

# Pottawatomie County Entrance Policy

## County Resolution #: 2017-39



### Public Works Mission Statement:

*Committed to safely serving the public through professionalism, teamwork and integrity, to provide safe and efficient travel and improved quality of life.*

In accordance with K.S.A. 68-543 Pottawatomie County is authorized to manage all entrances installed on or along all public roads within the County or Rural Highway Systems. All new entrances installed in the County right-of-way shall have the approval of the County and be constructed in accordance with County procedure and standards. The person, company, or agency requesting a new entrance installation or improvement to an existing entrance shall be required to pay for all costs incurred for the installation.

The Public Works Director has the authority, as given by the Pottawatomie County Commission, to deliberate appeals to this policy. The process of granting a variance to the policy will be comprised of, but not limited to consideration of road classification, traffic data, topographic data and safety on a case-by-case basis.

## **PART A: New Entrances**

All requests for entrances, where an entrance has never been before, will be considered a new entrance. The following procedures shall apply to new entrances:

**New Entrance Application:** Application shall be made on an official Department of Public Works Entrance Application form and be signed by applicant. Application shall be submitted with a check for \$550, consisting of a \$50 non-refundable application fee and a \$500 deposit. Check(s) shall be made payable to “Pottawatomie County Public Works” and will be cashed upon receipt. The deposit amount will be refunded to applicant upon successful installation and acceptance of the entrance by Pottawatomie County. The County reserves the right to utilize the deposit as payment for repair of an improperly installed entrance.

**Site Review:** After the application has been submitted with the required fee(s) and deposit(s), a representative from Public Works will view the site to determine the installation requirements. Consideration of the following will be made:

- sight distance
- proximity to intersections (see Part E)
- location of existing entrances (see Part E)
- specific site conditions
- amount of drainage it will be subjected to
- zoning regulations
- future development
- underground and/or overhead utilities
- how entrance will merge with road

**Specification Notification:** The County will determine if a culvert pipe is necessary, and if so, the proper diameter. The applicant will be notified of the diameter and culvert type to be installed. The applicant will have options on pipe length as determined by the County minimum and maximum standards.

**Installation:** The applicant is responsible for installation. Pottawatomie County does not provide culvert pipe for sale. It shall be the applicant’s responsibility to notify Kansas 1-Call; (800) DIG-SAFE, and all other utilities at least 48 hours prior to installation. Failure to properly install an entrance will terminate the deposit agreement and the deposit amount shall become payment for improvements made with County forces.

**Inspection & Acceptance:** Applicant shall notify Public Works upon completion of installation. Public Works will determine if installation complies with County Standards, and if so, accept the entrance. Upon acceptance of the entrance, the County will assume all future maintenance on said entrance and issue a refund to the applicant for the deposit amount.

***See Exhibit A & B: Typical Culvert Installation***

## **PART B: Existing Entrances**

**Definition:** An existing entrance shall be recognized as a point of access from an existing public road right-of-way to private property, which shows significant evidence of use. The site shall be viewable by aerial photography or have an existing physical landmark such as a gate or bracing system. In the event that the County causes an existing entrance to be inaccessible or an existing entrance needs to be replaced, the County will replace the entrance back to the original width or minimum 24'. The County shall provide a culvert, surfacing and installation of the entrance.

**Modifications:** Entrance modifications shall be made on an Existing Entrance Modification Application. The modification of an existing entrance will be carried out by County Forces. If an individual requests to carry out the modification of an existing entrance by private forces, the County will require the individual to submit an Entrance Application. This would include the payment of the Administration Fee and Deposit. The procedure will follow the same course of action as with a new entrance application. The modification work will then require approval upon completion prior to the return of the deposit.

**Extensions:** Extension requests shall be made on an Existing Entrance Modification Application. Pottawatomie County will allow the improvement of an existing pipe up to the County Standard minimum 24' with no cost to the landowner. The County Standard maximum width is 40'. The cost to extend the entrance pipe past the minimum 24' is the responsibility of the landowner, billed at the County's cost. The cost includes additional pipe, sales tax, and an installation fee (equipment and labor). To modify an existing entrance the County will require a review of the current condition. A calculation of the cost will be made available to the landowner. Payment must be received by the County prior to scheduling the work.

## **PART C: Hard Surface Entrances**

Pottawatomie County will allow hard surfaced entrances for rural road (concrete, asphalt, etc.) right-of-way under the following Guidelines:

1. All construction and the costs associated with the installation of hard surfaced entrances shall be provided by the landowner.
2. The landowner agrees to hold the County harmless for any damage to the surface as a result of County activities on the roadway, ditches, or the maintenance or replacement of the entrance.
3. The landowner shall submit to the Public Works Department a plan showing the location, type, width and thickness of the proposed surface. The plan shall also detail how the hard surfaced entrance will intersect the existing roadway.
4. The elevation of the entrance surface shall not be higher in elevation than the existing roadway surface.
5. The entrance surface shall not extend beyond the bottom of the shoulder slope of a gravel or dirt roadway. The hard surface shall make a smooth transition to the existing driveway surfaces.

**URBAN CURB & GUTTER:** A paved curb entrance will require a ½" expansion joint and a drilled ½" hole in existing pavement 6" deep to place a #4 x 12" dowel bar at 30" centers. The County will require that the landowner and/ or contractor schedule for an inspection prior to pouring the driveway.

***See Exhibit C for Pavement Joint Detail***

## **PART D: Second/Multiple Entrances**

The addition of more than one (1) entrance to a single lot or single parcel will be treated the same as the initial entrance application, as outlined in Part A above, with an additional one-time Second/Multiple Entrance Application Fee of \$1,500, to be paid with the application. If the application is granted, such Second/Multiple Entrance Application fee shall be non-refundable. If the application is denied, such fee shall be refunded to the applicant.

## PART E: Access Management

Location and spacing of entrances onto County roads will be subject to Access Management guidelines. Entrances shall be spaced at an appropriate distance based on the road classification to ensure safe and efficient traffic operations. Distances between entrances shall be measured from the center of an entrance to the center of the other entrance (or proposed entrance).

<b>ROAD CLASSIFICATION</b>	<b>DISTANCE BETWEEN ENTRANCES</b>	<b>DISTANCE FROM INTERSECTIONS</b>	<b>DISTANCE FROM PROPERTY LINES</b>
<b>Collector Road</b>	550'	550'	25'
<b>Local Road Non-subdivision</b>	300'	300'	25'
<b>Rural Subdivision</b>	150'	150'	25'
<b>Urban Subdivision</b>	75'	100'	10'

**FUNCTIONAL CLASSIFICATION OF ROADS:** Functional classification is the process by which roads and highways are grouped into classes, or systems, according to the character of service they are intended to provide. The following classifications are established by the Functional Classification Map, as approved by the Kansas Department of Transportation (KDOT):

- Interstate
- Freeway/ Expressway (Non-Interstate)
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road

To identify road classifications for Pottawatomie County reference can be made to the Pottawatomie County Public Works Department Office or a Functional Classification Map of Pottawatomie County can be obtained through Kansas Department of Transportation (KDOT).

## PART F: County Standards

1. The standard minimum roadway width for entrances installed in County right-of-way is 20 feet of driving surface with a minimum 2:1 end slopes. (Minimum pipe length= 24 feet; Maximum pipe length= 40 feet)
2. All corrugated metal pipe must be new. Corrugated metal pipe shall require end sections. Corrugate metal pipe shall be installed with a minimum of 6" of dirt cover and the required 3" of crushed rock cover. Smooth walled steel pipe will not require end sections. Smooth walled steel pipe will not have dirt cover requirements. Used steel pipe may be used if the wall thickness is 1/4" or greater and the diameter of the pipe is 18" or less. Used steel pipe shall be free of pinholes, scale and rust. Plastic pipe is not allowed.
3. All entrances shall have surfacing of 3" of crushed rock spread full width of the 20 feet of driving path from the edge of the road to the right-of-way. The cover shall make a smooth transition to the existing roadway.
4. The surfacing (required crushed rock cover) of the entrance must be installed lower than the existing road shoulder. To achieve this it may be necessary for the installer to clear or create a ditch for some distance at each end of the new installation to gain enough depth for the required pipe diameter and assure consistency in drainage.
5. Mound, no culvert, entrances will require the same surfacing and construction as detailed above.
6. Proper compaction of the entrance shall be performed so settlement of the fill material will not occur. Any damages from settlement within the first year after installation will be the applicant's responsibility.
7. Private end treatments, headwalls or landscaping, will be the landowner's responsibility to relocate in the event that a culvert requires maintenance. The County will take no responsibility in replacing damaged landscaping within the road right-of-way.
8. All entrances shall be installed so that they drain properly and do not allow water to run onto the roadway. The entrance shall make a smooth and safe transition to the existing roadway.

# Pottawatomie County Entrance Application



**Public Works Mission Statement:**

*Committed to safely serving the public through professionalism, teamwork and integrity, to provide safe and efficient travel and improved quality of life.*

**APPLICANT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

Landowner     Contractor     Other \_\_\_\_\_

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

Phone \_\_\_\_\_ Alternate Number \_\_\_\_\_

**Application Fee & Deposit check #** \_\_\_\_\_

*A \$50 Application Fee and a \$500 deposit is required at time of application. All check(s) will be cashed upon receipt. Make checks payable to: Pottawatomie County Public Works. The deposit amount will be refunded to the applicant once entrance is approved. The County reserves the right to utilize the deposit amount towards repairs of incorrectly installed entrances.*

New residence     Existing residence     Field entrance     Other \_\_\_\_\_

1st Entrance     2<sup>nd</sup>/ Multiple Entrance (Subject to \$1,500.00 fee) check # \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Directions to Proposed Site (where entrance is to be located):**

Lot # \_\_\_\_\_ Address \_\_\_\_\_

Road Name \_\_\_\_\_

Nearest Intersecting Road \_\_\_\_\_

**How is the proposed entrance marked?** \_\_\_\_\_

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**NOTE:** Upon signing, the applicant agrees to the specifications set forth in Pottawatomie County's Entrance Policy, including County Standards.

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

**Date** \_\_\_\_\_

# Pottawatomie County Entrance Application



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## This section will be completed by Pottawatomie County Public Works

This is the:  1<sup>st</sup>  2nd  No.\_\_\_\_, entrance to this parcel.

Sight distance: Right \_\_\_\_\_' Left \_\_\_\_\_'

Distance to other entrances: \_\_\_\_\_

Distance to other intersections: \_\_\_\_\_

Is there a better location for entrance:  Yes  No

If yes, where? \_\_\_\_\_

Is there enough depth in ditch for tube:  Yes  No

Comments: \_\_\_\_\_

Is there a high bank resulting in steep entrance?  Yes  No

Estimated drainage area: \_\_\_\_\_ acres

Actual drainage area: \_\_\_\_\_ acres

**Application Status:**  Approved  Denied

**Comments:** \_\_\_\_\_

**Recommended tube size:** \_\_\_\_\_ dia. X \_\_\_\_\_

Round  Flat bottom  Mound

Corrugated Metal

Steel

**End Sections:**  0  1  2

**FINAL INSPECTION BY** \_\_\_\_\_ **DATE COMPLETED** \_\_\_\_\_

**Deposit:**  Refunded

Retained

**POTTAWATOMIE COUNTY  
EXISTING ENTRANCE MODIFICATION APPLICATION**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Alternate Phone:** \_\_\_\_\_

**This is a:**     Residence entrance     Field Entrance     Other

**Location of Entrance:** (address or location to nearest address/intersection):

**Describe desired modifications:** (i.e. replacement, extension):

**Reason for modifications:** \_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Mail to:**            Public Works Department  
                         612 E. Campbell Street  
                         Westmoreland, KS 66549

**Or Fax to:**        785-457-3422

*Upon receipt of this application, your entrance will be inspected to determine its current size and condition. Depending on your request, one or more estimates will be prepared and mailed to the address listed above. If you wish to proceed with the modification, simply mail back a check for the estimate with which you wish to proceed. Upon receipt of payment, the modification will be placed on our work schedule.*

\_\_\_\_\_

**Office Use Only**

**Date Received:** \_\_\_\_\_    **Date Est. Mailed:** \_\_\_\_\_    **Date Paid:** \_\_\_\_\_

**Check #:** \_\_\_\_\_    **Amount:** \_\_\_\_\_

**Current Pipe:**    Type: \_\_\_\_\_    Diameter x Length: \_\_\_\_\_

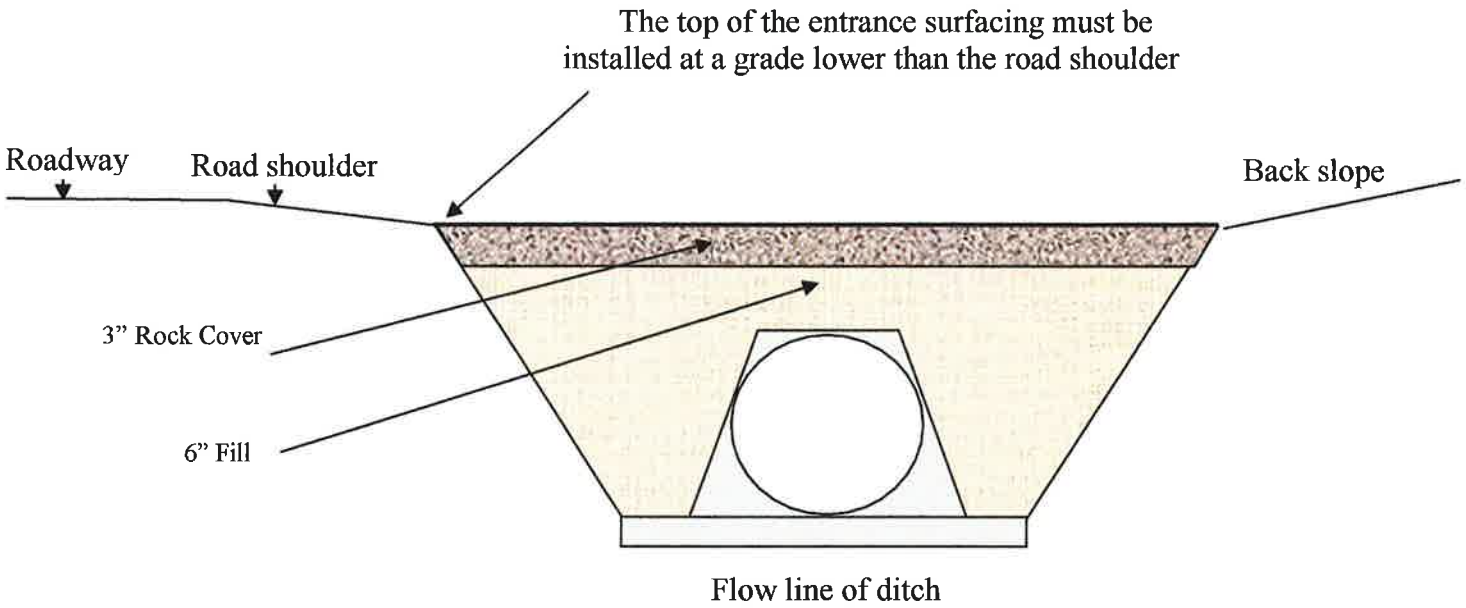
**Quoted Pipe(s):** Type: \_\_\_\_\_    Diameter x Length: \_\_\_\_\_

Type: \_\_\_\_\_    Diameter x Length: \_\_\_\_\_

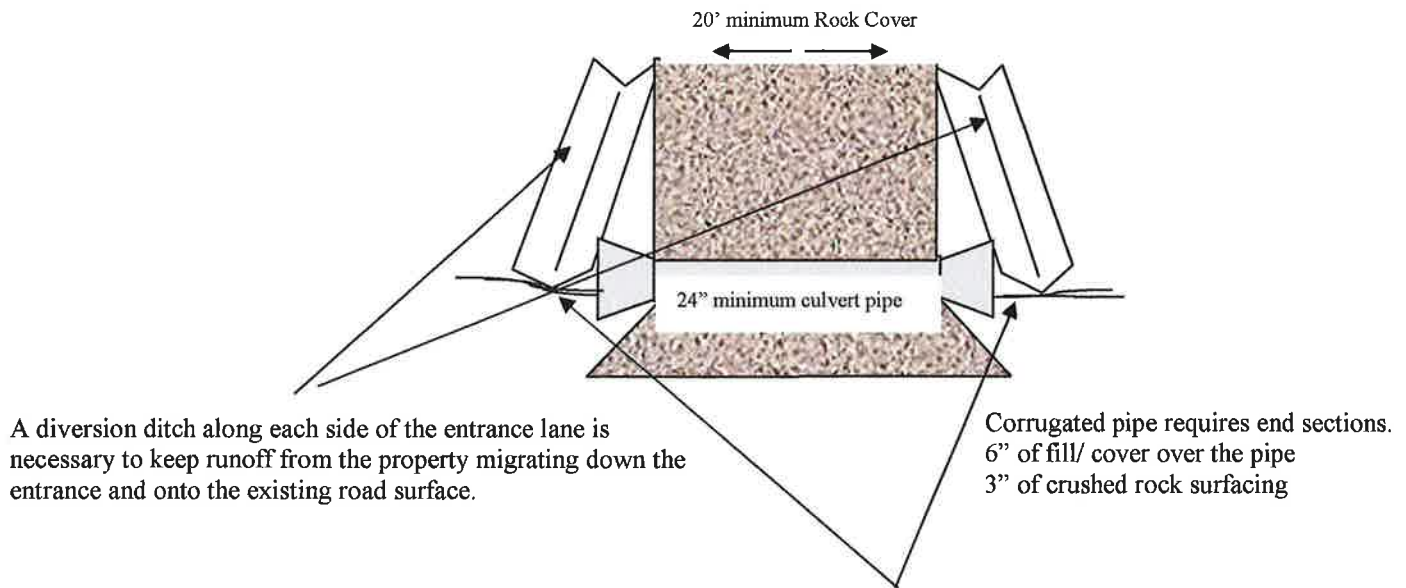
**Work Order #:** \_\_\_\_\_    **Work Order Date:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Exhibit A: Cross Section through Typical Culvert Pipe**

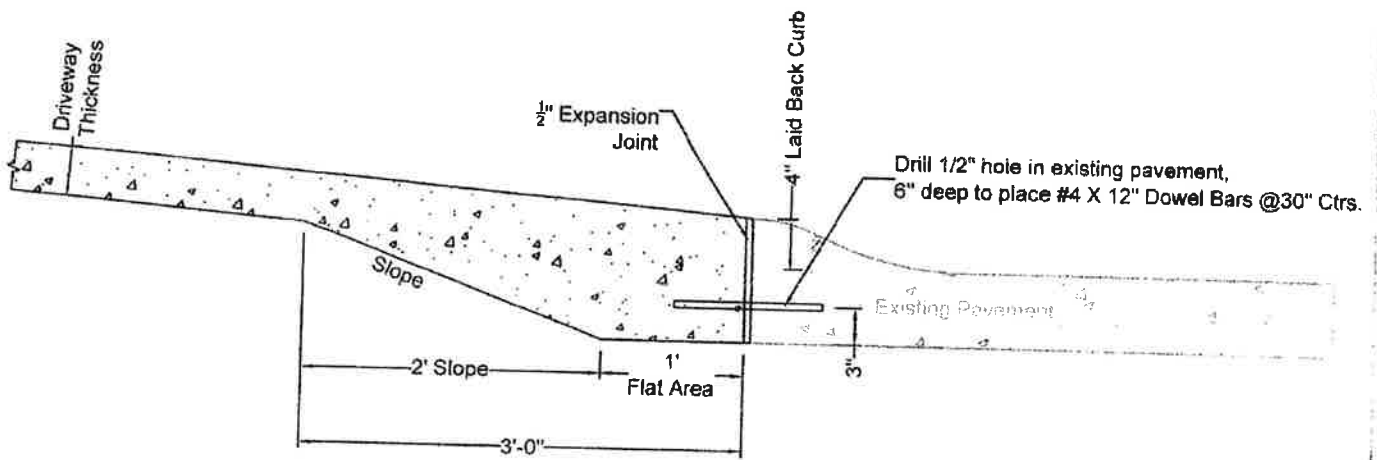


**Exhibit B: Plan View of a Typical Corrugated pipe installation.**



If the existing ditch depth is insufficient, it may be necessary to create a ditch at least 20' or 30' at each end of the culvert pipe.

**Exhibit C: Pavement Joint Detail**



**Note:** Contractor to call Pottawatomie County Public Works office at (785)457-3631 to schedule an inspection prior to pouring the driveway.

New Driveway/Existing  
Pavement Joint Detail w/ 24"  
Slope and 12" Flat Area

August 29, 2011