

**CEDAR COUNTY SECONDARY ROAD DEPARTMENT  
ENTRANCE AND DRIVEWAY PERMIT**

I, \_\_\_\_\_, being the owner or agent for the owner, of a parcel of property, request permission to construct an entrance from my property to provide access with the adjacent County Road. The entrance is to be located as follows:

TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ ROAD NAME \_\_\_\_\_

CIVIL TOWNSHIP \_\_\_\_\_ SIDE OF ROAD - N S E W

DATE OF APPLICATION \_\_\_\_\_

In signing and accepting this Entrance Permit I agree to install and maintain the entrance according to County specifications. I agree the County reserves the right to perform any necessary maintenance on the entrance as determined by the County.

SIGNATURE OF APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS FOR APPROVED PERMIT: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ TIME TO CALL \_\_\_\_\_

CHECK TYPE: RESIDENTIAL\_\_\_\_ FIELD ACCESS\_\_\_\_ COMMERCIAL\_\_\_\_ SUBDIVISION\_\_\_\_

FIELD INSPECTION DATE: \_\_/\_\_/\_\_ INSPECTED BY: \_\_\_\_\_ SIGHT DISTANCE: \_\_\_\_\_

DIAMETER: \_\_\_\_\_ PIPE LENGTH: \_\_\_\_\_ DRY FILL \_\_\_\_\_

COST OF CULVERT \$ \_\_\_\_\_ BAND(S) \$ \_\_\_\_\_

\*\*\*All culverts must be paid in full before they leave county yard\*\*\*

COMMENTS: \_\_\_\_\_

APPLICATION APPROVAL BY: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

INSTALLATION DATE: \_\_\_\_\_ BY \_\_\_\_\_

FINAL INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_

**NOT CONFORMING OR ACQUIRING A PERMIT IS A VIOLATION OF SECTION 318.8 2009 CODE OF IOWA. PERMIT IS VALID FOR ONE YEAR FROM ISSUANCE.**

**THE APPLICANT MUST MAKE AN APPOINTMENT WITH THE MAINTENANCE SUPERINTENDENT AT (563) 357-1949 OR FOREMAN DURING NORMAL BUSINESS HOURS TO REVIEW THE SITE. MAINTENANCE OFFICE (563) 886-6211**

## ENTRANCE CONSTRUCTION REQUIREMENTS

1. After the Entrance Permit application is made, the applicant shall make an appointment with the Maintenance Superintendent to investigate the location. The County shall then make a report as to the size and length of culvert required, if any, and any unfavorable safety aspects of the location. Applicant and/or property owner is reminded to take all necessary safety measures needed to protect the traveling public during construction of entrance, driveway or subdivision street. Applicant and/or property owner also assumes all liability of any damage to county road caused by construction of said entrance.
2. The applicant and/or property owner can then proceed to construct the entrance in accordance with the minimum requirements.
3. All culverts placed must be of new material and handled in a manner so as not to damage them during placement. Culverts must be placed so that the inside lap joint is downstream, that is, pointed in the direction that the water shall flow.
4. A uniform bed must be prepared before the culvert is put in place. Earth shall be placed around and over the culvert in approximately six inch (6") lifts, and each lift shall be well compacted. If this is not done, most likely settlement shall occur and cause holes to develop in the entrance, which shall trap water after rains and cause soft and muddy areas. Culverts must be at the toe of the backslope.
5. Driveways are to be constructed with proper entrance slopes. Driveways along paved road sections are to be constructed with 8:1 entrance slopes tapered to 6:1 slopes over the driveway culvert, 10:1 slopes on dry fills. Driveways along rock road sections are to be placed at a 3:1 entrance slope. The flatter slopes along paved road sections are mandated to enhance highway safety in areas of higher speeds and volumes of traffic.
6. The minimum top width for a driveway or field entrance shall be 20 feet. The maximum top width for a single residential driveway or field entrance shall be no greater than 40 feet. The top width for subdivision streets shall meet the requirements of the subdivision ordinance based on the type of road section selected by the developer.
7. The entrance shall be shaped with a crown and must not allow water from the property to drain onto the roadway. This may require small ditches on both sides of the entrance driveway for a short distance back onto the property, to control the water.
8. When the earth cover is placed and the entrance is completed and BEFORE any rock is placed, call the Engineer's Office or the County Shop for the final inspection which shall be made during the following work day. Then the applicant and/or property owner shall be notified of acceptance or any modification to be made. If further work is required, call the Engineer's Office again after it has been completed, for another inspection. If the entrance or road intersection is to be paved, inspection of the driveway and acceptance must be given prior to paving or surfacing.
9. Applicant and/or property owner shall be responsible for placement of rock on driveway or field entrance from shoulder edge to the right of way line. Entrances on unpaved roads need not be surfaced with crushed rock unless the applicant and/or property owner desires. Paved road accesses must be rocked to help prevent excess dirt from being drug onto paved surfaces. The county shall provide and maintain rock surfaces only as far as the shoulder width of the road. "UNDER NO CIRCUMSTANCES SHALL ROCK BE REMOVED OFF COUNTY ROADS".
10. If the landowner desires to pave the driveway surface with either portland cement concrete (PCC) or asphalt cement concrete surfacing (ACC), the work can only be undertaken by permit from the engineer's office. The county assumes no responsibility for the paved surface. If the surface needs to be removed to allow maintenance or repair of the driveway or its drainage structure, the county shall **NOT** replace the paved surface.

**Note:** For accesses requiring culverts, corrugated metal, reinforced concrete pipe, or plastic pipe may be utilized. Corrugated metal pipe must be 14 gauge minimum on all sizes up to and including 48". Culverts above 48" are to be 12 gauge. Concrete pipe shall be of adequate section for the amount of fill above them. If plastic pipe is utilized, Cedar County at no time shall accept maintenance responsibilities for the entrance. Plastic pipe shall meet AASHTO M 294 dual wall requirements.