

APPLICATION FOR APPROVAL OF ENTRANCE

(I) (We), owners of the land located in the ____ 1/4 of Section ____, TWP ____, Range ____, Township Name _____, Street Address _____ request the approval to install an entrance at the above location on the _____ side of the road.

Location to be marked in the center by: Flag or Lathe

Latitude: _____ Longitude: _____

This entrance will be access to a: (field) (farm buildings) (house)
(house under construction) (other)

It is understood and agreed that this application does not mean that approval shall be granted. It is further understood and agreed that the culvert pipe and/or fill (if necessary) shall meet County requirements for size, type, and location. Fill material shall be furnished by landowner unless otherwise furnished by County.

LANDOWNER'S

Name (Print) _____ Signature _____

Address	City	Phone	Date
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SUPERINTENDENT OF MAINTENANCE STATEMENT: Extension or New Entrance

Recommended Pipe Size ____ inches X ____ feet X \$ ____ per foot = \$ _____

Cutting Charge \$ _____

Band/Bands \$ _____

Installation Charge \$ _____

Date: _____ *Price guaranteed for 30 days* **TOTAL** \$ _____

DATE PAID _____ PAYMENT RECEIVED BY _____

NOTE: For **CMP** make check payable to **MIDWESTERN CULVERT** \$ _____

For installation make a **SEPARATE** check payable to

HENRY COUNTY TREASURER \$ _____

MAIL CHECKS TO: Henry County Engineers & Maintenance
PO Box 655
Mt. Pleasant, IA 52641

Approval of New/Existing Entrance
(for office use only)

Existing _____ or New _____

8-1 slopes: Yes _____ No _____

Site Distance Greater than 550' Yes _____ No _____

N S E W

N S E W

Stopping _____ feet

Stopping _____ feet

Height of Eye _____ feet

Height of Eye _____ feet

N S E W

N S E W

Stopping _____ feet

Stopping _____ feet

Height of Eye _____ feet

Height of Eye _____ feet

DEFINITIONS:

Stopping Sight Distance
Height of Eye to 6" object in road

Height of Eye to Height of Eye
3'-6 to 3'-6

Inspection Notes: _____

Approval Date

Inspector

ENGINEER'S STATEMENT: _____

85 percentile speed _____ MPH

Variance Required _____ Yes _____ No

Date

Approved: _____

Henry County Engineer

**** One copy of this form must be filed with the Henry County Engineer's Office. ****

Henry County Secondary Road Driveway and Field Access Policy

I. General

- A. All property/landowners must complete an Entrance Permit application prior to construction of a driveway or field access within County road right-of-way, in accordance with Section 319.14 of the Code of Iowa. Permit request must be completed by landowner of property to be accessed.
- B. The access, including drainage structure, grading, and surfacing shall be constructed at the owner's expense, in accordance with Iowa Department of Transportation and Henry County Secondary Road Department specification and standards.
- C. The construction or maintenance of said entrance shall be carried on in such a way as not to interfere with or interrupt traffic on county road. The owner shall take all reasonable precautions to protect and safeguard the lives and property of any person or persons, on account of such construction or maintenance operation. The owner shall be responsible to repair any and all damages to the roadway by him or his contractor.
- D. The owners shall indemnify and save harmless Henry County, its agencies and employees, from any and all causes of action, suits at law or in equity, for losses, damages, claims, or demands, and from any and all liability and expense of whatsoever nature arising out of or in connection with owner's use or occupancy of the public right-of-way. All provisions herein relating to the construction or maintenance of the entrance shall be binding on all successors or assigns of the owner.
- E. The property owner shall place a stake or a flag provided by the county at the center of the proposed entrance. The county engineer or his representative shall review the proposed entrance for location, adequate sight distance, ditching requirements, and required culvert size. Installation of a driveway or field entrance may require the removal of an existing access.

II. Construction

- A. The minimum top width of a driveway or field entrance shall be 20 feet. All drives shall be constructed with a minimum 15 foot radius to accommodate the turning of vehicles. Fill slopes of entrances shall be 3:1 adjacent to gravel or dirt roads and 8:1 adjacent to paved roads. Driveway surface shall slope away from edge of road shoulder a minimum of 4% for 10 feet.
- B. The access shall not block the natural flow of surface water. If a culvert pipe is required, it shall be constructed of one of the following materials:
 1. Concrete pipe 1500D Standard or higher
 2. Corrugated Iron or steel pipe including all fittings, coupling bands and associated hardware meeting AASHTO Standards 36/M 36M. Minimum size and gauge: 15", 18" & 24" (16 ga.); 30" & 36" (14 ga.); 42" & 48" (12 ga.); 60" (10 ga.).
 3. Dual Wall Polyethylene Pipe meeting AASHTO Standard M294.
Length of pipe will be determined by county based on the width of the drive, fill slopes, and depth of ditch. All culverts must be new and approved prior to construction. Existing culverts of driveways to be widened shall be widened and banded together with like material or replaced with new culvert.
 4. Concrete aprons are required on the ends of concrete culverts and metal aprons are required on the ends of polyethylene pipe.
- C. 24 hour notice is to be given to county if entrance is to be installed by contractor.
- D. The following shall be the cost for construction for entrances installed by county:
 1. For 20 ft. top adjacent to gravel or dirt road: \$675
 2. For 30 ft. top adjacent to gravel or dirt road: \$1,000
 3. For 20 ft. top adjacent to paved road: \$1,450
 4. For 30 ft. top adjacent to paved road: \$2,250

Henry County Driveway and Field Access Policy

5. For culvert purchased from county: Current Cost plus handling & tax
6. Cost of construction for entrances other than 20 or 30 foot, including widening of current entrance, will be prorated in accordance with current costs. The above costs are per 2012 construction year and will be adjusted periodically to cover county costs.

All cost must be paid prior to installation by Henry County.

Installation of driveway or field entrance by county will be completed during normal working hours as labor and resources permit. Entrances will normally not be constructed during winter months or early spring due to the lack of adequate material. Dirt for access fill shall be made available by the property owner if adequate material is not reasonably available elsewhere.

- E. The applicant shall notify the County Engineer when installation has been completed by contractor and prior to surfacing. The installation shall not be considered approved by Henry County until inspection is complete. Owner shall modify construction, if necessary, to comply with standards. Headwalls constructed of concrete, masonry, railroad ties or other such material will not be allowed within the right-of-way for traffic safety. Property owner shall 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 surface with crushed rock unless the owner desires. Paved road accesses must be rocked to help prevent excess dirt from being drug onto paved surfaces.
- F. If the county engineer determines that the entrance has not been constructed in accordance with the permit and/or standard specification or material, the owner shall make necessary corrections within 60 days of notification of deficiencies. If the corrections have not been completed with 60 days, the county engineer shall have the access removed or complete the corrections as necessary to meet the required standards. The owner shall be billed for direct county costs.

III. Maintenance

- A. Henry County shall assume responsibility of entrance maintenance when constructed by county. Applicant/Landowner shall be responsible for maintenance of the access, including the culvert, for the first 3 years when not constructed by county.
- B. Henry County will not be responsible for surfacing (gravel, asphalt, or concrete) of driveway or entrance within county right-of-way. A separate permit is required to pave the driveway within county right-of-way. If maintenance of an entrance requires the removal of a paved surface, Henry County will replace the surface with gravel. **UNDER NO CIRCUMSTANCES SHALL ROCK BE REMOVED OFF COUNTY ROADS.**
- C. Henry County will not be responsible for cost of replacement culvert damaged by fire.
- D. Any access or driveway that is adversely retarding the natural flow of surface water shall be reconstructed by the county secondary road department. Any access or driveway installed without a permit, with non approved material, or improperly installed shall be removed by the county or the adjacent landowner shall be responsible for cost of new culvert. The landowner shall have 60 days from notification to complete required improvements. If improvements have not been completed within required time, the county engineer shall complete the corrections as necessary to meet the required standards and the owner shall be billed for direct county costs. If the bill is not paid within 90 days, the bill will be assessed to the property tax of the adjacent landowner.

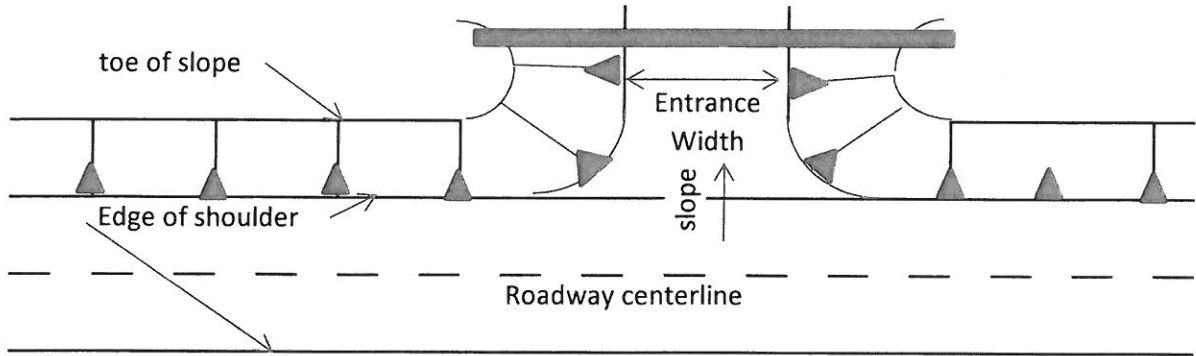
EFFECTIVE DATE:
March 29, 2012



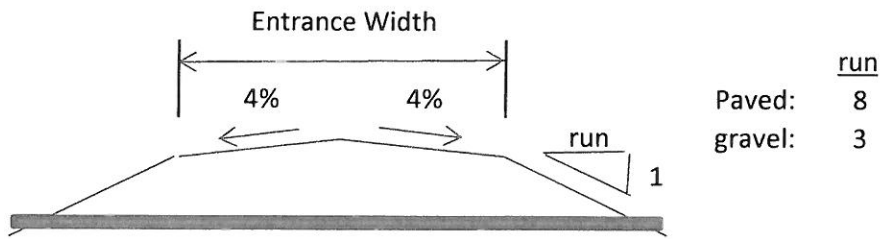
Kent White, Chairman
Henry County Board of Supervisors

3-29-12
Date

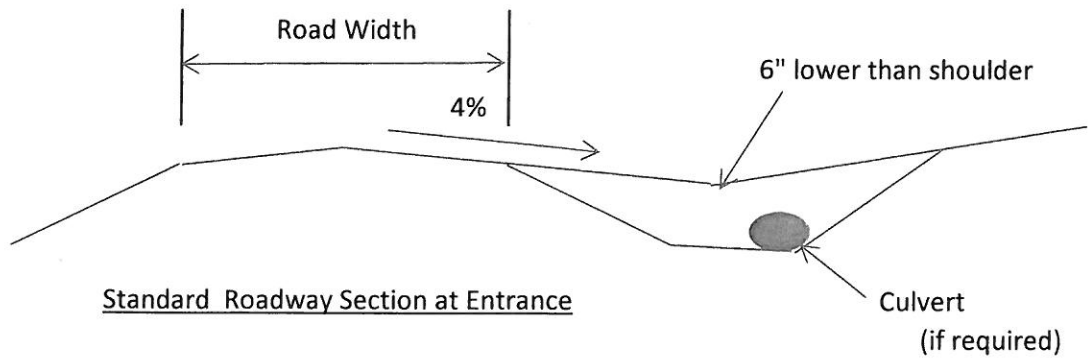
HENRY COUNTY SECONDARY ROAD ACCESS STANDARD DETAILS



Standard Entrance Plan



Standard Entrance Section



Standard Roadway Section at Entrance

All drawings are "not to scale"

Culverts must be installed with positive flow as not to "pond" surface water.

Driveways adjacent to homes and paved roads must be graveled or paved.

Maximum gravel size allowed in 1- 1/4"

All material must be new and meet IDOT standards