

**APPLICATION FOR  
RESIDENTIAL DRIVEWAY OR FIELD ENTRANCE**

**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.

**OWNER INFORMATION**

LANDOWNER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
\_\_\_\_\_ EMAIL: \_\_\_\_\_

**LOCATION INFORMATION**

ROAD NAME: \_\_\_\_\_ SIDE OF ROAD: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ N RANGE: \_\_\_\_\_ W  
(N, S, E, W) (1-36) (71, 72, 73) (24, 25, 26, 27)  
GPS LOCATION (GOOGLE MAPS) LATITUDE: \_\_\_\_\_ LONGITUDE: \_\_\_\_\_ TOP WIDTH: \_\_\_\_\_ FT 911 ADDRESS: Y \_\_\_ N \_\_\_  
DESCRIPTION OF WORK & JUSTIFICATION: \_\_\_\_\_

**CONTRACTOR INFORMATION (IF APPLICABLE)**

CONTRACTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
\_\_\_\_\_ EMAIL: \_\_\_\_\_

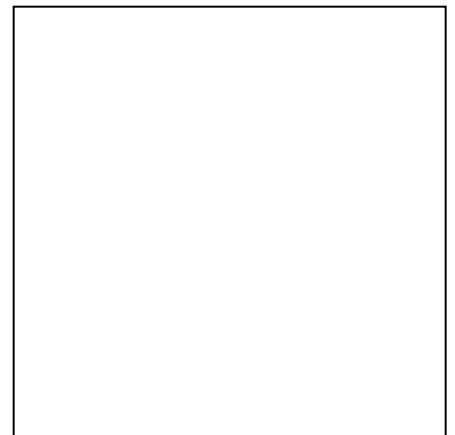
By signing below the applicant has read and understands the Clarke County policy on the construction of a driveway/entrance in the County right-of-way and agrees to construct the driveway/entrance in accordance with those requirements. The applicant shall notify the Clarke County Engineer's Office upon the completion of the driveway/entrance for final review and acceptance.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE)

ENGINEERING REVIEW BY: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGHT DISTANCE: N/E \_\_\_\_\_ FT S/W \_\_\_\_\_ FT Drainage Area \_\_\_\_\_ AC  
DITCH DEPTH: \_\_\_\_\_ FT TOP WIDTH: \_\_\_\_\_ FT COVER: \_\_\_\_\_ FT SIDE SLOPES: \_\_\_\_\_  
PIPE LENGTH: \_\_\_\_\_ FT PIPE DIAMETER: \_\_\_\_\_ IN PIPE THICKNESS: \_\_\_\_\_ GA  
ACTUAL COST: \$ \_\_\_\_\_

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

Revised & Adopted August 12, 2019

**SECTION A. NEW ENTRANCE OR DRIVEWAY**

1. **Application:** All property owners desiring a new residential driveway or field entrance that access onto 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 residential driveways and field entrance applications shall be reviewed by the County Engineer or his designated representative for location, safety and drainage.
3. **Construction:** All residential driveways and field entrances shall be constructed in a workmanlike manner to acceptable construction standards with privately owned equipment. The minimum top width for residential driveways and/or field entrances shall be 24 feet, and maximum width shall be 36 feet, unless approval for a wider width is granted by the Board of Supervisors. Side slopes shall be a minimum of 2:1 unless stated otherwise by the County Engineer. The completed installation and surfacing shall be inspected by the County Engineer or his representative.
4. **Culvert Pipe:** The property owner shall furnish a new riveted corrugated metal culvert pipe or approved equal of the size, length, and type specified by the County Engineer on the approved application. The minimum pipe diameter shall be 18", unless otherwise approved by the County Engineer. Culvert pipe may be purchased from Clarke County for Clarke County residential driveways and field entrances only and while supply is available.
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, maintenance, and surfacing of field residential driveways and field entrances shall be assumed by the property owner. Residential driveways and field entrances, where, for any reason, proper application has not been received, shall be removed by Clarke County at the property owner's expense. Reinstallation of removed residential driveways and field entrances may be performed only after payment of the actual cost of removal is received by the County Engineer, in addition to the requirements of new installation as previously set forth herein.
7. **Maintenance:** Maintenance of the residential driveway or field entrance shall be the responsibility of the property owner, such as keeping the pipe open to flow and resurfacing. The County reserves the right to repair or correct damage to driveways resulting from road grading techniques or practices.
8. **Interpretation:** This policy shall be interpreted to cover all construction of residential driveways and field entrances 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 residential driveway or field entrance 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 minimum top width. If the pipe being extended onto is in poor condition the property owner will be notified that they will have to replace old pipe as well. All material needed for widening driveways herein are at the property owner's expense, including surfacing material. Any existing residential driveway or field entrance 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.

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 residential 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.