

# GUTHRIE COUNTY ENTRANCE POLICY

## BACKGROUND:

It is intended by the Guthrie County Board of Supervisors to provide adequate access off the Secondary Road System to all residents. For agricultural uses, one entrance may be allowed for each 40 acre parcel or more, unless divided by a non-crossable waterway. Quantity and location of residential and commercial access will be considered on a case-by-case basis.

## POLICY:

Realizing the above conditions and circumstances, and wanting to be as efficient in the use of road funds as possible, the Board of Supervisors has adopted the following policy.

1. The County Engineer will require a no cost permit for each new or widened entrance to the Secondary Road System. Location of entrance will be at the owner's request if sight distance (350' min. - gravel, 600' min. - paved) and other related factors are approved by the Engineer.
2. Slope from the edge of entrance to the ditch flow line will be as follows:  
Paved Road/Dry Fill = 8:1  
Paved Road/Culvert = 6:1  
Gravel Road/Dry Fill = 4:1  
Gravel Road/Culvert = 4:1  
The minimum width on private entrances is 24 ft. and maximum on a commercial entrance is 50 ft. Guthrie County will designate the minimum length and diameter of pipe to achieve efficient drainage and width of entrance. No entrance pipe shall be less than 15 inches in diameter.
3. The County will only be involved with entrance work during repair or other activities adjacent to said entrance. The owner shall have the entrance installed by private contractors or with his own equipment. All work by others will be subject to approval by road foreman.
4. Costs of all new/permitted installations or extensions will be borne by the owner. The County will maintain stockpiles of new pipe for purchase. Guthrie County will assume maintenance of entrances after installation.
5. All culverts placed in entrances shall be new materials that meet IDOT specifications.
6. Extensions of existing entrances will only be allowed when the ends of the existing culvert are suitable to allow same. If existing culvert is not suitable due to damage or deterioration the County will provide a replacement pipe of the same diameter and length. The County will not do removal and reinstallation.
7. The owner who needs surfacing on said drive will do so at his cost as the County will only do so to house drives when grading, paving, or repairing.
8. Approximately midway between the right of way line (fence line) and the edge of the road, the elevation of the entrance shall be at least six (6) inches lower than that of the edge of the road.
9. During construction and/or installation all necessary and proper barricades, signage, etc., as per the Manual on Uniform Traffic Control Devices, shall be furnished by and maintained by the applicant. Maximum safety precautions shall be maintained at all times to protect workers, property owners and the traveling public from accidents due to the operations of the applicant.
10. Guthrie County shall be indemnified and saved harmless of any damages resulting from the applicant's operations.
11. This policy voids and takes precedence over any previous policy on entrances in Guthrie County.

Please contact:

Chad Herron  
Guthrie County Road Dept.  
2211 215<sup>th</sup> Rd  
Guthrie Center, IA 50115  
641-747-2274  
c.herron@guthriecounty.gov

# GUTHRIE COUNTY ENTRANCE APPLICATION

Request Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Applicant \_\_\_\_\_ Phone number \_\_\_\_\_

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

Location: Section \_\_\_\_\_

Township \_\_\_\_\_

911 Address \_\_\_\_\_

Put an "X" on the map at the right to indicate where the entrance will be located:

NW	NE
SW	SE

A permit is hereby requested to construct, widen, or move an entrance \_\_\_\_\_ feet in width, including, if necessary, a drainage structure.

To be installed by:  Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor \_\_\_\_\_ Phone No. \_\_\_\_\_

Location of desired entrance marked \_\_\_\_\_ yes \_\_\_\_\_ no

### FOR THE APPLICANT:

I agree with the provisions of this entrance application and agree to pay any costs billed me by the County.

Call the Guthrie County Road Department at 641-747-2274 upon completion to schedule an inspection of the entrance.

**PERMIT IS VALID FOR 6 MONTHS FROM REQUEST DATE**

\_\_\_\_\_  
Signature of Applicant

### ENTRANCE INFO

\_\_\_\_ Dry Fill    \_\_\_\_ Pipe Required    \_\_\_\_ Diameter    \_\_\_\_ Length    \_\_\_\_ No. Bands

Initially inspected by: \_\_\_\_\_

\_\_\_\_ ft.    \_\_\_\_ dia. pipe;    \_\_\_\_ qty.    \_\_\_\_ dia. band    \_\_\_\_ picked up    \_\_\_\_ delivered

Notified motor grader operator about entrance: \_\_\_\_\_ yes \_\_\_\_\_ no

Remarks:

\_\_\_\_\_

## ENTRANCE POLICY

**TOTAL REMOVALS** – Guthrie County will remove drives at no cost when requested by an adjacent owner provided the County will benefit by the removal. (NOT to be considered in additional or extensions and will be done at the County's convenience.

**ADDITIONAL ACCESSES, EXTENSIONS AND RELOCATIONS** – The applicant shall be responsible for 100% of the cost of pipe and construction.

**SALVAGE** – The County retains ownership and salvage rights to any materials placed into any driveway.

**INSTALLATION** – Installation may be done by a private contractor or the applicant. Site distance must be approved by the County Engineer's office. The County shall inspect all contractor and applicant installed drives at no charge. Improperly installed drives shall be corrected at the cost of the applicant.

**CULVERTS** - The culvert pipe shall be new material and must be the minimum length and diameter specified on the entrance application. Culvert shall be annular riveted corrugated metal pipe. Spiral rib pipe shall not be permitted.

DATE: \_\_\_\_\_

### STATEMENT OF CHARGES

_____ ft.	_____ " dia. corr. culv. at _____ per ft		= \$ _____
_____ qty.	_____ " dia. corr. band at _____ each (Band = 3' of culvert pipe)		= \$ _____
	<b>SUBTOTAL</b>		= \$ _____
Delivery Charge: 25% of Total Culvert/Band Price			= \$ _____
Miscellaneous charges: _____			= \$ _____
_____			= \$ _____
	<b>TOTAL AMOUNT OWED</b>		= \$ _____

**PLEASE MAKE CHECK PAYABLE TO "GUTHRIE COUNTY" AND RETURN CHECK TO THE COUNTY ENGINEER'S OFFICE SO PROPER CREDIT MAY BE GIVEN. THANK YOU!**

**Guthrie County Engineer's Office  
2211 215<sup>th</sup> Rd  
Guthrie Center, IA 50115**