

\*\*\*\* APPLICANT SHALL ALLOW A MINIMUM OF THREE (3) BUSINESS DAYS FOR PERMIT PROCESSING \*\*\*\*

**WAYNE COUNTY ENGINEER'S OFFICE AND SECONDARY ROAD DEPARTMENT  
ENTRANCE PERMIT**

This permit is for the construction of an entrance or a driveway as generally described in the Wayne County Policy on Entrances to County Right-of-Way. For the purposes of this permit application, the definition of an entrance and a driveway are considered to be one in the same.

If the applicant is not the real property owner, the real property owner shall provide a signed letter to the County stating that they are requesting access from their property to a County road via the County's Right-of-Way.

**Permit Application:**

Section, Township, Range          Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Site Address of Entrance: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

Contractor's Information: \_\_\_\_\_

Proof of Insurance Provided?    Y   or   N    (Naming "Wayne County, P.O. Box 463" as additional insured)

\$25 Fee Check Included?        Y   or   N    (Made Payable to "Wayne County Engineer")

Contact Upon Completion?      Y   or   N    (Engineer's Office (641) 872-2025)

By signing this permit application, the applicant has read the entire permit and agrees to all the terms, requirements, and fees associated with the permitting and construction/installation of an entrance in the public right-of-way in the County of Wayne, State of Iowa.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

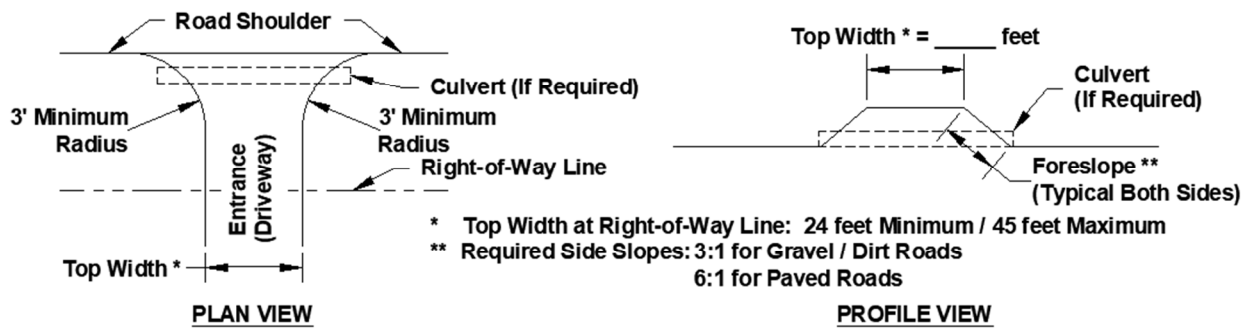
**Please sketch a map of the proposed location for the new entrance below:**

Note: The applicant may also attach a copy of a map, with notes on it, to this form.

# WAYNE COUNTY ENGINEER'S OFFICE AND SECONDARY ROAD DEPARTMENT ENTRANCE PERMIT

**Review / Approval – Official Use Only:**

Date Received: _____	Culvert Required (Y/N): _____
Received By: _____	Culvert Size / Material: _____
Date Investigated: _____	Culvert Length: _____
Investigated By: _____	Culvert Gauge: _____
Drainage Area: _____	Culvert Bands and Gauge: _____
Sight Distance: North _____ South _____ East _____ West _____	
Entrance Type: ( ) Residential ( ) Commercial ( ) Agricultural	



Additional Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommended for Approval:** ( ) Yes ( ) No Revisions: \_\_\_\_\_

Approved By: \_\_\_\_\_  
 Wayne County Engineer

Fees Collected: Application: \$25 ( )  
 Delivery: \$50 ( ) (If Requested by Applicant and Office Agreed To)  
 Other: \$ \_\_\_\_\_ ( ) Specify Reason: \_\_\_\_\_

## GENERAL REQUIREMENTS FOR WORK IN THE ROAD RIGHT-OF-WAY

Supplement to accompany all Entrance Permit Applications

In accordance with Chapter 318 of the Code of Iowa “No billboard, advertising sign or device, fence other than right-of-way boundary fence, or other obstruction except signs or devices authorized by law or approved by the highway authorities shall be placed or erected upon the right of way of any public highway...”, and further “A person shall not excavate, fill, or make a physical change within the right of way of a public road or highway without obtaining a permit from the highway authority having jurisdiction of the public road or highway.”

# WAYNE COUNTY ENGINEER'S OFFICE AND SECONDARY ROAD DEPARTMENT ENTRANCE PERMIT

## GENERAL REQUIREMENTS FOR WORK IN THE ROAD RIGHT-OF-WAY CONTINUED

Any work proposals requesting approval of this permit application must meet the following General Criteria:

- The applicant shall provide a certificate of insurance for the work being done, (naming the County as an additional insured on the applicant's policy), to the County Engineer before the permit application can be processed.
- The applicant agrees that the county determines the specifications of the culvert needed to adequately convey the storm water runoff, including but not limited to, the size, length, gauges, aprons, and associated appurtenances.
- After the applicant receives a copy of the approved permit application, they agree to notify the County of a commitment to purchase a culvert from a third party and shall submit the culvert specifications for the County's review and approval.
- The applicant shall attach a map or sketch showing the location (using the 911 street names and addresses) and description of the proposed work.
- The applicant shall be responsible for contacting and obtaining Iowa One-Call approval at least forty-eight (48) hours (two (2) working days) before performing any excavation with the road right-of-way. The phone number for Iowa One-Call is 1-800-292-8989.
- The applicant shall contact the County Engineer's Office at least one (1) working day prior to commencing the permitted work to notify the office of the approved permit number and/or date of issuance, the anticipated start date/time, and the anticipated ending date/time. No work shall commence without the prior approval of the County Engineer.
- The applicant agrees to contact the Engineer's Office (641-872-2025) upon completion of the entrance project to schedule a final inspection. The applicant agrees to rework any part of the entrance, including culvert installation/construction, resulting from the County's final inspection at the applicant's expense.
- The County Engineer or his/her designee may stop the applicant's work, at any time, if the work does not meet the requirements set forth in the approved permit application. If the applicant cannot or refuses to correct any deficiencies in a timely manner, the County Engineer may correct or remove the entrance at the applicant's expense.
- All work under this permit application shall be completed with one hundred eighty (180) days of the approval date unless otherwise specified on the approved permit application.
- Application Fee – A fee of \$25.00 will be charged by the County per application. One (1) entrance may be covered per application. If an application is denied, no fee will be collected.
- Culvert Fee - If the County is supplying a culvert and/or its appurtenances, all required fees must be paid before the culvert and/or its appurtenances are released/delivered. If the County is supplying the culvert and/or its appurtenances, they must be picked up at the County Yard in Corydon or the County's designated location. If the County delivers the culvert and/or its appurtenances, a fifty (\$50) dollar fee will be applied.
- Final installation shall not create a hazard for errant vehicles from the roadway within ANY part of the road right-of-way.
- Final installation shall not hinder drainage in the roadway's ditch, culvert, and/or tile systems.
- Final installation shall not reduce snow storage available or cause additional (or more severe) drifting.
- Final installation shall not block visibility of signs, intersections, etc.
- Final installation shall not serve as a major distraction to the motoring public.
- Final installation shall not disturb existing native plantings, unless special exception is made by the Integrated Roadside Vegetation Management (IRVM) Director or the Wayne County Engineer or his/her designee.
- Re-seeding of disturbed areas shall be with a seed mix approved by the IRVM Director or the Wayne County Engineer or his/her designee.

Types of site items allowed:

- Working soil and seeding of right of way back slopes with non-woody plants.
- Work in back slope to prevent erosion (wash) from waterway.
- Work to reshape waterway TO A NATURAL DRAINAGE WAY through the back slope.
- Landscaping on the back slope that is flush with the ground.