

**JEFFERSON COUNTY ENTRANCE PERMIT**

**ENTRANCE APPLICATION VOID IF NOT COMPLETED WITHIN 6 MONTHS**

**PERMIT FEE \$ 100**

Date \_\_\_\_\_

Landowner \_\_\_\_\_

Phone \_\_\_\_\_

Applicant's

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

**ENTRANCE TYPE** (circle one)

BUSINESS RESIDENCE FARM

**SIDE OF ROAD** (circle one)

NORTH SOUTH EAST WEST

**Proposed Entrance Location:** (ROAD NAME or ADDRESS) \_\_\_\_\_

Township \_\_\_\_\_ Sec. \_\_\_\_\_ (ATTACH TOWNSHIP MAP WITH LOCATION)

**Description of work to be completed:** \_\_\_\_\_

Owner of Record (or applicant) Print: \_\_\_\_\_ Sign \_\_\_\_\_

**Summary of Jefferson County's Policy on Entrances**

(For further details see Jefferson County Ordinance 6-15 effective 11/17/1993)

1. The property owner or tenant is responsible for installation and providing all materials for the initial entrance construction or modification of existing driveways.
2. The access location must provide adequate sight distance and meet the entrance specifications provided on the attached detail sheet
3. The County Engineer's Office will determine the required pipe diameter if required, and culvert pipe material type. After installation, the culvert pipe shall become property of Jefferson County Road Department.
4. Entrance shall be constructed using compaction, shall not interfere with the traveled roadway and must be completed within six months of the time of application.
5. The County Engineer shall approve the completed installation before accepting it.
6. Jefferson County will maintain any entrance within the right-of-way that has been installed with an approved permit and constructed according to County specifications.
7. Jefferson County does not furnish, maintain, nor pay for any driveway surfacing for roadway accesses.

**FOR COUNTY USE**

**Approved**       **Denied**

**Type Of Pipe:**  **Corrugated Metal Only**  
 **Dry Fill - NO CULVERT REQUIRED**

**Pipe Diameter:**     15"    18"    24"    30"    36"    **OTHER** \_\_\_\_\_

**Pipe Length:** \_\_\_\_\_

**Side Slope Required:**     2:1    3:1    6:1    8:1

**Sight Distance:**         **Sufficient**     **Insufficient**

**Sight distance required** \_\_\_\_\_ **Actual** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Final Acceptance** \_\_\_\_\_ **Date** \_\_\_\_\_

**CALL (641)472-6528 WHEN ENTRANCE IS COMPLETED TO HAVE FINAL INSPECTION**

**APPROVED**

# JEFFERSON COUNTY SECONDARY ROADS

901 North 8<sup>th</sup> Street  
P.O.Box 817  
Fairfield, Iowa 52556

Engineer's Office 641/472-6528  
Maintenance shop 641/472-9466

Email [roads.office@jeffersoncountiia.com](mailto:roads.office@jeffersoncountiia.com)  
Fax 641/469-3398

## NEW ENTRANCE INFORMATION FOR RESIDENTIAL, OR FARM DRIVEWAYS

All new approaches shall comply with Ordinance 6-15. The following is a summary of this ordinance.

**Permit:** An approach permit is required for all new approaches and also any change or modification to an existing approach. Approaches for commercial and industrial facilities shall be evaluated on an individual basis and may not fit criteria presented in this document. The permit application is available at the County Engineers Office at 901 N. 8<sup>th</sup> ST., between the hours 7:00AM to 3:30 PM, Monday through Friday. The permit process is as follows:

1. Fill out application and pay permit fee.
2. Jefferson County Engineer personnel will visit the proposed site prior to entrance construction to evaluate the site distance, determine the size and length of culvert required, and check for any other problems with the site. This information is transmitted back to the permit applicant. It is very helpful if the permit applicant would clearly mark the proposed approach site so that the County personnel can easily identify the proper site.
3. The permit applicant is responsible to construct or have the approach constructed to Jefferson County Road Specification at your own expense.
4. The permit applicant notifies the Jefferson County Engineer's Office when the approach is finished and ready for Final Inspection.
5. Jefferson County Engineer's Office personnel inspect the final approach and if acceptable, the permit is signed and sent to the permit applicant for their records.

**Culvert Materials:** All materials used must be new, and of size and strength specified by the County engineer. The following culvert pipes are acceptable if approved on application.

1. CMP (Corrugated Metal Pipe) - 16 GA. Minimum or as required by site conditions. CMP (Corrugated Metal Pipe) can be purchased from the County. The County Road Department will only sell culverts for use on the County road right-of-way.
2. RCP (Reinforced Concrete Pipe) - 3000D with type II connectors or as required by the site conditions.

**Fill material:** Fill material shall be free of foreign material, or debris (i.e.: concrete, bricks, roots trash etc.) and suitable for approach construction. The Road Department will NOT provide material for new or widening of approaches.

**Approach side slopes:**

1. Dirt or Gravel Roads - Side slopes to be 2:1 or flatter, dry fill entrances shall be 6:1 or flatter.
2. Paved Roads - Approach sides slope shall be 6:1 or flatter where culverts are required or 8:1 for dry fill locations.

**Surfacing:**

1. Gravel approach to residence. The Applicant is responsible to gravel the approach to the residence the first time. The Gravel shall be a minimum of 6" thickness of Class "A" roadstone. It will be the County Road Departments responsibility to keep rock on the residential approach back to the right-of-way after the initial construction is approved. The County will only keep up one approach rocked per residence.
2. Asphalt or concrete approach surfacing- Property owners may pave approach at their own expense. The property owners will be responsible to replace any damaged pavement caused by normal maintenance activities including replacement of the approach pipe.

**Approach Angles:** Approach shall enter County roads at a right angle (90 degrees to County road centerline).

**Approach Width:** Approach width shall not be of a distance that allows ponding of water.

**Approach Grade:** The approach grade to the County road shall be flat or built to slightly sloped away from the County road for a distance of at least 20 feet from the top of the roadway foreslope.

