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8/20/24



# Woodbury County Secondary Roads Department

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PPM #1, Rev. 8/2024

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT POLICY AND PROCEDURE MEMORANDUM

### Secondary Road Driveways and Entrances

Permits are required for all work done within Woodbury County Secondary Road rights of way as provided in section 318.8 of the Code of Iowa.

Applications for a permit for a new entrance, or to widen or move an existing entrance, shall be directed to the County Engineer's office. The Engineer or District Road Foreman will determine the size and length of culvert needed and will issue a permit of the applicant to construct or widen the entrance. Driveways may be constructed by county staff or contractors hired by the property owner. If the property owner does not construct the driveway under the requirements stated herein, or fails to obtain a permit, the Engineer or Foreman shall notify the property owner of the correction needed and allow 30 days for the property owner to make the correction. If the property owner does not comply with the correction needed, the County will remove the entrance at a cost to the property owner of up to \$500.

The County will determine the need for and size of culverts for each proposed entrance. The minimum culvert diameter is 24-inches unless an exception is approved by the county engineer. Only new corrugated metal or new reinforced concrete pipes are allowed for use in Woodbury County rights of way. Corrugated metal pipe shall be a minimum of 14 gauge for sizes from 24" to 42" and 12 gauge for 48" and larger diameters. The maximum allowable entrance top width for a residence is 30 feet, except by special permit. The maximum allowable top width for a farm entrance is 40 feet to accommodate large trucks and equipment.

#### DRIVEWAY WIDENING:

Prior to approving driveway widening requests, the county will check the existing driveway culvert for structural soundness. If the existing culvert is in poor condition at the time an extension is requested, the county may require the replacement the entire culvert, not just add the desired extra width. The permittee will be billed for the portion of new culvert and band necessary to widen the driveway to meet current county standards.

**DRIVEWAY MAINTENANCE:** The County will be responsible for all continuing maintenance on driveways and field entrances. The county will maintain, repair, or replace driveways constructed within the county right of way, including when driveways

are widened, flattened, or replaced in the course of a county construction or maintenance project. The county will maintain rock surfacing driveways for house and building sites only, unless exceptions are made by the county engineer. Landowners may provide their own rock surfacing for any driveway or field entrance at their own expense.

If the driveway culvert fails for any reason, is blocked and ponding water in the ditch, or if the driveway needs to be reconstructed in the course of ditch cleaning or other maintenance work, the county will contact the property owner to see if the driveway is still needed. If the driveway is still needed, the county will do all work to replace the culvert under the driveway and replace any surfacing gravel or aggregate lost at no additional cost to the landowner in the course of maintenance work.

#### DRIVEWAY ELIMINATION:

If a driveway is no longer needed, the county will remove the driveway as part of maintenance work or ditch cleaning at no cost to the landowner. The property owner may opt to keep the culvert, if one is present, from the driveway after removal, but may not use this pipe at another location within the right of way.

#### CONSTRUCTION REQUIREMENTS FOR DRIVEWAYS BUILT BY OTHERS:

Property owners constructing their own driveways may not use dirt from the ditch to build the driveway unless the County grants written permission on the permit form. The locating of underground utilities shall be the responsibility of the applicant and may be done by contacting Iowa One Call at 1-800-292-8989.

#### GENERAL REQUIREMENTS:

Entrance side slopes shall be 6:1 or flatter on all paved roads. Entrance slopes on granular surfaced or dirt roads shall be 3:1 or flatter. **The construction of vertical headwalls for decorative or driveway widening is not permitted.** The County considers such headwalls to be obstructions in the right of way and will require their removal at the landowner's expense.

Minimum sight distance requirements for house, field or business entrances and private road intersections as shown below:

Road Speed Limit	Single Lot Access	Paved Road Single Access	Minor Subdivision Road	Major Subdivision Road	Commercial Business Drive/Road
25 mph	150 feet	200 feet	250 feet	325 feet	325 feet
30 mph	200 feet	250 feet	325 feet	400 feet	400 feet
35 mph	250 feet	350 feet	400 feet	475 feet	475 feet
40 mph	325 feet	425 feet	475 feet	550 feet	550 feet
45 mph	400 feet	500 feet	550 feet	650 feet	650 feet
50 mph	475 feet	550 feet	650 feet	725 feet	725 feet
55 mph	550 feet	600 feet	725 feet	800 feet	850 feet

Speed limit is based on the posted speed limit established by the Woodbury County Board of Supervisors or by the Code of Iowa, Section 321.285 for roads where the speed limit is not posted. Driveways and roads will not be approved unless they meet the minimum sight distance requirements of this section. Exceptions to the sight distance

requirements may be made if, due to road alignment, proximity to an intersection or other geometric feature prevents traffic from driving the legal speed limit of the road in question. The county engineer will be the final judge in such cases and a driveway may not be approved if it cannot be safely located.

Every driveway is a potential collision location along the roadway. As such, driveways are limited to locations where sight distance is adequate and installed as needed for land access. Only one driveway is allowed per rural residential lot under 10 acres in size. **An exception to the policy of only one driveway per rural residential lot may be granted on paved dead-end roads and cul-de-sacs with curb and gutter and a speed limit under 25 mph.** Circle driveways (two separate driveways in the ditch connected by a continuous lane or driveway on private property) are not allowed on rural residential properties.

All entrances on paved roads shall be rock surfaced from the edge of the shoulder to the right of way line. Asphalt or Portland Cement Concrete paved driveways are not allowed within Woodbury County rights of way on paved roads without special permit from the Engineer's office. Maintenance of all paved driveways or private subdivision streets within Woodbury County rights of way is the responsibility of the landowner/applicant/homeowner's association. Asphalt and concrete paved driveways on granular surfaced roadways are prohibited.

Driveways require a minimum setback of 125 feet from county road intersections. New driveways connected directly to intersections will not be allowed. Driveways must be separated by at least 50 feet to allow drainage of the road surface to the ditch.

#### MULTIPLE DRIVEWAYS FOR AGRICULTURAL PROPERTY:

Multiple driveways may be allowed for farm property access. Driveways may be installed along a farm boundary as needed for farm operations if driveways meet sight distance and separation requirements. A farm property may be served by a single driveway for the residence, plus a second driveway to allow access to farm buildings or grain bins. Field entrances will be approved as sight distance allows and generally, up to two field entrances may be allowed per forty (40) acre field. Farm access drives and field entrances may be up to 40 feet in top width. Exceptions for special access needs may be granted by the county engineer.

APPROVED:

  
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Chairman-Woodbury County Board of Supervisors

  
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Mark J. Nahra, Woodbury County Engineer

Attachments:    Permit for Entrance  
                      Permit to Pave a Residence or Business Entrance  
                      Permit for Extra Wide Driveways