

# Instructions for Kossuth County Entrance Permit

- 1.) Print document (file, print)
- 2.) Read Kossuth County Driveway and Field Entrance Policy
- 3.) Complete the Kossuth County Entrance Permit (page4). Make sure you fill out the top portion of the page completely. Indicate the location of the drive accurately as possible. Next indicate the location on the section map area. Finally indicate how you would like the entrance to be constructed.
- 4.) Sign the application and return it to the Kossuth County Engineer's Office.

Attn: Kossuth County Engineer's Office  
Entrance Permit  
114 W. State Street  
Algona IA, 50511

- 5.) Questions can be emailed to [engineer@co.kossuth.ia.us](mailto:engineer@co.kossuth.ia.us) or phoned to 515-295-3320

Date \_\_\_\_\_

**KOSSUTH COUNTY ENTRANCE PERMIT**

Application for permit to [ ] construct, [ ] relocate, or [ ] widen (Check one) entrance from private property to secondary road or secondary road extension.

Applicant \_\_\_\_\_  
(Owner or Owners of Record)

Address \_\_\_\_\_ Phone \_\_\_\_\_

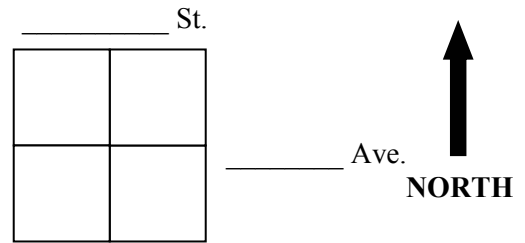
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

A permit is hereby requested to construct, relocate, or widen a [ ] field, [ ] farm, [ ] residential, or [ ] commercial (Check one) entrance \_\_\_\_\_ feet in width, from right of way line to secondary road traveled way, including necessary drainage structure thereunder, if required.

The proposed entrance is located \_\_\_\_\_ feet \_\_\_\_\_ (direction) from \_\_\_\_\_ corner.  
Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_,  
(Civil Township)

Check One

- The applicant desires to have a contractor construct the entrance.
- The applicant desires Kossuth County Road Department entrance.



The applicant agrees that if granted a permit, the above-described entrance will be constructed in accordance with Kossuth County's Driveway and Field Entrance Policy. (Shown on backside of this form). Applicant further agrees to reimburse Kossuth County for any and all of costs associated with this entrance work promptly after receiving Kossuth County's request for payment.

Signed: \_\_\_\_\_  
(Applicant)

**FOR KOSSUTH COUNTY USE**

**Comments:**

Initial inspection and approval by:

\_\_\_\_\_

The proposed entrance (will or will not) require a culvert pipe.  
If required, the culvert pipe shall be \_\_\_\_\_ linear feet of \_\_\_\_\_ inch diameter.  
And the estimated truckloads of fill will be \_\_\_\_\_

Actual size of pipe \_\_\_\_\_ inch diameter  
 Actual pipe length \_\_\_\_\_ feet @ \$ \_\_\_\_\_ per foot = \$ \_\_\_\_\_  
 Actual # bands \_\_\_\_\_ @ \$ \_\_\_\_\_ per band = \$ \_\_\_\_\_  
 Actual loads of fill \_\_\_\_\_ @ \$ 70.00 per load = \$ \_\_\_\_\_  
 Actual loads of gravel \_\_\_\_\_ @ \$ 100.00 per load = \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

# **KOSSUTH COUNTY MANUAL OF WRITTEN POLICY**

## **POLICY FOR DRIVEWAYS AND FIELD ENTRANCES**

**Department:** Secondary Roads

**Policy Number:** D-1

**Approved and Adopted:** February 13, 2007

### **Purpose:**

To establish guidelines for the construction and widening of Driveways and Entrances within the Kossuth County Secondary Road Right of Way.

### **Overview:**

A driveway provides access from the traveled portion of the public road to the adjacent land. Safety and drainage shall be addressed by Kossuth County for the location and construction of entrances.

### **Policy:**

For use in this policy, certain terms or words used herein shall be interpreted or defined as follows:

Driveway - a private road giving access from a public road to an abutting land.

Entrance - same as driveway.

Parcel - a continuous plot of land that is owned by the same person/people.

1. All persons desiring a new entrance, relocation and/or widening of an existing entrance to the Kossuth County Secondary Road System shall apply for a permit at the Kossuth County Engineer's Office.
2. An engineering review to determine safety, drainage, and other factors will be made by Kossuth County on all driveways. Engineering review approval is required prior to entrance permit approval.
3. Driveways into the same parcel of land shall be limited to one per 1,320 linear feet of road footage. Driveways will be located at least 100 feet from the end of any guardrail installation.
4. On any type of construction project where driveways will be removed, (grading, bridge approaches, etc.) Kossuth County will replace all removed driveways cost free to the land owner. Driveways will be constructed in the location the land owner requests, given the location is approved by an engineering review and adheres to this policy. Additional driveways requested on construction projects shall be applied for as stated in paragraph 1, be paid for by the land owner and adhere to this policy.

5. All driveways shall be constructed to meet the following specifications:
  - a) Driveways constructed for entrance to a paved surface road shall have foreslopes of 6:1 or greater.
  - b) Driveways constructed for entrance to a road other than a paved surface road shall have foreslopes of 3:1 or greater.
  - c) All driveway drainage pipe shall be new material and have a minimum diameter of 18". Material shall be 16 gauge riveted galvanized corrugated metal pipe or 1500d tongue and groove concrete pipe.
  - d) Fill shall be a suitable material, as determined by Kossuth County. No broken concrete, rocks, brick, tile, wood or other rubble will be allowed for fill material in the construction or widening of any entrance.
6. The applicant shall have the option to retain a contractor to complete entrance work in accordance with the terms of this policy or have the entrance work completed by Kossuth County.
7. If the applicant desires to have Kossuth County complete the entrance work, the following costs and conditions shall apply:
  - a) There will be a charge for all entrance work done by Kossuth County. Kossuth County will not be required to provide driveways for land that has been subdivided and for which an existing driveway does not exist.
  - b) The cost of fill material needed for all entrance work shall be \$7.00 per cubic yard of fill material. This includes the cost of the fill material, hauling, leveling and shaping.
  - c) The cost of drainage culvert and its installation, if needed, for all entrance work shall be the current price on file at the Kossuth County Engineer's Office.
  - d) The cost of all gravel used to surface any new or existing driveway shall be \$10.00 per cubic yard. This includes the cost of the gravel, hauling, leveling and shaping for the entrance from the edge of shoulder to the right of way line.
  - e) All entrance work will be completed at Kossuth County's convenience.
8. If the applicant desires to have a private contractor complete the entrance work, the related construction shall not interfere or interrupt traffic on said highway, and the applicant shall take all reasonable precautions to protect and safeguard the lives and property of any person or persons, and shall hold Kossuth County harmless of any damage or loss that may be sustained on account of such construction. The new driveway will be subject to a final inspection by the Kossuth County Engineer's Office.
9. Any entrance widening that is required for a school bus turn around, shall be completed cost free by Kossuth County providing the request for entrance widening is received from the school superintendent and the location is approved by an engineering review.
10. Any entrance construction that does not comply with the policy may be removed by the County at the owner's expense.
11. This policy is effective immediately and supersedes any previous "Driveway and Field Entrance Policy."