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# ENTRANCE POLICY

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## 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 14<sup>th</sup> 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

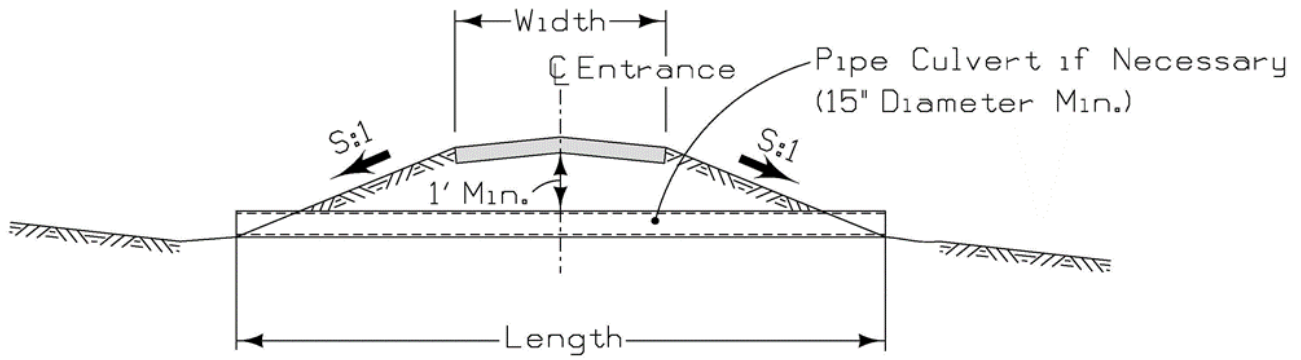


FIGURE 1

\* See Table 1 for 'S'

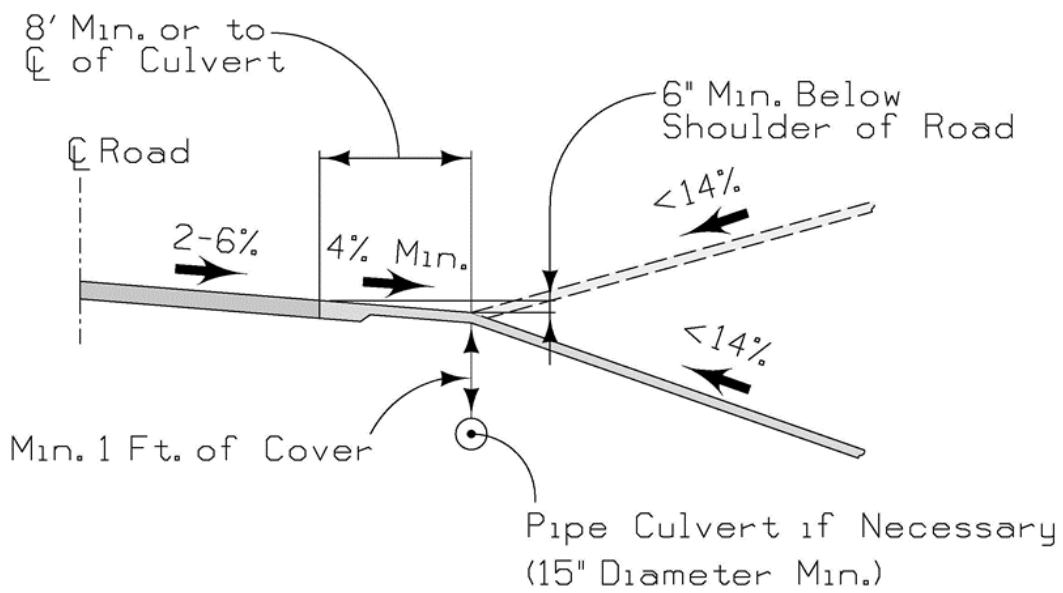


FIGURE 2

Typical Uncurbed Entrance Profile

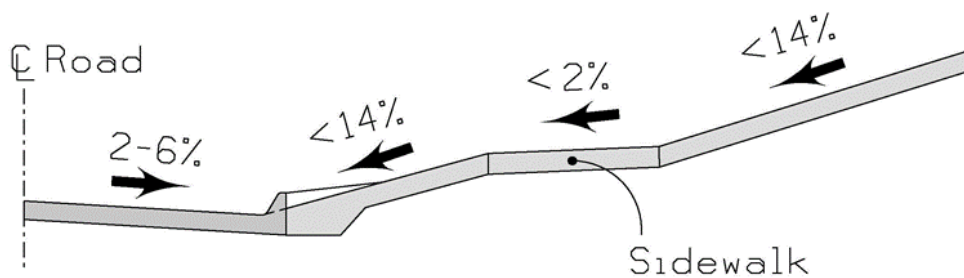


FIGURE 3

Typical Curbed Entrance Profile

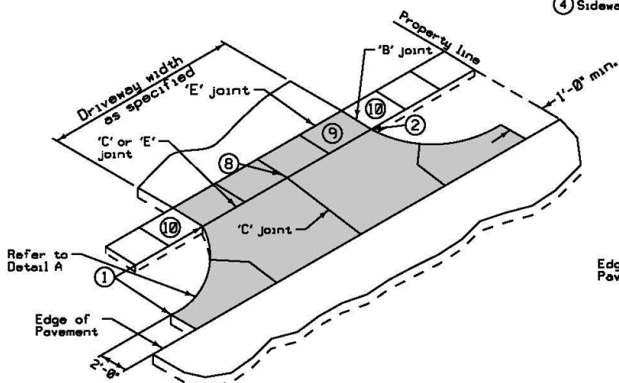
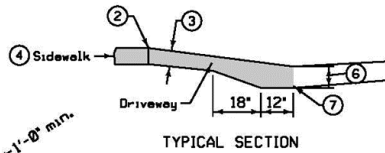
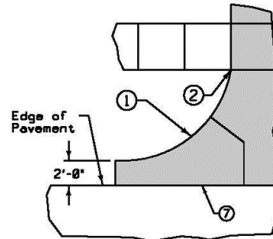


FIGURE 4  
TYPE A WITH RADII



TYPICAL SECTION



DETAIL A

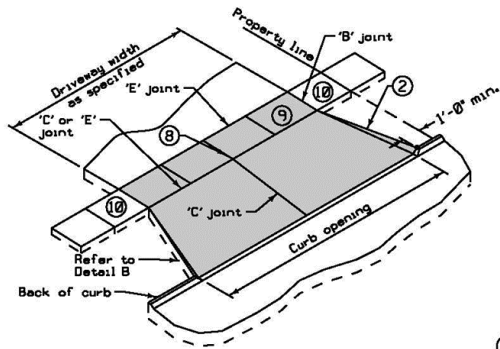
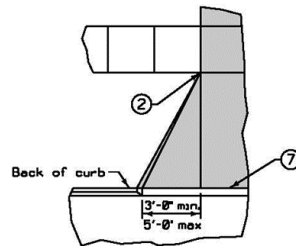
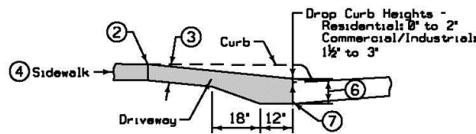


FIGURE 4  
TYPE B WITH FLARES



DETAIL B  
(Residential/Agricultural Only)



TYPICAL SECTION

- ① Driveway radius (R). Residential: 10 foot minimum, 15 foot maximum. Commercial and industrial: As specified in zoning ordinance.
- ② Transition the curb height to 0 inches at end of taper/radius or at the front edge of sidewalk. Do not extend raised curb cross sidewalk.
- ③ Pavement thickness. Residential: 6 inches minimum. Commercial and industrial: 7 inches minimum.
- ④ Sidewalk thickness through driveway to match thickness of driveway.
- ⑤ If longitudinal joint is located 48 inches or less from the back of curb, extend boxout to joint line. Full depth saw cut is still required.
- ⑥ Match thickness of adjacent roadway, T, 8 inches minimum.
- ⑦ Provide 'E' joint at back of curb unless 'B' joint is specified.
- ⑧ For alleys, may invert the pavement crown 2% toward the center of the alley.
- ⑨ Target cross slope of 1.5% with a maximum cross slope of 2.0%. If specified in the contract documents, construct the sidewalk through the driveway 5 feet wide to serve as a passing space.
- ⑩ If cross slope of adjacent sidewalk panel exceeds 2.0%, remove and replace to transition from existing sidewalk to sidewalk through driveway. If the elevation change requires a curb ramp, comply with Figure 7030.205 of SUDAS; verify need for detectable warning panel with Engineer.

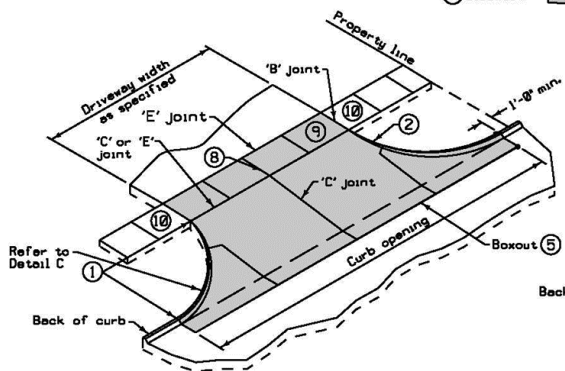
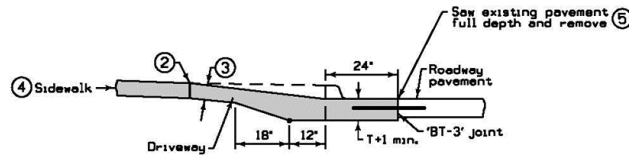
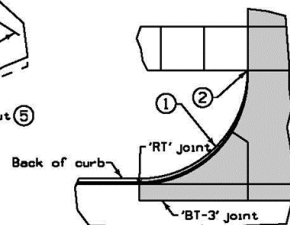


FIGURE 4  
TYPE C WITH RADII



SECTION A-A



DETAIL C