

JACKSON COUNTY SECONDARY ROADS DEPARTMENT

ENTRANCE POLICY

It is the policy of Jackson County that all new property entrances and modifications to existing entrances onto Jackson County Secondary Roads require a permit. Requests for new entrances and modifications to existing entrances shall be evaluated in accordance with this policy.

New Installation

A property owner requesting a new entrance connecting to a road under jurisdiction of Jackson County shall complete two entrance application permit forms from the Secondary Roads Department. A permit fee of \$100.00 will be paid by applicant and must be submitted with the permit forms. The applicant shall fill out completely areas marked "Applicant to Fill Out" and include the signature of the property owner on the second page. The applicant shall physically stake out the location of the proposed entrance or schedule to meet onsite Secondary Roads personnel so the County representative can determine the following:

1. Adequate stopping sight distance and sign distance triangles
2. Entrance culvert size and length requirements
3. Any ditching required to drain entrance culvert after installation (by County)
4. Entrance dimensions
5. Any special requirements
6. Verify width request. Any entrance applications (new or modification) requesting a width greater than 50 feet wide shall be accompanied with documentation of anticipated semi-truck traffic.

Adequate sight distance is required and shall be measured in accordance with Iowa DOT Project TR-455, with an additional 10 percent sight distance required above this report. If minimum distance is not be met, property owner will relocate entrance until required distance is met. If this distance cannot be met, appropriate advanced warning signage may be installed at the property owner's expense.

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. The County Engineer will present the permit to the Board of Supervisors for approval at a regular board meeting. Once approval has been received, the Secondary Road Department will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of a new entrance will be the responsibility of the property owner. Entrances must be constructed within 1 (one) year of approval of permit.

JACKSON COUNTY SECONDARY ROADS DEPARTMENT ENTRANCE POLICY

Modification

A. Request to change entrance classification of existing entrance (i.e., Changing field entrance to residential entrance).

A property owner wishing to change an existing entrance must follow the policy requirements of an initial installation. An example of this would be to change a field entrance to a residential entrance. The fee for such an upgrade would be as follows:

1. If the initial entrance was permitted and the fee of \$100 was paid, the cost of the entrance permit shall be waived. All costs associated with the upgrade of the entrance will be the responsibility of the property owner and must be completed within 1 (one) year of approval of permit.
2. An entrance that has been "grandfathered in", or a fee of \$100 was not paid for initial installation, a fee of \$100 shall be required. All requirements of an initial installation will be followed.

B. Hard Surfacing an existing entrance

A property owner wishing to hard-surface an existing entrance shall obtain a work within the right-of-way permit. This permit is free but must be completed and approved prior to paving the entrance.

C. Extending or widening an existing entrance

A property owner wishing to extend the width of an existing entrance connecting to a road under Jackson County jurisdiction shall complete two (2) entrance extension permit application forms from the Jackson County Secondary Roads Department. A permit fee of \$25.00 will be paid by applicant and must be submitted with the permit forms. The applicant shall fill out completely areas marked "Applicant to Fill Out" and include the signature of the property owner on the second page. The applicant shall physically stake out the location or schedule to meet onsite Secondary Road Department personnel so the County representative can determine the following:

1. Adequate stopping sight distance and sign distance triangles
2. Entrance culvert size and length requirements
3. If existing culvert is plugged or no longer functional
4. Any ditching required to drain entrance culvert after installation (by County)
5. Entrance dimensions
6. Any special requirements

**JACKSON COUNTY SECONDARY ROADS DEPARTMENT
ENTRANCE POLICY**

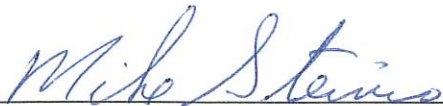
Adequate sight distance is required and shall be measured in accordance with Iowa DOT Project TR-455, with an additional 10 percent sight distance required above this report. If minimum distance is not be met, property owner will relocate entrance until required distance is met. If this distance cannot be met, appropriate advanced warning signage may be installed at the property owner's expense. No longer functional or plugged culverts shall be repaired by the property owner, at their expense, prior to widening of driveway. If it is determined the existing culvert needs replaced, the property owner shall replace the existing length of culvert.

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. Once approved by the Engineer, Secondary Roads will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of extending or widening said entrance will be the responsibility of the property owner. Entrances must be modified within 1 (one) year of approval of permit.

Maintenance

Jackson County Secondary Roads Department does not provide maintenance to entrances. If a property is given written notice to restore adequate drainage through their entrance but does not comply within the timeframe stated in the notice (not less than 45 days), the county shall cause the drainage to be restored and the actual cost of the work shall be billed to the property owner. The drainage structure, blading and surface maintenance shall be the responsibility of the property owner at their expense.

This policy will take effect on March 28, 2023, and shall be in force until revised or terminated by the Board of Supervisors. The permit forms and instructions dated March 2023 shall be included and approved as part of this policy.



Chairman, Jackson County Board of Supervisors



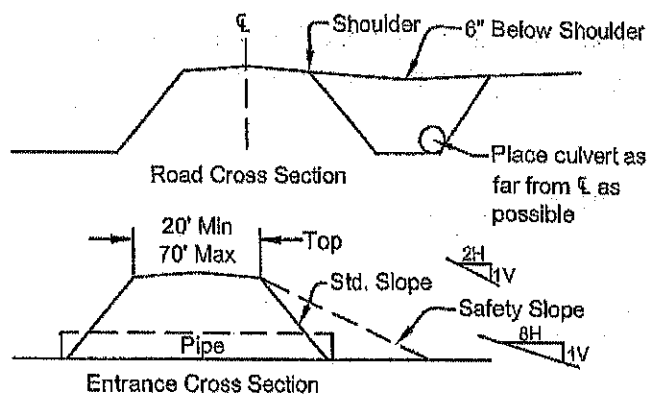
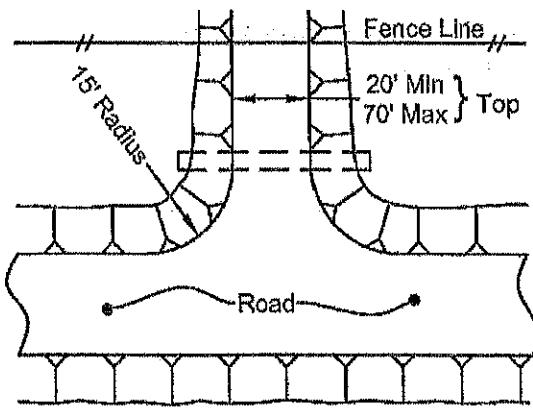
Jackson County Engineer

3/21/23

JACKSON COUNTY SECONDARY ROADS DEPT.	ENTRANCE CULVERT REPLACEMENT PERMIT	PERMIT FEE \$0.00	PAID CHECK/CASH DATE: #		
Application for permit to replace culvert in existing entrance					
Applicant to fill out	Applicant Name:		Home Phone:		
	Current Address:		Work Phone:		
	City/State/Zip:				
Applicant to fill out	Location for proposed entrance:				
	Type (circle one):	[Class B Business]	[Class C Farm]	[Class D Field]	[Class D residential]
	Township:	Section No.:			
	Road No./ID:	Side of Road:	North	South	East

Distance from NW Section Corner:	miles east and	miles south	
Location ref:	ft.	of	
Distance	N/S/E/W	Intersecting Road	
Location ref:	ft.	of	
Distance	N/S/E/W	Intersecting Road	
Longitude: 90.	Latitude: 42.		
SIGHT DISTANCE CHECK:	Approaching from:	&	
E911 sign	Aerial Map	E911 list	Database
E911 RURAL ADDRESS:			

A permit is hereby requested to construct an entrance from the right-of-way line to the traveled way, including any necessary drainage structure. Entrance to be as indicated on the following drawings:



Top Width:	ft.	Standard foreslope = 2 feet Horizontal Per 1 foot Vertical (2:1)
Tube:	Inch Diameter X	feet long required.
If on paved road: Traffic:	Vehicles Per Day. If VPD is more than 400, then foreslope must be 8:1.	

The Property Owner agrees that if granted a permit to replace the culvert in the afore described entrance, the following stipulations shall govern:

1. That the entrance, including drainage structure, grading and surfacing, (with 1" road stone 4" thick the width of the drive to the Right-of-Way line or hard surfacing), shall be constructed by the applicant at the applicant's expense.
2. Replacement of entrance culvert will be by the Property Owner according to County specifications. Failure to comply shall result in Property Owner making all necessary corrections to meet specifications at Property Owner's expense.
3. That no filling will be permitted in the right-of-way other than necessary to replace the proposed entrance.
4. That the entrance culvert pipe material shall be plastic, corrugated metal or reinforced concrete. Plastic culvert material shall meet Iowa DOT Specification Section 4149.03 (A) (C) and (D), except that perforations will not be allowed in the pipe. The culvert pipe shall be _____ inches in diameter and _____ feet in length as shown on sketch. All culvert pipe shall be installed in strict conformity with manufacturer's recommendations. Used pipe may be installed, subject to inspection by the Jackson County Secondary Road Department and approval of the pipe condition and size (minimum pipe diameter is 18").
5. The finished surface elevation of the entrance over the pipe or place where the pipe would normally be, shall be six inches lower than shoulder elevation to prevent water draining onto the pavement or travel way.
6. Stipulations and requirements contained herein are not intended to waive greater requirements of local zoning ordinances.
7. There will be no fee for entrance culvert replacement permit.
8. Culvert must be replaced within one year of approval date. If culvert is not replaced in this time frame, permit will be considered invalid.

Acceptance

Property Owner	Date
----------------	------

Approval

Road Superintendent	Date
---------------------	------

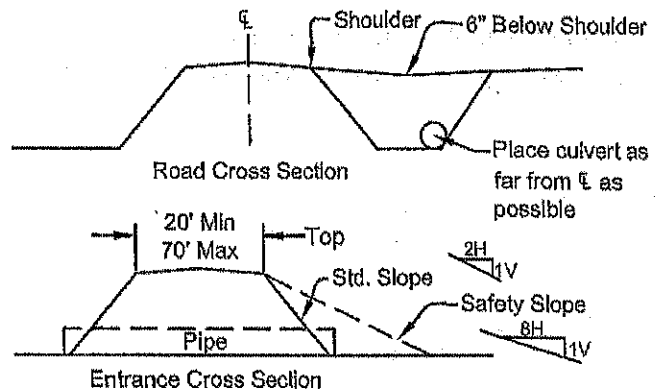
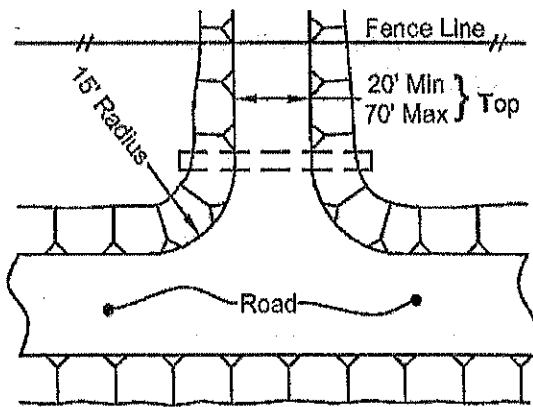
Approval

County Engineer	Date
-----------------	------

JACKSON COUNTY SECONDARY ROADS DEPT.	ENTRANCE EXTENSION PERMIT	PERMIT FEE \$25.00	PAID CHECK/CASH DATE: #
Application for permit to extend existing entrance			
Applicant to fill out	Applicant Name:		Home Phone:
Applicant to fill out	Current Address:		Work Phone:
Applicant to fill out	City/State/Zip:		
Location for proposed entrance:			
Applicant to fill out	Type (circle one): [Class B Business] [Class C Farm] [Class D Field] [Class D residential]		
Applicant to fill out	Township:		Section No.:
Applicant to fill out	Road No./ID:		Side of Road: North South East West

Distance from NW Section Corner:	miles east and	miles south
Location ref:	ft.	of
Distance	N/S/E/W	Intersecting Road
Location ref:	ft.	of
Distance	N/S/E/W	Intersecting Road
Longitude: 90.		Latitude: 42.
SIGHT DISTANCE CHECK: Approaching from: : & :		
E911 sign	Aerial Map	E911 list Database
E911 RURAL ADDRESS:		

A permit is hereby requested to construct an entrance from the right-of-way line to the traveled way, including any necessary drainage structure. Entrance to be as indicated on the following drawings:



Top Width:	ft.	Standard foreslope = 2 feet Horizontal Per 1 foot Vertical (2:1)
Tube:	Inch Diameter X	feet long required.
If on paved road: Traffic: Vehicles Per Day. If VPD is more than 400, then foreslope must be 8:1.		

The Property Owner agrees that if granted a permit to extend the afore described entrance, the following stipulations shall govern:

1. That the entrance, including drainage structure, grading and surfacing, (with 1" road stone 4" thick the width of the drive to the Right-of-Way line or hard surfacing), shall be constructed by the applicant at the applicant's expense.
2. Extension of entrance will be by the Property Owner according to County specifications. Failure to comply shall result in Property Owner making all necessary corrections to meet specifications at Property Owner's expense.
3. That no filling will be permitted in the right-of-way other than necessary to extend the proposed entrance.
4. That the entrance culvert pipe material shall be plastic, corrugated metal or reinforced concrete. Plastic culvert material shall meet Iowa DOT Specification Section 4149.03 (A) (C) and (D) except that perforations will not be allowed in the pipe. The culvert pipe shall be _____ inches in diameter and _____ feet in length as shown on sketch. All culvert pipe shall be installed in strict conformity with manufacturer's recommendations. Used pipe may be installed, subject to inspection by the Jackson County Secondary Road Department and approval of the pipe condition and size (minimum pipe diameter is 18").
5. The finished surface elevation of the entrance over the pipe or place where the pipe would normally be, shall be six inches lower than shoulder elevation to prevent water draining onto the pavement or travel way.
6. Stipulations and requirements contained herein are not intended to waive greater requirements of local zoning ordinances.
7. Fees for entrance culvert extensions shall be \$25.00.
8. Entrance must be constructed within one year of approval date. If entrance is not completed in this time frame, permit will be considered invalid.

Acceptance

Property Owner	Date
----------------	------

Approval

Road Superintendent	Date
---------------------	------

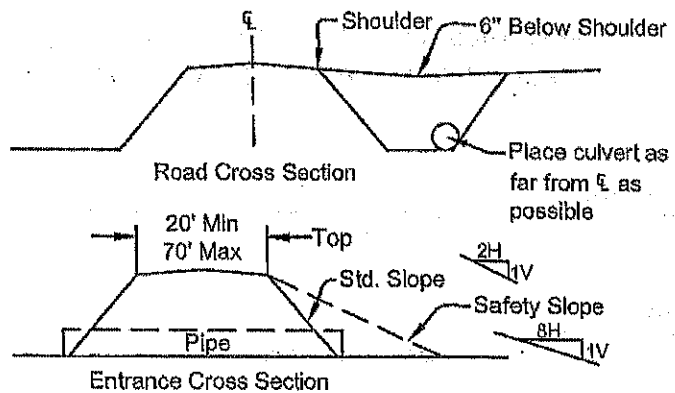
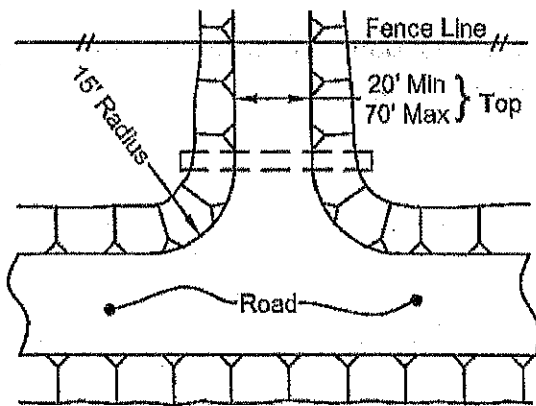
Approval

County Engineer	Date
-----------------	------

JACKSON COUNTY SECONDARY ROADS DEPT.	ENTRANCE PERMIT	PERMIT FEE \$100.00	PAID CHECK/CASH DATE: #
Application for permit to construct Entrance from private property to Secondary Road			
Applicant to fill out	Applicant Name:		Home Phone:
	Current Address:		Work Phone:
	City/State/Zip:		
Location for proposed entrance:			
Applicant to fill out	Type (circle one): [Class B Business] [Class C Farm] [Class D Field] [Class D residential]		
	Township:		Section No.:
	Road No./ID:	Side of Road: North South East West	

Distance from NW Section Corner:	miles east and	miles south
Location ref:	ft.	of
Distance	N/S/E/W	Intersecting Road
Location ref:	ft.	of
Distance	N/S/E/W	Intersecting Road
Longitude: 90.	Latitude: 42.	
SIGHT DISTANCE CHECK:	Approaching from:	&
E911 sign	Aerial Map	E911 list Database
E911 RURAL ADDRESS:		

A permit is hereby requested to construct an entrance from the right-of-way line to the traveled way, including any necessary drainage structure. Entrance to be as indicated on the following drawings:



Top Width:	ft.	Standard foreslope = 2 feet Horizontal Per 1 foot Vertical (2:1)
Tube:	Inch Diameter X	feet long required.
If on paved road: Traffic:	Vehicles Per Day. If VPD is more than 400, then foreslope must be 8:1.	

The Property Owner agrees that if granted a permit to construct the afore described entrance, the following stipulations shall govern:

1. That the entrance, including drainage structure, grading and surfacing, (with 1" road stone 4" thick the width of the drive to the Right-of-Way line or hard surfacing), shall be constructed by the applicant at the applicant's expense.
2. Construction of entrance will be by the Property Owner according to County specifications. Failure to comply shall result in Property Owner making all necessary corrections to meet specifications at Property Owner's expense.
3. That no filling will be permitted in the right-of-way other than necessary to construct the proposed entrance.
4. That the entrance culvert pipe material shall be plastic, corrugated metal or reinforced concrete. Plastic culvert material shall meet Iowa DOT Specification Section 4149.03 (A) (C) and (D) except that perforations will not be allowed in the pipe. The culvert pipe shall be _____ inches in diameter and _____ feet in length as shown on sketch. All culvert pipe shall be installed in strict conformity with manufacturer's recommendations. Used pipe may be installed, subject to inspection by the Jackson County Secondary Road Department and approval of the pipe condition and size (minimum pipe diameter is 18").
5. The finished surface elevation of the entrance over the pipe or place where the pipe would normally be, shall be six inches lower than shoulder elevation to prevent water draining onto the pavement or travel way.
6. Stipulations and requirements contained herein are not intended to waive greater requirements of local zoning ordinances.
7. Fees for Class B, Class C, and Class D entrances shall be \$100.00.
8. Entrance must be constructed within one year of approval date. If entrance is not completed in this time frame, permit will be considered invalid.

Acceptance

Property Owner

Date

Approval

Road Superintendent

Date

Approval

County Engineer

Date

Approval

Chairperson, Board of Supervisors

Date