

**DRIVEWAY AND ENTRANCE PERMIT  
CONSTRUCTION AND/OR WIDENING  
IN STORY COUNTY, IOWA**

1. Story County hereby authorizes the below listed contractor to construct OR widen an access on the \* \_\_\_\_\_ line of the \* \_\_\_\_\_ 1/4 \* \_\_\_\_\_ 1/4 Section \* \_\_\_\_\_, \* \_\_\_\_\_ Township for the below listed landowner/tenant as specified by Story County.

**CONTRACTOR (Please provide address)**

**LANDOWNER/TENANT (Please provide address)**

\*\* \_\_\_\_\_  
\*\* \_\_\_\_\_  
\*\* \_\_\_\_\_

\*\* \_\_\_\_\_  
\*\* \_\_\_\_\_  
\*\* \_\_\_\_\_

PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_

2. Story County will inspect and approve site before and after construction. EMAIL \_\_\_\_\_ (optional)

3. Access will be built by contractor as follows:  
\*Top width of \_\_\_\_\_ (Maximum 45') Slopes \_\_\_\_\_  
Culvert \_\_\_\_\_ x \_\_\_\_\_ L.F. [ ] No Culvert Required  
Surface material \*\* \_\_\_\_\_ (provided by contractor)  
\*Top widths over 32' will be assessed a surcharge of \$20.00/foot payable to Story County Treasurer.  
(Except double entrances.)

4. All culverts shall be NEW riveted corrugated metal and may be purchased from Contech at 515-964-0497 or vendor of your choice.

5. Access shall be finished with a neat appearance and shaped in such a way no water will run onto the traveled portion of the roadway. The driveway must slope away from the roadway for a minimum distance of 8'.

6. If access is not built as specified above or in the County Policy, contractor will be given one opportunity to make the necessary corrections within a ten day period or Story County will make the necessary corrections and bill all expenses to contractor.

7. It shall be the contractor's responsibility to have liability insurance covering all the construction operations and the contractor must have on file with Story County a current certificate of insurance.

8. Contractor shall be familiar with the Story County Secondary Road Department Driveway and Entrance Policy.

9. Permit fee due at time of application with Story County Secondary Roads  
[ ] Permit Fee = \$25.00  
[ ] Additional top width over 32' @ \$20.00/ft. = \$ \_\_\_\_\_

**Contractor Total Cost = \$ \_\_\_\_\_ (Payable to Story County Treasurer)**

[ X ] Signs Required  2 "Road Work Ahead" signs

\_\_\_\_\_  
Contractor/Landowner/Tenant Signature Date Story County – Inspection approval Date  
**\*\* PERMIT EXPIRATION: 6-months after approved copy mailed date\*\***

\_\_\_\_\_  
Approved Copy mailed Date Story County – Final Inspection approval Date

# DESIGNER INFO

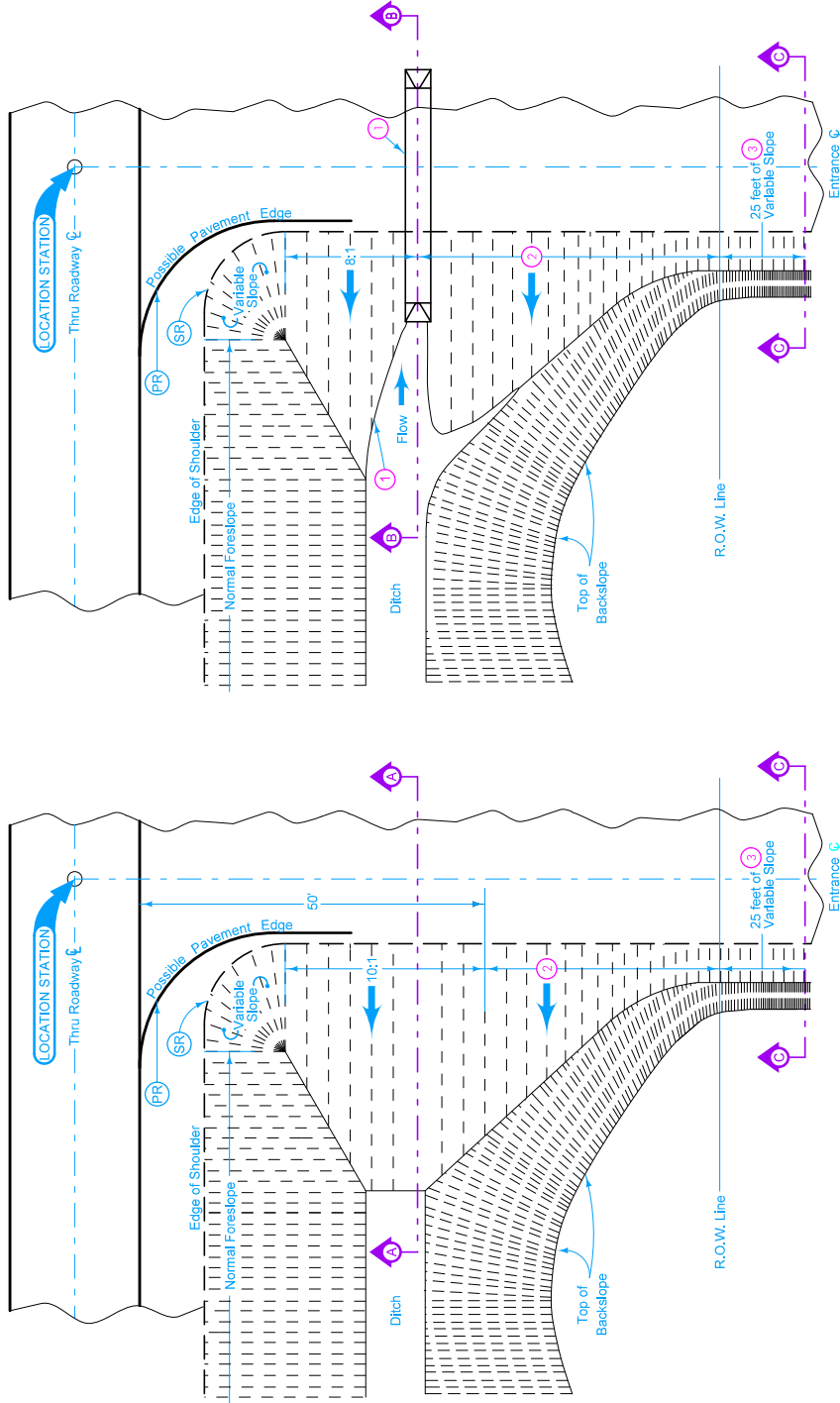
Smoothly shape and round surface and slopes of entrances where practical to provide minimal hazard to an out of control vehicle from through roadway.

Earthwork and material used for construction of entrances are included in estimate of quantities.

- 1 Locate entrance pipe culverts to coincide with the line of the toe of backslopes as shown. Some special shaping of ditch may be required to fit culvert. Refer to tabulation of entrance pipe culverts and cross sections for details of installation.
- 2 Smooth transition to 6:1 at ROW line. If foreslopes of existing entrance are 6:1 or flatter, transition to existing foreslopes.
- 3 Smooth transition from 6:1 to existing foreslope if existing foreslope steeper than 6:1.
- 4 3:1 for new entrance. Existing slope for existing entrance.
- 5 3% for new entrance. Existing slope for existing entrance.

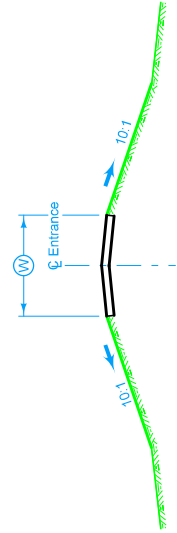
Possible Contract Items:  
Aprons, Unclassified  
Culvert, Unclassified Entrance Pipe  
Excavation, Class 10

Possible Tabulation:  
102-3

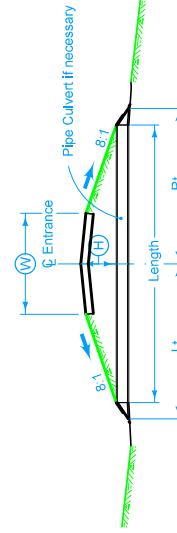


TYPE B OR C ENTRANCE WITHOUT PIPE

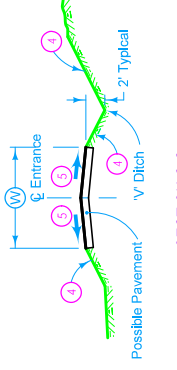
TYPE B OR C ENTRANCE WITH PIPE



SECTION A-A



SECTION B-B



SECTION C-C (TYPICAL ENTRANCE)

	REVISION	1	10-20-15
	<b>EW-501</b> STANDARD ROAD PLAN SHEET 1 of 1		
REVISIONS: Replaces the DOT logo in the title block with the new version.			
APPROVED BY DESIGN METHODS ENGINEER 			
<b>RURAL ENTRANCE</b>			

**STORY COUNTY SECONDARY ROAD DEPARTMENT  
DRIVEWAY AND ENTRANCE POLICY**

**GENERAL CONDITIONS**

1. Definitions
  - a. A DRIVEWAY is an access from a highway to serve a residence.
  - b. An ENTRANCE is an access from a highway to any field, feed lot, yard, or building site other than residence.
  - c. A CONTRACTOR is any person or company who performs the excavation necessary to construct or widen a driveway or entrance. This would include the owner/tenant if they do the construction.
2. Cross-Section
  - a. The minimum width of driveway or entrance will be 20 feet. This policy does not render existing driveways or entrance less than 20 feet in width obsolete.
  - b. The standard foreslope of a driveway or entrance will be a 3:1 slope. New and widened driveways and entrances on paved highways shall have flatter foreslopes of 10:1 (dry) and 8:1 (with culvert) as per Iowa D.O.T. Standard EW-501.
  - c. The maximum allowable width of a driveway or entrance shall be 45 feet. New and widened driveways over 32 feet in width are subject to a surcharge of \$20.00 per foot of additional width up to the 45-foot maximum width (\$260.00 maximum surcharge).
3. A 300' separation distance is required from other driveways and intersection for all new drives. 500' of sight distance is also required in both directions.
4. Story County will not furnish surfacing material on any driveway or entrance. The property owner shall be responsible for surfacing on all existing and new driveways and entrances.
5. Existing driveways and entrances will be removed at no charge to the property owner, if the owner so requests.

**CONSTRUCTION OF THE NEW AND WIDENED ACCESSES**

1. The location of all new driveways and entrances to be constructed must be approved by the County Engineer.
2. The necessity for a culvert at a new access and the size and length of the culvert must be determined by the County Engineer.
3. The work performed on all driveways and entrances approved to be constructed or widened at the request of a landowner or tenant will be by a contractor at the expense of the party requesting the work. The part requesting the access site, Story County will perform the necessary work prior to the contracted work.
4. Upon approval by the County for a new or widened access, the landowner or tenant requesting the access work shall make all arrangements for the construction. If the county road ditch needs cleaned at the proposed access site, Story County will perform the necessary work prior to the contracted work.
5. The contractor performing the new or widened access work shall, prior to commencing said work, comply with the following:
  - a. Contractor shall obtain a written permit from the County for the said construction when the permit fee of \$25.00 plus any applicable surcharge for extra width is paid.

- b. Contractor shall have on file in the Story County Engineer's Office a certificate of Insurance covering such projects. Minimum Insurance limits for general liability shall be:

Bodily Injury:

\$500,000 each occurrence

\$500,000 each aggregate

Property Damage:

\$250,000 each occurrence

\$250,000 each aggregate

Or Combined Single Limit

\$750,000 each occurrence

\$750,000 each aggregate

- c. Contractor must purchase any necessary culverts from outside vendors, and pay any fees or surcharges due to Story County prior to the construction of the new drive or entrance.
- d. Necessary traffic control signs may be picked up by the contractor at the county shop in Nevada, set up properly, removed and returned and returned by the contractor, or the contractor may provide their own signs.

6. The contractor shall construct all new or widened accesses according to the standards set forth in this policy. The County Engineer shall be the sole judge as to whether the work was constructed to the County Standards.
7. Any access constructed or widened without a permit will be removed by the County without notice at the expense of the responsible party.
8. If the landowner or tenant desires granular surfacing on an access, it may be placed without permission at the expense of the landowner or tenant. The maximum top size of granular surfacing shall be three inches. Permission must be obtained from the County Engineer prior to the paving, at their own expense, of any access by a landowner or tenant.

#### **MAINTENANCE OF ACESSES**

1. Story County will be responsible for maintenance of the portion of all legal driveways and entrances lying in their rights-of-way, except for the surfacing. The property owner shall be responsible for surfacing on all existing and new driveways and entrances.
2. If County maintenance activities disturb existing granular surfacing on a driveway, the County will restore the surfacing to its previous or better condition.
3. If it becomes necessary to disturb a paved driveway because of maintenance reasons, the County will not be responsible for restoration of any pavement removed from its right-of-way. Granular surfacing will be placed following the maintenance activity where any pavement was removed. The landowner shall be responsible any pavement at their own expense.
4. Any existing access found to be dry where the county engineer determines a culvert is required will be assumed to be an illegal access. Such access maybe removed by Story County.
5. When the County resurfaces a paved highway and it becomes necessary to bring the level of an access up to the same level as the pavement, the county will match up the surfacing which is visible at the time of the work.

Permit forms are available from the Engineer's office or the county's website, [www.storycountyiowa.gov](http://www.storycountyiowa.gov), under the engineer's web page.