

# Audubon County Entrance Application

Date of Request: \_\_\_\_\_

Work Order # (For County Use): \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

Township \_\_\_\_\_

OR

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

Is the Location of the entrance marked? ☐ Yes ☐ No

## NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NW	NE
SW	SE

Please place an "x" on the map to indicate the location of the entrance.

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

To be installed by: ☐ Applicant ☐ Contractor

*If the entrance work is to be completed by a Contractor other than the applicant, please provide contact information below.*

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Please refer to the attached [Audubon County Entrance policy](#) for any other provisions. related to entrance installation or modification.

## OTHER THINGS TO CONSIDER:

**All culverts, bands, or any other materials will be paid for PRIOR to leaving the Audubon County Secondary Roads facilities. Charges for county labor/equipment will be paid immediately upon completion.**

**Additional Entrance, Extension and Relocations:** The applicant shall be responsible for 100% of the cost of pipe and construction.

**Culverts:** The culvert pipe shall be new DOT approved material and must be the minimum length and diameter specified on the entrance application. All culvert bands will be wrapped in an Engineering fabric

**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 work at no charge. Improperly installed drives shall be corrected by the applicant or by the County at the cost of the applicant.

**Project Release:** I hereby give permission to the Audubon County Secondary Roads Department to enter my property for the purpose of work to correct any deficiencies. The landowner and/or tenant will hold Audubon County harmless and will not claim any damages which may occur to the above property as a result of the bulldozing, excavating and/or other work to complete this project.

**I agree with the provisions of the entrance application/policy and agree to pay any costs billed to me by Audubon County Secondary Roads.**

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

\_\_\_\_\_  
Date

**This section to be completed by the Audubon County Secondary Roads Superintendent.**

**Proposed Entrance Site Inspection – Estimated Materials Required**

Entrance:      ☐ Dry Fill      ☐ Pipe      \_\_\_\_\_ Diameter (Inches) \_\_\_\_\_ Length \_\_\_\_\_ # of Bands

Sight Distance Meets Guidelines (350' Minimum Gravel/600' Minimum Paved):      ☐ Yes      ☐ No

**REQUEST:**      ☐ **APPROVED**      ☐ **DENIED**

**Proposed Site Inspected By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Instructions/Notes:**

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**Start date:** \_\_\_\_\_ **Completed Date:** \_\_\_\_\_

**Motor Grader operator notified of entrance install/ modification?**      ☐ Yes      ☐ No

**Motor Grader Operator Name:** \_\_\_\_\_

**Statement of Charges**

\_\_\_\_\_ feet of \_\_\_\_\_ inch diameter culvert at \$\_\_\_\_\_ per foot      =      \$ \_\_\_\_\_  
\_\_\_\_\_ band(s) \_\_\_\_\_ inch diameter band(s) at \$\_\_\_\_\_ each      =      \$ \_\_\_\_\_  
(Band price is equal to 3 feet of equal diameter culvert.)

SUBTOTAL      \$ \_\_\_\_\_

Labor/Equipment/Miscellaneous Charges:      \$ \_\_\_\_\_

Description of Miscellaneous Charges:

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TOTAL      \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

Permit #:

**PAYMENT IS DUE IMMEDIATELY. PAYMENT CAN BE MADE BY CHECK TO "AUDUBON COUNTY SECONDARY ROADS" OR BY CREDIT CARD. THE CREDIT CARD AUTHORIZATION FORM IS ATTACHED.**

**Audubon County Engineer's Office – Audubon County Secondary Roads  
2147 Hwy 71 - Audubon, IA 50025 - 712-563-4286**

## AUDUBON COUNTY ENTRANCE POLICY

### BACKGROUND:

It is intended by the Audubon County Board of Supervisors to provide adequate access off the Secondary Road System for 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 per the owner's request if site distance and other related factors (drainage issues, slope, pipe cover, etc.) are approved by the Engineer.

#### Sight Distance Requirements:

Rock or Dirt Roadways – 350 feet minimum sight distance

Paved or Seal Coat Roadways – 600 feet minimum sight distance

- 2) Slope from the edge of entrance top to the ditch flow line will be as follows:

Paved Road/Dry Fill = 8:1

Gravel Road/Dry Fill = 4:1

Paved Road/Culvert = 6:1

Gravel Road/Culvert = 4:1

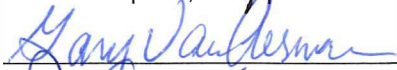
The minimum width on private entrances is 20 ft. and maximum on a commercial entrance is 32 ft. Audubon County will designate the minimum length and diameter of pipe to achieve efficient drainage and width of entrance. No entrance pipe shall be less than 18 inches in diameter.

- 3) **The County will only be involved with entrance work during repair (not including extensions) 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 the Audubon County Engineer or designated representative.
- 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. Audubon County will assume maintenance of entrances after installation. Pipe purchases are solely for use within right-of-way.
- 5) All culverts placed in entrances shall be new materials, metal CMP's that meet IDOT specifications. HDPE, PVC, metal spiral pipes, and other materials are not allowed.
- 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 owner's cost as the County will only do so to residential 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, current edition, 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) Audubon 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 Audubon County.

Adopted this 6<sup>th</sup> day of July, 2021 by the Audubon County Board of Supervisors.



Rick Thompson, Chairperson



Gary Van Aernam



Doug Sorensen

ATTEST:



Lisa Frederiksen, Audubon County Auditor

## **Credit Card Authorization Form**

### **Credit Card Information**

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(We do not accept American Express)

Card Type: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CCV (3 Digit Code on Back of Card): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

### **Authorization**

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I authorize Audubon County Secondary Roads to charge my credit card:

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Customer Email: \_\_\_\_\_

Customer Phone: \_\_\_\_\_