

Lee County Secondary Roads Application for Permit to Construct Private Entrance

APPLICANT INFORMATION:

DATE _____

Landowner Name Phone

Address City State Zip

LOCATION: _____ Qtr, Sec _____, Twp/Rge _____ Township name, _____

Description of Location

Location marked by _____ Side of Road: **N** **S** **E** **W**

Entrance is access to: Field House Farm Building House to be Constructed _____

THE LANDOWNER AGREES THAT IF THIS PERMIT IS APPROVED THE FOLLOWING STIPULATIONS SHALL GOVERN:

1. It is understood and agreed that this application does not mean that approval shall be granted.
2. The landowner shall furnish and have delivered to the job site a new zinc coated corrugated metal pipe, or Engineer approved equal or purchase pipe through Lee County.
3. If the pipe has to be lengthened at a later date, the additional pipe and connecting bands shall be furnished by the landowner at no cost to Lee County.
4. The landowner shall notify the County Engineer's Office when the pipe has been delivered.
5. Lee County (WILL) (WILL NOT) cover the pipe. If Lee County will cover the pipe with dirt, it will be done when county equipment is working in the area.
6. Lee County will not surface the entrance with crushed stone; however, crushed stone may be added by the landowner at his expense if desired.
7. If the landowner constructs the entrance, he shall notify the County Engineer's Office forty-eight (48) hours prior to the start of construction within the right of way.
8. The pipe shall become the property of Lee County after installation and Lee County shall maintain the drive and pipe within the right of way.
9. Section 318.8 Code of Iowa requires that all work performed under this permit to be in conformity with the specifications of the I.D.O.T. If the landowner does not conform to these specifications, Lee County shall remove the entrance at the landowner's expense.

X _____
Landowner Signature Date

COUNTY USE ONLY

ROAD SURFACE: _____ Paved _____ Granular

DRY FILL: _____ **CULVERT DIAMETER:** _____ **PIPE LENGTH:** _____

EXTENSION TO PRESENT: _____ **CULVERT DIAMETER:** _____ **PIPE LENGTH:** _____

LANDOWNER RESPONSIBLE FOR: _____ **PERMIT VALID UNTIL:** _____

COST

Pipe _____

Band _____

Installation _____

Total \$ _____

Approved by: _____
Lee County Engineer Date

Once payment has been received by the county, your entrance will be scheduled for installation.
Remit payment to: Lee County Engineer, P.O. Box 158, Ft. Madison, IA 52627

RESOLUTION NO. 2012 – 73

SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM
EFFECTIVE: May 9, 2012

SUBJECT: NEW ENTRANCES
AND DRIVEWAYS

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Upon application by the property owner for the establishment of an entrance in a location where no previous entrance existed, the following policy and procedures shall apply:

1. The property owner shall file a copy of the entrance application form with the County Engineer. The County Engineer or his representative will view the location and determine if there is adequate site distance, correct slope between the road and right of way line and all other physical features about the site.

If the application is approved, the County Engineer will determine if a culvert is required, the size of culvert opening required the length of culvert required and who shall haul and place dirt.

The landowner shall receive one copy of the completed application.

2. The County Engineer will determine the length of culvert based on the following minimum entrance top widths:

Residence entrance	20 feet
Farm building entrance	20 feet
Field entrance	20 feet
Double field entrance	40 feet

Lengths required for side slopes shall be added to the above entrance widths as follows:

- Shallow fills — the depth of ditch times four
- Deep fills — the depth of ditch times six

The Side slope requirements along paved roads and roads with average daily traffic counts in excess of 400 vehicles shall be the depth of the ditch times 16 for the earth fill, changing to 12 times the depth of the ditch at the drainage culvert and continuing the side slopes at 6 to 1 to the clear zone limit or right of way which ever is less.

3. The property owner shall furnish and have delivered to the site the size and length of culvert specified by the County Engineer. The culvert shall be zinc coated corrugated metal pipe or Engineer approved equal.

If the required size is available in stock, Lee County will sell the culvert to permit holders at the current price plus 15% for handling charges.

If the County constructs the entrance, the cost of installation for a single drive shall be as follows:

- A. Adjacent to Gravel or Dirt roads: 20 foot top \$600.00
Costs of construction of entrances with over a 20 foot top, depth of fill over 4 feet and right of way greater than 33 feet will be prorated in accordance with current costs
- B. Adjacent to Paved roads: 20 foot top \$1300.00
Costs of construction of entrances with over a 20 foot top, depth of fill over 4 feet and right of way greater than 50 feet will be prorated in accordance with the current costs.

All costs shall be prepaid before installation by the County. Installation will be done when good dry dirt is available and when County equipment is working in the area.

4. The County Engineer's Office shall be notified forty-eight (48) hours prior to the start of construction within the right of way if the property owner decides to construct the entrance.

If the property owner purchased the culvert from Lee County and it is delivered to the site, it shall no longer be the responsibility of Lee County concerning theft or mysterious disappearance. The County will attempt to contact the property owner when the culvert is to be delivered.

5. Section 318.8 of the Code of Iowa requires that all work performed under the entrance permit to be in conformity with the Specifications of the Department of Transportation. If the property owner does not conform to the specifications, Lee County shall remove the entrance at the property owner's expense.
6. If a property owner requests that an entrance be widened, the additional culvert and connecting bands shall be furnished by the property owner at no cost to Lee County. If the required size is available in stock, Lee County will sell the culvert to permit holders at the current price plus 15% for handling charges. Installation cost by Lee County shall be proportionate to the cost of new driveways.
7. The culvert shall become the property of Lee County after installation and Lee County shall maintain the drive and pipe within the right-of-way.
8. Lee County will not surface the entrance with crushed stone; however, the property owner may add crushed stone at no cost to Lee County. A separate permit is required to pave the entrance within county right-of-way. Lee County will not maintain the crushed stone surfacing or paved surface on entrances within the right of way.

NOW, THEREFORE, BE IT RESOLVED, that the Lee County Board of Supervisors hereby approves the New Entrances Policy for the Lee County Secondary Road Department:

Passed and approved this 9th day of May, 2012