

UNION COUNTY ENTRANCE APPLICATION

TYPE: NEW INSTALLATION WIDEN EXISTING FROM ___ FT TO ___ FT
 PROPOSED INSTALLATION METHOD: COUNTY-INSTALLED CONTRACTOR/SELF-INSTALLED

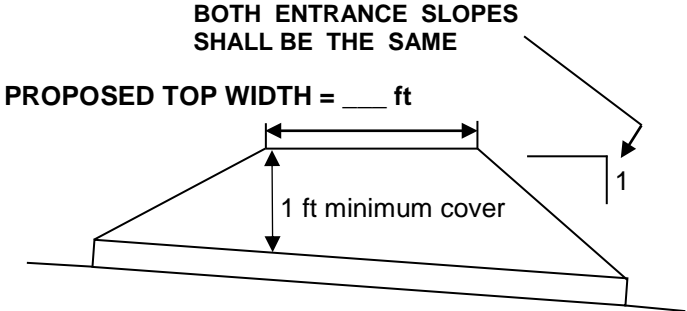
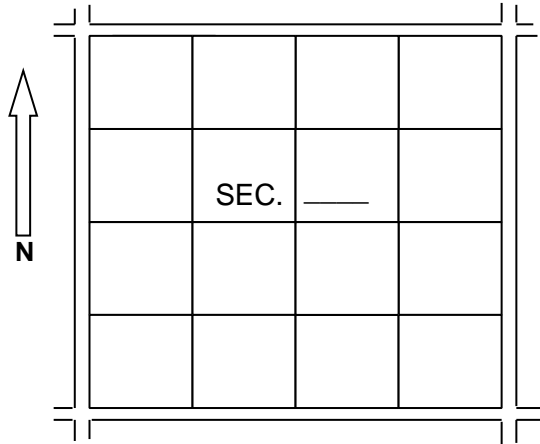
APPLICANT NAME: _____
 ADDRESS: _____
 PHONE: _____

LOCATION: SECTION _____ TOWNSHIP _____

SIDE OF SECTION: N S E W

SIDE OF ROAD N S E W

DIAGRAM:



Please mark the approximate point of proposed entrance

REMARKS: _____
 List location of proposed entrances to be removed, if any (\$100 credit per entrance) _____

I AGREE TO THE TERMS AND CONDITIONS OF THE ENTRANCE PERMIT AND COUNTY ENTRANCE POLICY.

 Applicant Signature

 Date

FOR OFFICE USE ONLY

Applicant cost for County-installed entrance

Dry-Fill Entrance (no culvert): \$500	\$ _____
Entrance with culvert: \$1000 + culvert cost =	\$ _____
Deduction (if any) for entrances removed \$100 x _____ entrances =	\$ _____
Total	\$ _____

EVALUATION MADE BY _____ DATE: _____ Approved Y / N
 EXISTING PIPE: _____ DRAINAGE AREA: _____
 SIGHT DISTANCE: _____ DITCH DEPTH _____ PIPE REQUIRED _____

ROAD CLASSIFICATION: FM/FAS FMO LOCAL
 ROUTE NO.: _____ TRAFFIC COUNT: _____ V.P.D. ENTRANCE SLOPE REQUIRED: _____

Date Payment Received _____

UNION COUNTY ENTRANCE POLICY

In an effort to be as efficient in the use of road funds as possible, the Board of Supervisors has adopted the following policy for entrances to the Union County Secondary Road System, effective July 1, 2018.

1. The County Engineer will require a permit for each new or widened entrance requested to the secondary road system. Location of the entrance will be at the owner's request if the sight distance and other related factors are approved by the Engineer.
2. Slope from the edge of entrance to the ditch flow line will be as follows: 6:1 Paved Road, 3:1 Rock or Dirt Road. The minimum width of entrances is 20 feet. The County will designate the minimum length and diameter of pipe to achieve efficient drainage and width of entrance. No entrance culvert shall be less than 18 inches in diameter.
3. Applicants will have a choice for new or widened entrance installation method:
 - a. County-installed entrance: Cost to the applicant is **\$500** for dry-fill entrances (no culvert) and **\$1000** for the construction of entrances that require a culvert, plus the cost of the culvert. A **\$100** credit to the applicant's bill will be applied for each entrance located on the secondary road system that the applicant requests and the county approves removed by County forces. The intent of this credit is to encourage the removal of undesired and obsolete entrances that are the county's obligation to maintain and thereby reducing the number of conflict points for the traveling public on the secondary road system. The schedule for the County installing the entrance is dependent upon factors such as workload, manpower, and weather.
 - b. Contractor/self-installed entrance: No cost from the county for an entrance installed by others. If a culvert is required, it may be purchased from the county at cost. Applicant shall call Iowa One Call prior to beginning work and shall maintain all necessary and proper barricade, signage, etc., as per the Manual on Uniform Traffic Control Devices, at all times to protect workers, property owners, and the traveling public from accidents during entrance installation activities. Upon notification by applicant or installer to the County of the completion of the entrance, the County Engineer or designee will certify the work to be in compliance. When the work is found to be non-compliant with this policy, a written notice will be issued. The applicant will have 30 days from receipt of notice to bring the entrance into compliance. A \$500 fee, plus County costs, will be assessed to the applicant when the County is required to correct or remove a non-compliant entrance.
4. The County maintains stockpiles of new pipe for purchase (minimum length of 20'). No entrance surfacing will be provided by the County. The County will assume maintenance of entrances after installation. Culvert pipe with paved drives will not be maintained by the County.
5. All culverts placed in entrances shall be of new materials. Culverts shall be of annular, corrugated, riveted, or polyethylene construction. Spiral rolled pipe is not acceptable. No maintenance will be performed on these types of culverts.
6. For widened entrances, the applicant pays for the length of pipe equal to the resulting additional entrance top width. Extensions to existing entrances will only be allowed when the ends of the existing culvert are suitable to allow the addition of same size and material. If existing culvert is not suitable due to damage or deterioration, the County will provide a replacement pipe of the original diameter and length at no cost to the applicant.
7. Approximately midway between the right-of-way line (fence line) and the edge of the road, the elevation of the entrance shall be at least three (3) inches lower than that of the edge of the road, while maintaining a minimum of one (1) foot of cover over the top of the culvert. County maintenance personnel are allowed to maintain and/or modify an entrance in order to prevent water from entering and/or damaging the roadway surface.
8. The applicant will be required to furnish all dirt necessary for entrance construction. Any materials from within County right-of-way shall be with the approval of the County Engineer or designee.
9. The County Engineer or designated representative is hereby named the permit officer to administer the terms of this policy. Administrative decisions of pipe size and length, sight distance and other safety factors will be final. Other appeals of administrative decisions may be appealed to the Board of Supervisors in writing at any time or orally at a regularly scheduled Board meeting. Board decisions shall be entered into the minutes.
10. Union County shall be indemnified and saved harmless from any damages resulting from the applicant's operations.
11. This policy voids and takes precedence over any previous entrance policies in Union County.