

**APPLICATION
FOR
RESIDENTIAL DRIVEWAY OR FIELD ENTRANCE
CLARKE COUNTY, IA**

INSTRUCTIONS TO APPLICANT:

1. Fill out application form.
2. Submit to County Engineer for review.
3. Mark center of proposed entrance with flag or ribbon as directed.
Note: Minimum sight distances required:
(1) Residential Driveways: Paved Roads – 550 feet (No Exceptions); other roads – 350 feet (No Exceptions).
(2) Field Entrance: Paved Roads – 550 feet (No Exceptions) Other Roads – 350 feet (Where Possible)
Where possible, all driveways shall slope away from the road/highway or shoulder for the first twenty (20) feet.
4. Applicant may begin construction only upon receipt of approved application.
5. Notify County Engineer when installation and surfacing is complete. Note: Minimum application of crushed stone surfacing of 700 tons per mile, pro rated, is required on all residential driveways. (No Exceptions.)
6. The centerline of an access onto a local public road should be no closer than 150 feet to the near edge of the primary road traveled way.

Note: All entrances or driveways must be completed within one year of approved date.

NAME: (print) _____ DATE _____

MAILING ADDRESS: _____

HOME PHONE: _____ (STREET) _____ (CITY, STATE) _____ (ZIP) _____
WORK PHONE: _____ CELL PHONE: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

LOCATION: TOWNSHIP _____ SECTION: _____ SREET NAME _____

DESCRIPTION & JUSTIFICATION: _____
(RESIDENTIAL DRIVE OR FIELD ENTRANCE)

SIGNATURE _____

(DO NOT WRITE BELOW THIS LINE)

Engineering Review: By: _____ Date: _____

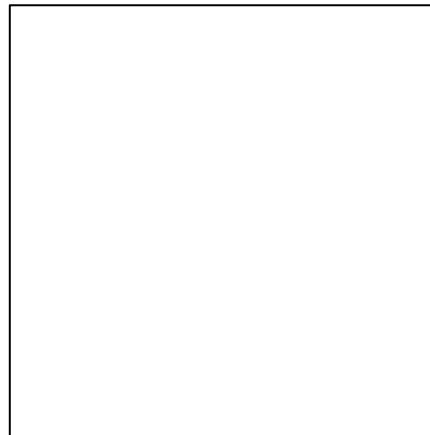
Sight Distance: NE _____ ft. SW _____ ft. Drainage Area _____ AC. Stream Slope _____ ft.

Ditch Depth _____ ft. Top width _____ ft. Cover _____ ft. Side Slopes _____

Pipe Length _____ ft. Pipe Diameter _____ in. Pipe Thickness _____ ga.

Actual Cost _____

Sketch of Entrance



Site Plan Approved By: _____ Date: _____

Construction Inspection By: _____ Date: _____

Accepted By: _____ Date: _____

REVISED FIELD ENTRANCE AND RESIDENTIAL DRIVEWAY POLICY
CLARKE COUNTY, IOWA
FROM – APRIL 24, 1992
ADOPTED – MAY 4, 1994
REVISED – April 11, 2005
REVISION ADOPTED-October 15, 2007
Revised & Adopted April 12, 2010

SECTION A. NEW ENTRANCE OR DRIVEWAY

1. **Application:** All property owners desiring a new field entrance or residential driveway access on to any county road shall make written application on the prescribed forms at the Office of the County Engineer, 100 South Main St., Osceola, IA 50213. Phone: (641) 342-2716.
2. **Review:** All field entrance and residential driveway applications shall be reviewed by the County Engineer or his designated representative for location, safety and drainage.
3. **Construction:** All field entrances and residential driveways shall be constructed in a workmanlike manner to acceptable construction standards with privately owned equipment. The minimum top width for field entrances and/or residential driveways shall be 24 feet, and maximum width shall be 36 feet, unless approval for a wider width is obtained in writing from the Clarke County Engineer. Side slopes shall be 2:1 or flatter. Flatter fore slopes are required on Farm to Market or Federal Aid Secondary Routes to accommodate Federal Highway Administration Standards.
4. **Culvert Pipe:** The property owner shall furnish a new corrugated metal culvert pipe or approved equal of the size and type specified by the County Engineer on the approved application. Twelve inch (12") diameter culverts will require trash guards. Culvert pipe may be purchased from Clarke County for Clarke County residential driveways and field entrances only.
5. **Surfacing:** Crushed stone surfacing shall be required on all residential driveways, but not field entrances, constructed on any county road. A minimum initial application at a rate of 700 tons per mile, pro rated, is required.
6. **Costs:** All costs associated with the construction or initial surfacing of field entrances or residential driveways shall be assumed by the property owner. Field entrances and residential driveways, where, for any reason, proper application has not been received, shall be removed by Clarke County. Reinstallation of removed field entrances or residential driveways may be performed only after prepayment of the actual costs of removal, in addition to the requirements of new installation as previously set forth herein.
7. **Ownership:** All field entrances and residential driveways and the associated culvert pipe located on Clarke County right-of-way shall become the property of Clarke County at the time of acceptance.
8. **Maintenance:** Notice shall be given to the Office of the County Engineer upon completion of the field entrance or residential driveway. The installation and surfacing shall be inspected by the County Engineer or his representative. Upon acceptance by the County Engineer, Clarke County shall assume maintenance and repair responsibility for the culvert pipe only. The County reserves the right to repair or correct damage to driveways resulting from road grading techniques or practices. In general, culvert pipes will be replaced at no cost to the property owner. Also, after the culvert in an entrance or driveway being repaired or maintained reaches the age of ten (10) years, the culvert shall be replaced by Clarke County unless it is in exceptionally good condition. Clarke County reserves the sole right to determine if replacement is necessary, when replacement shall take place, what shall happen to the old pipe, etc.
9. **Interpretation:** This policy shall be interpreted to cover all construction of field entrances and residential driveways not considered normal maintenance. Entrances into commercial, industrial, etc., properties shall be permitted, constructed, repaired and maintained the same as residential driveways.

SECTION B. EXISTING ENTRANCE OR DRIVEWAY WIDENING

General: An existing field entrance with a top width of less than 24 feet and an existing residential driveway with a top width of less than 24 feet shall be widened by the property owner to meet current specifications. All repaired driveways will be reconstructed with a 24 foot top width. All material needed for widening driveways to more than the twenty four (24) foot top specified herein are at the property owner's expense, including surfacing material. Any existing field entrance or residential driveway that the property owner wishes to upgrade, shall go through the same procedure as a new driveway. The County Engineer or his representative will review it for location, safety and drainage after a written application is received.

Surface maintenance, including rocking of holes and ruts or rocking and re-rocking of existing residential driveways or field entrances on public right-of-way, shall be the responsibility of the property owner unless the residential driveway or field entrance is used as a school bus turn around. Resurfacing of school bus turn a rounds will be done by the County when requested by the respective school.

SECTION C. OVERHEAD/UNDERGROUND UTILITY CONFLICTS

Applicant is responsible for locating all utilities in the right-of-way prior to the construction of driveways and field entrances. Applicant shall contact Iowa One Call at 1-800-292-8989 a minimum of 48 hours prior to commencing work indicated on this permit/application.