
ENTRANCE POLICY

1. Policy Objective:

- a. To provide efficient and safe operation of secondary roads in Marion County, this policy is established to maintain consistent requirements, standards, and criteria for entrances within the public rights-of-way. This standardization considers free movement of traffic by limiting interruptions, reducing potential conflict points along roadways, maintaining adequate drainage, continuity with zoning, while insuring responsible use of secondary road funds.

2. Introduction:

- a. A permit, with \$50 fee, is required for any and all installations or modifications to entrances. The permit fee is due at the time of application, no construction shall start without an approved permit, per Iowa Code 318.8.
- b. Entrance types represented in this policy:
 - i. Residential
 - ii. Agricultural
 - iii. Commercial/Industrial
- c. Permit Types represented in this policy:
 - i. New
 - ii. Modification
 - iii. Property Split Review

3. Responsibility of Owner:

- a. Payment of permit fee at time of application and prior to any construction.
- b. All costs for construction and materials for the installation or modification of a permit authorized entrance, including, but not limited to; earthwork, culvert, surfacing, insuring positive drainage, and insurance.
- c. Construction of approved entrance shall be in accordance with Table 1 and/or specific details in approved permit and comply with noted SUDAS or Iowa DOT Specifications.
- d. All costs associated with maintenance or repair required for the upkeep of entrance, including, but not limited to; culvert cleaning, surfacing, and maintaining positive drainage.
- e. Repair or replacement of entrance hard surfacing (seal coat, asphalt, or concrete) as a result of disturbance by a County initiated maintenance or construction project.
- f. By signature of the permit associated with this policy, the owner and/or contractor verifies they have liability insurance of adequate amounts to cover any liability that may arise as a result of work performed within the right-of-way and the owner and/or contractor shall indemnify and hold harmless Marion County, its agencies, and employees, from all causes of action, suite at law or in equity, for losses, damages, claims, or demands, and from

occupancy of the public right-of-way. All provisions herein relating to the construction or maintenance of the entrance shall be binding on all successors or assigns of the owner.

- g. All traffic control, in accordance with Manual on Uniform Traffic Control Devices (MUTCD).
- h. Notification of completed entrance construction for final inspection & final approval of permit.

4. Responsibility of County:

- a. Authorization/issuance of permit in accordance with this policy and in conformance with applicable Iowa DOT , AASHTO, and/or SUDAS standards and specifications.
- b. Consider all aspects of proposed entrance or modification, including but not limited to; right-of-way, adjacent entrances, roadway speed, traffic volumes, distance from intersections, sight distance, drainage, sidewalk/path ADA considerations, land use, vehicle types, roadway/entrance geometrics, and other pertinent considerations relevant to each entrance.
- c. Necessary ditch excavation or modification prior to the installation of proposed entrance that is beyond the immediate scope and/or limitations of the permittee and/or contractor.
- d. Inspection of completed construction or modification to ensure compliance with this policy and permit as issued.
- e. Consider entrances previously removed by the County or property owner as though no entrance existed, and any new entrance shall be permitted and paid per this policy.
- f. The County may repair or replace entrances and/or culverts as part of construction work initiated by the County or in an effort to maintain safety and/or positive drainage.
- g. Make good faith effort to review/approve each stage of the permit within 7-10 business days.

5. Non-conforming Entrances:

- a. Any entrance or related work completed in the right-of-way without a permit or not in accordance with the permit shall be brought into compliance per the provisions of Iowa Code Section 318.8 and this Policy.
- b. The County reserves the right to remove or repair any unpermitted or non-compliant work, with the adjacent property owner responsible for all associated costs as a violation of Iowa Code Section 318.3 and under the provision of Section 318.8.

6. School Bus Turn-Around:

- a. The Road Department will only provide maintenance for locations requested and verified by the applicable School District as a turn-around that is to be continued and utilized as such.
- b. Services such as this are not provided to private entrances in any other instance, nor are these services provided to other government entities without reimbursement of expenses.
- c. To initiate maintenance the School District shall contact the Road Department, provide the address of the turn-around, a contact phone number, and billable address for the reimbursement of actual incurred cost of the work requested.
- d. Once a request is received, the Road Department staff shall review the site and provide an estimate of the maintenance to be performed to the requester.
- e. Typically, maintenance of entrances is estimated at \$250-500. Actual costs incurred shall be invoiced to the School for each entrance requiring maintenance.

Table 1: Entrance Specifications (by Type)

	Residential	Agricultural	Comm./Ind.
Min. Sight Distance on Gravel (1)	495'		
Min. Sight Distance on Paved (1)	570'		
Min. Culvert Size	15"		
Culvert Design Yr., w/ 1' over top	50 yr. storm		
Allowable Culvert Materials	CMP, RCP, Dual Wall HDPE, other with Engineer Approval		
Min. Between Culverts (Subdivisions)	10'	n/a	n/a
Min. Top Width	15'		24'
Max. Top Width	30'	50'	
Side Slope on Gravel	3:1, see Figure 1		
Side Slope on Paved <1500 vpd	6:1, see Figure 1		
Side Slope of Paved >1500 vpd	8:1, see Figure 1		
Entrance Profile – rural	per Figure 2		
Entrance Profile – urban	per Figure 3		
Surfacing Required	Granular	n/a	per Co. Ord. Ch. 55
Hard Surfacing Allowed	SC/PCC/HMA	PCC/HMA	PCC/HMA
Hard Surfacing Min. Thickness	6"	7"	7"
Hard Surfacing Specifications	see Figure 4		per Co. Ord. Ch. 55
Min. Entrance Spacing	200'	1 per 1320' (3)	per Co. Ord. Ch. 55
Distance from CL Intersections	150'	50'	250'
Entrance Density	1 per parcel(2)	1 per parcel(2)(3)	as approved

(1) AASHTO Policy on Geometric Design of Highways and Streets Ch. 3 Exhibits 3-1 & 3-2 apply and adjusts for speed and/or grade shall apply at Engineer's discretion. Measurement shall be from 3.5' driver's eye and 4.25' approach vehicle heights.

(2) Two allowed if one is agricultural

(3) Additional entrances may be allowed if parcel has un-crossable natural feature(s), per Engineer's discretion.

Approved: 9/14/21

By: 

This policy is hereby accepted and adopted on this 14th day of September, 2021

Mark Raymie, Chairman



Kisha Jahner, Vice Chairman



Steve McCombs, Member

This Policy voids and replaces previously approved policies:

Policy 52 – Marion County Policy Regarding Installation of Entrances to Properties