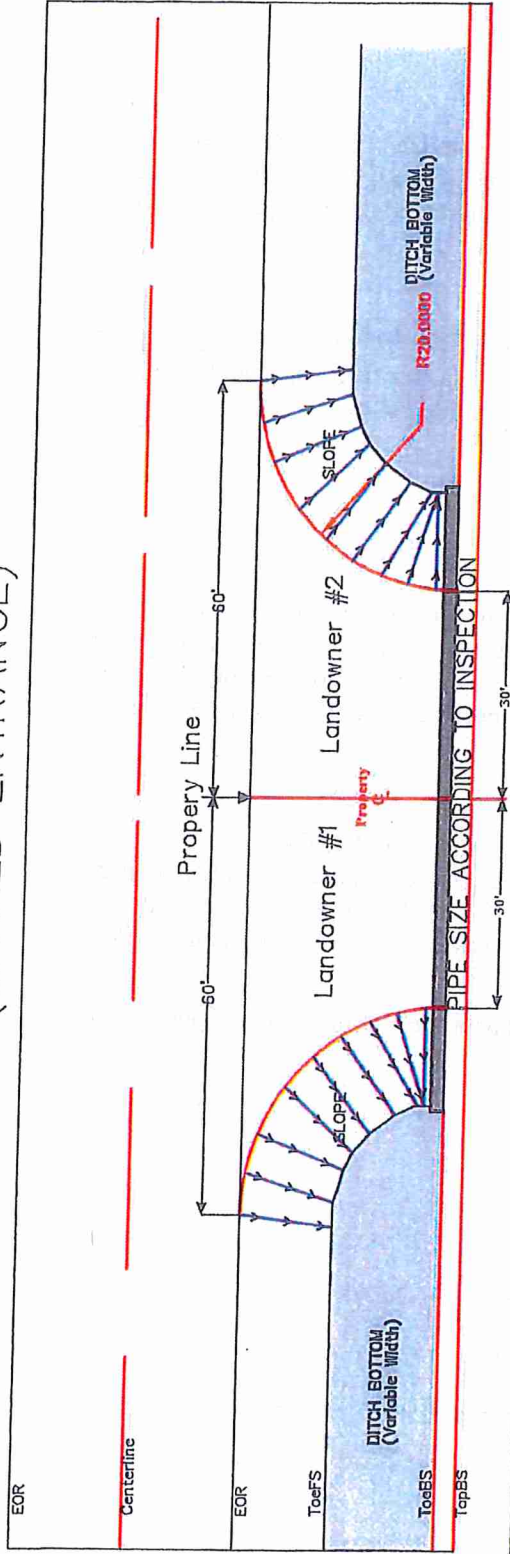
Wright County Engineer

Attested:

Wright County Auditor

Approved:

(SHARED ENTRANCE)

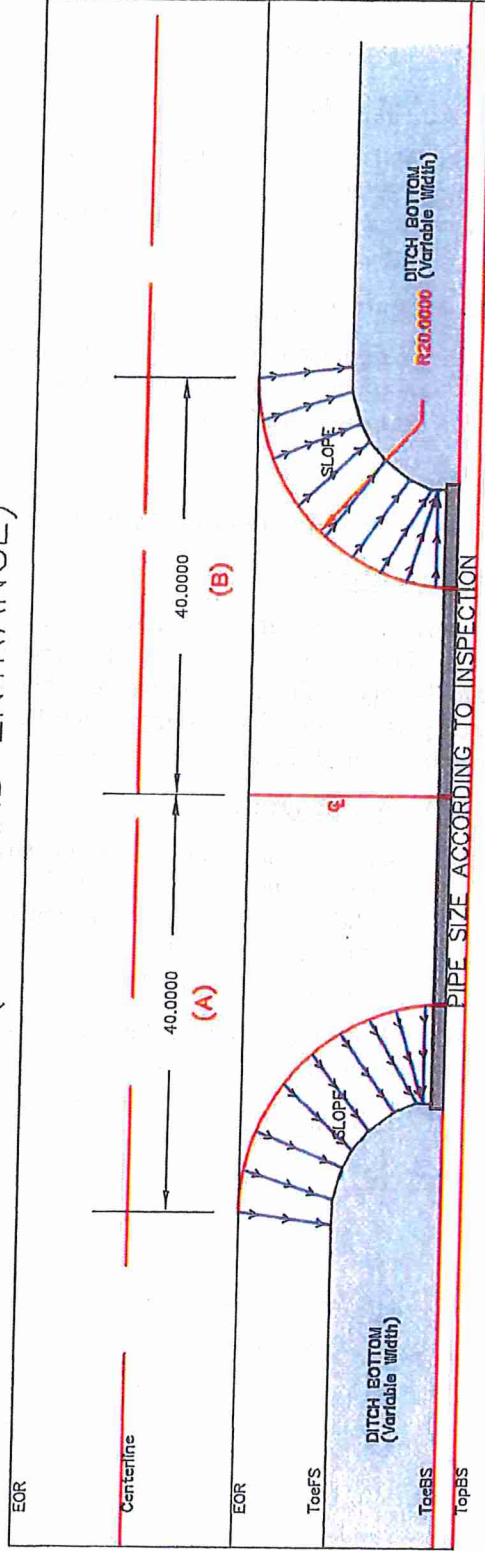


ENTRANCE SIZES AND SPECIFICATIONS			
ENTRANCE	(A)	(B)	(C)
40'	40'	40'	40'
30'	30'	30'	30'
20'	20'	20'	20'

ABBREVIATIONS	
EOR	Edge of Road
ToeFS	Toe of Foreslope
ToeBS	Toe of Backslope
TopBS	Top of Backslope

SLOPE SPECIFICATIONS			
Road Type	With Pipe	W/O Pipe	
Granular	3:1	3:1	
Paved	8:1	10:1	

(STANDARD ENTRANCE)



* This model based off a 22' Roadway