

7-8-27
Reviewed

WOODBURY COUNTY SECONDARY ROAD DEPARTMENT POLICY AND PROCEDURE MEMORANDUM #1

PPM Origination Date: 2011

Revisions: 1/2012, 4/2025

SUBJECT: Secondary Road Driveways and Entrances PPM #1

I. PURPOSE:

This policy outlines the application for new and modified entrance permits. The purpose of this policy is to establish rules for control of access to Secondary Roads throughout Woodbury County and to formalize the requirements for the location and establishment of driveways, field entrances, streets (private or public) and subdivision streets requested by property owners. This policy is to assure that adequate standards are maintained to assure safe road access for persons entering and exiting Secondary Roads while providing safe road use for traffic already on the road. For this policy, any access to a Secondary Road will be noted as an entrance.

II. CODE OF IOWA: Section 318.8.

A person shall not excavate, fill, or make a physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. At the request of a permittee, a modification may be granted in the discretion of the highway authority. Work performed under the permit shall be performed in conformity with the specifications prescribed by the highway authority. If the work does not conform to permit specifications, the person shall be notified to make the conforming changes. If after twenty days the changes have not been made, the highway authority may make the necessary changes and immediately send a statement of the cost to the responsible person. If within thirty days after sending the statement the cost is not paid, the highway authority may institute legal proceedings to collect the cost of correction. A violation of the permit specifications shall be considered a violation of section 318.3. A public utility subject to section 306A.3 is exempt from this section.

III. ENTRANCE REQUIREMENTS:

- Residents seeking an entrance permit to construct new or modify an existing entrance must follow this policy and have an approved permit before work commences.
- Must give sufficient time to the County Engineers office for a review of the application.
- Rock provided by the County for entrance maintenance, must be kept within the right-of-way and can not be used or moved to private property.

IV. CONTRACTOR REQUIREMENTS:

- Contractors must be preapproved by the Woodbury County Engineer.
- Contractor must provide a Certificate of Insurance, annually.
- Proper traffic control measures must be followed.
- Work is not permitted on: Sundays, Holidays, between Sunset and Sunrise.
- Drainage must be always maintained.
- Work may include drainage and shaping of ditch as part of the entrance requirements.
- Call Iowa One Call at (800) 292-8989.

V. PREAPPROVED CONTRACTORS:

Call the County Engineers office to become a preapproved contractor and for the list of preapproved contractors contact information.

VI. MATERIALS:

- Corrugated metal culverts may be purchased through Woodbury County Engineers office. Cost of pipe will be determined by current prices.
- Galvanized corrugated metal culvert shall be 2-2/3 inch by 1/2 inch corrugations and be 16-gage minimum.
- New reinforced concrete culverts must be Iowa DOT approved. Documentation and proof of culvert must accompany the entrance permit.

VII. GENERAL REQUIREMENTS:

- Entrance side slopes 6:1 or flatter on all paved roads and 3:1 or flatter on granular and dirt roads. Vertical headwalls are not permitted.
- Minimum setback of 125 feet from County Road intersections.
- Can not be directly connected to an intersection.
- Minimum sight distance requirements:

Road Speed Limit	Single Lot Access	Paved Road Single Access	Minor Subdivision Road	Major Subdivision Road	Commercial Business Drive/Road
25 mph	150 feet	200 feet	250 feet	325 feet	325 feet
30 mph	200 feet	250 feet	325 feet	400 feet	400 feet
35 mph	250 feet	350 feet	400 feet	475 feet	475 feet
40 mph	325 feet	425 feet	475 feet	550 feet	550 feet
45 mph	400 feet	500 feet	550 feet	650 feet	650 feet
50 mph	475 feet	550 feet	650 feet	725 feet	725 feet
55 mph	550 feet	600 feet	725 feet	800 feet	850 feet

Speed limit has been established by the Woodbury County Board of Supervisors or by Code of Iowa, Section 321.285.

- Entrances will not be approved unless they meet the minimum sight distance requirements above. Exceptions may be granted if, due to road alignment, proximity to an intersection or other geometric feature prevents traffic from driving

the legal speed limit of the road. The County Engineer will be the final judge in such cases and a driveway may not be approved if it cannot be safely located.

- One driveway per rural residential lot under 10 acres in size.
- Circle driveways (two separate driveways in the ditch connected by a continuous lane or driveway on private property) are not allowed on rural residential properties.
- On paved roads, entrance shall be rock surfaced from the edge of shoulder to the right-of-way line.
- Must be separated by at least 50 feet to allow drainage of the road surface.

VIII. NEW ENTRANCE REQUIREMENTS:

- Granular surfaced road cannot have paved asphalt or concrete driveways within the right-of-way.
- Minimum setback of 125 feet from the end of a bridge.

IX. ENTRANCE WIDENING REQUIREMENTS:

- Existing culvert will be reviewed for adequate sizing and structural soundness.
- Property owner will be responsible for required upgrades to existing culvert and extension including necessary band.

X. PAVED ENTRANCE REQUIREMENTS:

- Maintenance is the responsibility of the landowner, applicant, and/or homeowners association.
- If determined to be a safety concern, the County will remove the pavement, and the property owner will be charged all equipment and labor costs for the removal.

XI. AGRICULTURAL ENTRANCE REQUIREMENTS:

- Farm property may be served by a single entrance for the residence, plus a second entrance to allow access to farm buildings or grain bins.
- Two field entrances may be allowed per forty (40) acre field.

XII. UNAUTHORIZED ENTRANCES:

- Will be removed by the County or Contractor.
- Property owner will be charged all equipment and labor costs for the removal.

XIII. INCORRECT ENTRANCES:

- Permit holder will be informed of deficiencies.
- All deficiencies must meet specifications within 30 calendar days of notice, or the entrance will be removed, and the permit holder will be charged equipment and labor costs.

XIV. DRIVEWAY REMOVALS:

- Will be at the expense of the landowner.
- Drainage must not be affected by removal.
- Work on right-of-way permit must be completed, and no fee will be charged.

XV. WOODBURY COUNTY SECONDARY ROADS:

- Will determine the size and length of the culvert for acceptable entrance permits.
- Will provide corrugated metal pipe if requested and purchased.
- Will provide equipment and operator during normal Secondary Roads hours to load corrugated metal pipe onto transport vehicle for approved entrance permit.
- Responsible for continuing maintenance on approved entrances. The maintaining of rock on the entrance within the County right-of-way will be added when the Engineer dictates the need and funds are available.
- Exceptions for special access needs may be granted by the County Engineer.

XVI. FEES:

- Culvert costs must be paid before an approved permit will be issued.
- An entrance permit fee of twenty dollars (\$20.00).

Recommended:

Laura Sievers, P.E., Woodbury County Engineer

Approved:

Daniel A. Bittinger II, Chairman, Board of Supervisors

Woodbury County Entrance Permit

Owner/Applicant Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Applicant Signature				Date
Contractor's Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Road Name	Section No.	Township (N)	Range (W)	
New Residence (Width)	New Field Entrance (Width)	Widening Existing (New width)		
Comments				

Woodbury County Secondary Roads only

This permit expires on	Sight Distance Left	Sight Distance Right	Permit Number
Road Name	Section No.	GPS Coordinates	
Location is approved as requested		Location is moved to	
Required Culvert Size	Culvert Length	Side Slope	Top Width
Remarks			
Site Reviewer Signature			Date
Woodbury County Engineer			Date
Inspection and Acceptance of Work			Date

Any property owner desiring an access to any county road shall make written application on the prescribed form available through the County Engineers Office. This permit shall expire one year after date of approval by Woodbury County. If proposed driveway or entrance construction is not completed within that time. **A fee of \$50 is required with each entrance permit.**