

## WOODBURY COUNTY SECONDARY ROADS DEPARTMENT

### POLICY AND PROCEDURE MEMORANDUM #1

PPM Origination Date: 2011

Revisions: 1/2012, 2/2026

SUBJECT: Driveways and Entrances, PPM #1

#### PURPOSE:

This policy outlines the installation, inspection, fees, and maintenance of driveways and entrances in Woodbury County Right-Of-Way.

#### CODE OF IOWA:

*318.8 Permit required. A person shall not excavate, fill, or make a physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. At the request of a permittee, a modification may be granted in the discretion of the highway authority. Work performed under the permit shall be performed in conformity with the specifications prescribed by the highway authority. If the work does not conform to permit specifications, the person shall be notified to make the conforming changes. If after twenty days the changes have not been made, the highway authority may make the necessary changes and immediately send a statement of the cost to the responsible person. If within thirty days after sending the statement the cost is not paid, the highway authority may institute legal proceedings to collect the cost of correction. A violation of the permit specifications shall be considered a violation of section 318.3. A public utility subject to section 306A.3 is exempt from this section.*

#### PERMIT REQUIREMENTS:

A permit is required before constructing a new entrance or before relocating or widening an existing entrance within Woodbury County Right-Of-Way. Application, permit fee, and culvert purchases shall be submitted to the County Engineer's Office. The County Engineer or the Engineer's designated representative shall determine whether a culvert is required and, if so, the appropriate size and length. Upon approval, a permit authorizing construction shall be issued.

Driveways may be constructed by the property owner or a contractor hired by the property owner.

If a property owner constructs an entrance without obtaining the required permit or fails to construct the entrance in accordance with this policy and the approved permit, the County Engineer or designated representative shall notify the property owner of the required corrective action. The property owner shall have twenty days to complete the corrections. If the corrections are not completed within the required time, the County may remove or modify the entrance and recover the cost of the work from the property owner.

#### DESIGN STANDARDS:

The County Engineer or designated representative shall determine the need for and size of culverts for all proposed and modified entrances. Minimum culvert diameter shall be 24 inches. Only new corrugated metal pipe (CMP) or reinforced concrete pipe (RCP) may be installed within the County right-of-way. Corrugated metal pipe shall be: 14-gauge for diameters from 24 through 42 inches or 12-gauge for diameters 48 inches and larger. Residential entrances shall not exceed 30 feet in width unless otherwise approved by the County Engineer. Farm entrances shall not exceed 40 feet in width unless otherwise approved by the County Engineer. Entrance side slopes shall be: 6:1 or flatter on paved roads or 3:1 or flatter on granular or dirt roads.

Vertical headwalls are prohibited within the County right-of-way. Decorative headwalls and headwalls constructed solely to widen an entrance are considered roadway hazards and shall be removed at the property owner's expense.

#### LOCATION REQUIREMENTS:

Driveways shall be located where adequate sight distance is available to provide for the safe movement of vehicles entering and leaving the county roadway. Minimum sight distance requirements are based on the Iowa Department of Transportation *Traffic and Safety Manual*, Figure 7G-1 – Access Control, and are as follows:

| Posted Daytime Speed Limit<br>(mph) | Desirable Sight Distance<br>(ft) | Minimum Sight Distance<br>(ft) |
|-------------------------------------|----------------------------------|--------------------------------|
| 30                                  | 305                              | 200                            |
| 35                                  | 360                              | 250                            |
| 40                                  | 425                              | 305                            |
| 45                                  | 495                              | 360                            |
| 50                                  | 570                              | 425                            |
| 55                                  | 645                              | 495                            |
| 60                                  | 730                              | 570                            |

The speed limit is established by resolution of the Woodbury County Board of Supervisors or the statutory speed limit established under Iowa Code Section 321.285 where no speed limit has been posted. Driveways that do not meet the minimum sight distance requirements will not be approved. When existing roadway geometry or other site conditions prevent motorists from reasonably traveling at the legal speed limit, the County Engineer may consider an exception based on an engineering evaluation. Driveways shall also comply with the following minimum spacing requirements: minimum setback of 125 feet from the nearest county road intersection, minimum separation of 50 feet between adjacent driveways, and new driveways shall not be permitted directly within or connected to an intersection.

#### NUMBER OF DRIVEWAYS:

Every driveway represents a potential conflict point along the roadway. Accordingly, driveways shall be limited to the minimum number necessary to provide reasonable access. Only one driveway shall be permitted for a rural residential lot containing less than ten (10) acres. An exception may be granted on paved dead-end roads or cul-de-sacs with curb and gutter where the posted speed limit is less than 25 mph. Circle driveways, consisting of two separate entrances connected on private property, are not permitted on rural residential properties.

#### AGRICULTURAL ACCESS:

Multiple driveways may be permitted for agricultural properties. A farm may have: One residential driveway and one additional driveway serving farm buildings or grain storage facilities. Field entrances may be approved where sight distance permits. Generally, no more than two field entrances shall be approved per forty acres. Agricultural entrances may be up to forty feet wide.

#### SURFACING REQUIREMENTS:

Entrances on paved roads shall be surfaced with aggregate from the edge of the roadway shoulder to the right-of-way line. Asphalt or Portland cement concrete pavement within the County right-of-way is prohibited unless specifically approved by the County Engineer.

Maintenance of privately paved driveways or subdivision streets located within the County right-of-way shall be the responsibility of the property owner or homeowners association.

Asphalt and concrete driveways are prohibited on granular-surfaced roads.

#### FILL MATERIAL REQUIREMENTS:

Material excavated from the roadway ditch shall not be used in the construction of a driveway or field entrance unless specifically authorized in writing by the County Engineer as part of the entrance permit. The applicant is responsible for contacting Iowa One Call and having all underground utilities located before any excavation or construction begins.

#### DRIVEWAY WIDENING:

When a request is made to widen an existing driveway, the County shall inspect the existing culvert. If the culvert is determined to be in poor condition, the County may require replacement of the entire culvert rather than allowing only an extension. The permittee shall be responsible for the cost of the additional culvert section and connecting band necessary to widen the entrance to current County standards.

#### MAINTENANCE:

The County is responsible for maintaining driveways and field entrances located within the County right-of-way. However, maintenance of driveways and field entrances is a lower priority than roadway and bridge maintenance and will generally be performed only when the condition of the access is adversely affecting the roadway or creating a maintenance or safety concern. If repairs cannot be completed by the Secondary Roads Department within a reasonable timeframe,

the property owner may make the necessary repairs, subject to County standards and approval with a Work on Right-of-Way permit.

The County will maintain, repair, or replace driveways affected by County maintenance or construction activities within the public right-of-way. The County will only maintain aggregate-surfaced residential driveways unless otherwise determined by the County Engineer. Maintenance of all paved accesses including driveways and private subdivision streets within Woodbury County rights-of-way is the responsibility of the landowner/applicant/homeowners association. Property owners may, at their own expense, furnish aggregate surfacing for driveways or field entrances.

If a driveway culvert fails, becomes blocked, causes water to pond, or must be reconstructed during ditch cleaning or roadway maintenance, the County shall contact the property owner to determine whether the entrance is still needed. If the access remains necessary, the County shall replace the culvert and restore any aggregate surfacing disturbed during the work at no cost to the property owner. However, this work is a lower priority than roadway and bridge maintenance and will generally be performed only when the conditions are adversely affecting the roadway or creating a maintenance or safety concern.

#### DRIVEWAY ELIMINATION:

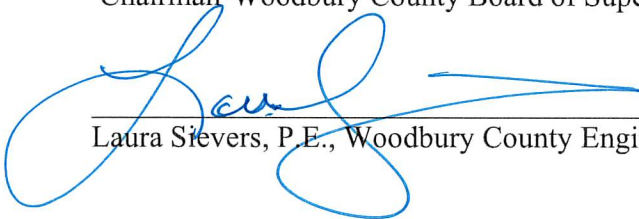
If a driveway is no longer needed, the County may remove the entrance during maintenance or ditch-cleaning operations at no cost to the property owner. The property owner may retain the removed culvert; however, the culvert shall not be reused within any public right-of-way.

APPROVED:



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Chairman-Woodbury County Board of Supervisors



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Laura Sievers, P.E., Woodbury County Engineer