

**CHICKASAW COUNTY ACCESS POLICY
FOR
SUBDIVISION, DRIVEWAY, AND FIELD ACCESS**

Resolution #02-22-22-17

The purpose of this policy is to establish Chickasaw County's rules for control of access to secondary highways throughout the county. This policy is being developed to formalize Chickasaw 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 upon secondary roads while providing safe highway use for traffic already upon the highway.

A majority of accidents occur at intersections. Each driveway or field entrance is, in essence, an intersection. A lack of proper sight distance at an intersection or driveway does not allow time for either the motorist entering the highway or the motorist already on the highway to react to avoid a collision. It is for this reason that this policy is being developed; that is to establish and define adequate and safe sight distance for all entrances to secondary roads and assure uniform construction standards.

APPLICATION PROCESS:

Under the requirements of the Code of Iowa, Section 318, all persons desiring to do work within right of way under the jurisdiction of Chickasaw County must obtain a permit before beginning any work. All landowners, or their agents, tenants, or designees, who desire additional field entrances or driveways, are required to obtain a permit for installation of the driveway from the County Engineer's Office prior to installation. Consent of all landowners for the driveway request shall be obtained by permittee before a permit can be processed. Permits are available at no cost. Permits shall expire one year from issuance date.

After the applicant fills out the required information for obtaining a permit the applicant shall return the permit to the County Engineers office. The County Maintenance Superintendent or Foreman during normal business hours shall review the site for adequate sight distance and to size the required drainage structure, if one is necessary, under the drive. If the permit is denied due to a lack of sight distance, the Superintendent or Foreman shall contact the applicant to discuss possible alternative sites and to notify the applicant of the reason for the denial.

Within 30 days of completion of construction of the entrance, the inspection sheet needs to be returned the Chickasaw County Engineers Office. Chickasaw County shall accept all future maintenance excluding damage to plastic pipe damaged by ditch burning/mowing performed by landowner.

The permit holder shall be responsible for contacting all applicable utility companies thru "One Call" for the purpose of locating any and all utilities within or near the area of work to be performed by approval of this permit. The "One-Call" phone number is 1-800-292-8989 and should be called 48 hours, excluding Saturday and Sunday, prior to digging.

Any non-compliance with stipulations or specifications, as deemed so by the highway authorities, shall constitute an obstruction in public roadway. As per Code of Iowa, Chapter 319, the obstruction shall be removed and the cost for such removal shall be assessed against the owner or person responsible for placement of obstruction.

DRAINAGE STRUCTURES:

For accesses requiring culverts, new corrugated metal, new reinforced concrete pipe, or new plastic pipe may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48". Culverts above 48" are to be 16 gauge. Concrete pipe shall be of adequate section for the amount of fill above them. If plastic pipe is

utilized, Chickasaw County at no time shall accept maintenance responsibilities for the entrance. Plastic pipe shall meet AASHTO M 294 dual wall requirements.

County residents with approved permits may pay for corrugated metal driveway culverts for use within the right of way at the Chickasaw County Engineers Office. The culvert must be paid for in full before it leaves county property. The culvert remains the property of Chickasaw County and shall be permanently maintained, after installation, by the county except in the case that plastic pipe is utilized.

Applicants may, at their option, install aprons at the end of their culverts. The aprons allow the culverts to blend with the entrance slopes better than a protruding culvert end. Depending upon culvert size, the apron may allow less culvert length to be used. Chickasaw County shall not be obligated to replace the aprons if they have to replace the culvert in the future. Questions can be referred to the County Engineer or Maintenance Superintendent.

SIGHT DISTANCE REQUIREMENTS:

All driveways, field or business entrances and subdivision street intersections must meet the following specifications for sight distance and constructions standards.

Minimum Sight Distance Requirements:

Road Speed Limit	Single Lot Access	Minor Subdivision Road	Major Subdivision Road	Commercial Business Drive/Road
25 mph	150 feet	250 feet	325 feet	325 feet
30 mph	200 feet	325 feet	400 feet	400 feet
35 mph	250 feet	400 feet	475 feet	475 feet
40 mph	325 feet	475 feet	550 feet	550 feet
45 mph	400 feet	550 feet	650 feet	650 feet
50 mph	475 feet	650 feet	725 feet	725 feet
55 mph	550 feet	725 feet	850 feet	850 feet

Speed limit based on the posted speed limit established by the Chickasaw County Board of Supervisors or by the Code of Iowa, Section 321.285 where the speed limit is not posted. Driveways and roads shall not be approved unless they meet the minimum sight distance requirements of this section. Driveways, road accesses and intersections must be approved by the County Engineer's Office prior to the issuance of a building permit by the Zoning Office or by a change of use as petitioned to the Chickasaw County Planning and Zoning Commission or the Chickasaw County Board of Adjustment.

The County does reserve the right to make exceptions in extraordinary circumstances to the sight distance requirements at the discretion of County Engineer where the exercise of sound and reasonable engineering judgment indicates that literal enforcement of the policy is not practical or in the best interests of the public. Public safety shall not be compromised in such circumstances.

GENERAL CONSTRUCTION REQUIREMENTS:

Driveways, field or business entrances, and subdivision intersections shall be constructed according to the requirements shown below:

1. After the Entrance Permit application is made, the County shall then make a report as to the size and length of culvert required, if any, and any unfavorable safety aspects of the location. Applicant and/or property owner is reminded to take all necessary safety measures needed to protect the traveling public during construction of entrance, driveway or subdivision street. Applicant and/or property owner also assumes all liability of any damage to county road caused by construction of said entrance.
2. The applicant and/or property owner can then proceed to construct the entrance in accordance with the minimum requirements.
3. All culverts placed must be of new material and handled in a manner so as not to damage them during

placement. Culverts must be placed so that the inside lap joint is downstream, that is, pointed in the direction that the water shall flow.

4. The area where the pipe goes will need to have the sods stripped to get a good base flowing the right way and to avoid water pooling near the entrance. **(No field rock or concrete can be used as fill on the entrance)**. The finished entrances must have 2:1 slopes on non-paved roads and 6:1 slopes on paved roads. Because of the slope requirement, the finished entrance's useable driving surface will become narrower, so please keep this in mind when determining the length of pipe that you purchase.
5. Approved crushed stone or gravel surfacing shall be applied to all newly constructed and extended entrances on paved roads by the permit holder. Applicant and/or property owner shall be responsible for placement of rock on driveway or field entrance from shoulder edge to the right of way line. Paved road accesses must be rocked to help prevent excess dirt from being tracked onto paved surfaces. The county shall provide and maintain rock surfaces only as far as the shoulder width of the road. Entrances on non-paved roads do not require placement of crushed stone or gravel surfacing but owner does have the option to place material if desired. **UNDER NO CIRCUMSTANCES SHALL ROCK BE REMOVED OFF COUNTY ROADS.**
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 75 - 80 feet. The top width for subdivision streets shall meet the requirements of the subdivision ordinance based on the type of road section selected by the developer.
7. The entrance shall be shaped with a crown and must not allow water from the property to drain onto the roadway. This may require small ditches on both sides of the entrance driveway for a short distance back onto the property, to control the water.
8. If the landowner desires to pave the driveway surface with either portland cement concrete (PCC) or asphalt cement concrete surfacing (ACC), 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 maintenance or repair of the driveway or its drainage structure, the county shall **NOT** replace the paved surface.

DRIVEWAY IMPROVEMENT REQUESTS:

Some older driveways may not meet minimum top width or slope requirements. Other driveways may require widening to meet new landowner needs such as to serve grain hauling and wider equipment. Improvement to driveways shall be handled as follows:

1. Driveways with top widths less than 20 feet in width may be updated at the request of the property owner. Requests should be filed with the County Engineer's office. The county shall pay for the increased culvert length necessary to widen the substandard driveway to the minimum 20 foot width. If additional driveway width is required or desired, the property owner shall be responsible for cost of additional culvert to meet the desired width. The driveway improvement work may be done by the county or the property owner. The determination on who shall do the work is at the discretion of the county engineer based on the engineer's estimate of the county crews work loads.
2. Existing driveways already 20 feet in width may also be widened after the landowner; tenant or agent for the landowner has applied for a permit for the work from the County Engineer's office. The additional culvert, if a culvert is present, needed for widening the driveway may be purchased from the county. The property owner, tenant, or agent for the owner shall provide the necessary dirt to widen the driveway. The party obtaining the permit shall contact the county after the work is done to allow inspection of the driveway before any surfacing is placed. Upon acceptance of the work by representatives of the County Engineer, the driveway may be surfaced and may be considered completed.
3. After the work on the driveway covered by the improvement is completed, the county shall take over all maintenance on the full, new width of the driveway unless maintenance required involves damage to plastic pipe caused by ditch burning/mowing by landowner.

MINIMUM DISTANCE BETWEEN DRIVEWAYS AND INTERSECTIONS

The following minimum distances shall be required between driveways and field entrances:

Driveways shall not be placed closer than 100 feet apart from centerline of driveway to centerline of driveway to allow for adequate space to place entrance culverts and allow for drainage of the road surface. Deep ditches along roads may require additional driveway separation. Final driveway separation distances shall be determined during a review of the permit application by the County Engineer or the Engineer's designated representative.

Driveways shall not be placed directly at an intersection, except for a T intersection (driveway must be perpendicular to cross traffic directly across from the lower leg of the T intersection). Driveways in T intersections must meet all criteria for sight distance, slope and other requirements stated in this policy.

Subdivision lots served by an access road or street that is a platted part of the subdivision shall not be allowed driveways that bypass the use of the subdivision street and allow the lot to directly exit onto the existing county road adjacent to the subdivision. Lots abutting and served by platted subdivision streets or roads must use those streets or roads for driveway access. This prohibition of the use of adjacent county roads is desirable as it reduces the number of possible collision conflicts in an area of increased traffic.

COUNTY POLICY FOR MAINTENANCE OF EXISTING DRIVEWAYS

The county shall maintain existing driveways according the following policy:

1. The county shall repair driveways as needed to maintain field and home access. The property owner, tenant, or agent for the property owner shall make a request for maintenance to the County Engineer's Office. The county shall repair the driveway, replace the culvert, if necessary, and rebuild the driveway to meet minimum width requirements. If the driveway is more than 20 feet in top width, the county shall replace the driveway in equal width to the driveway in place. If plastic pipe is utilized, Chickasaw County at no time shall accept maintenance responsibilities for the entrance if pipe damage is caused by ditch burning/mowing by landowner.
2. Upon completing repairs to the driveway, the county shall replace rock surfacing on the driveway, if rock surfacing was present. The county shall not replace paved surfaces, either asphalt or concrete. Repairs to paved surfaces, if necessary, shall be done by the landowner.
3. The county shall not provide additional rock resurfacing to residential driveways or field entrances beyond the shoulder line. It shall be the responsibility of the landowner. If the resident or owner drags rock from within the county right of way, the county patrol operator shall remove the rock from the drive and pull it back within the right of way.

COUNTY POLICY FOR FILLING OF DITCHES

County residents may request to fill in a ditch adjacent to their property for mowing purposes using the same permit process as a new/widened entrance. Approval will be at the discretion of the Chickasaw County Engineer. Drainage must be maintained with an appropriately sized pipe, if needed and connected to existing entrance pipe when applicable. Chickasaw County will not be responsible for any costs associated with construction or maintenance of said ditch filling/drainage pipe. Property owner may pay Chickasaw County for material costs and/or labor costs associated with property owner's construction or maintenance obligations, or may pay material costs and perform or contract labor themselves subject to approval and certification by Chickasaw County Engineer.

REPEALER:

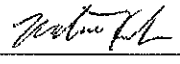
All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

SEVERABILITY:

If any section, provision, or part of this policy shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the policy as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.


Passed and approved on this 22nd day of February, 2022

CHICKASAW COUNTY BOARD OF SUPERVISORS



Chairperson

Attested:



Chickasaw County Auditor