

I. **POLICY:**

Pottawatomie County has a permit system for all entrances installed on or along all public roads within the County or Rural Highway Systems. The landowner shall be responsible for supplying the necessary materials and the installation of all new entrances (See Part A), or the widening of an existing entrance (See Part B) as determined by the Public Works Department.

**A \$50.00 Application Fee and a \$250.00 Deposit is required at the time of application.**

**We will require 2 separate checks:**

**\$50.00 for the Application Fee** (which will be cashed immediately)

and **\$250.00 for the Deposit** (which will be returned when the entrance has been approved.)

In accordance with K.A.S. 68-543, it shall be the responsibility of the County to install a culvert at all existing entrances **(See Part C).**

All culverts installed in the County right-of-way shall have the approval of the County and be constructed in accordance with the procedure and standards specified below. The person, company, or agency requesting a new entrance installation or extension to an existing entrance shall be required to pay for all costs incurred for the installation.

**All entrances shall be installed so they drain properly and do not allow water to run onto the roadway.**

**The entrance shall make a smooth transition to the existing roadway.**

II. **PROCEDURES:**

A driveway application shall be obtained and submitted to the Pottawatomie County Public Works Dept.

The Dept. will conduct a site investigation and upon approval, the applicant may begin installation of the entrance. Once the applicant has installed the entrance, the County will conduct a final inspection to assure compliance with the following guidelines.

**(A driveway: shall mean a single road surface. Proposed installation of any additional driving surface from the same parcel would then require a separate application. Only one (1) entrance will be allowed per parcel within a subdivision.)**

**Part A: New Entrances**

All requests for entrances, where one has never been before, will be considered a new entrance.

After the landowner has completed a Driveway Entrance Application and paid the required deposit, a representative from the Public Works Dept. will view the site to determine

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| a) approach sight distance                | f) zoning regulations                                 |
| b) proximity to intersections             | g) future development                                 |
| c) location of entrances already in place | h) underground and/or overhead utilities and          |
| d) average daily traffic counts           | i) the amount of drainage, which the entrance will be |
| e) specific site conditions               | subject to.   |

The County shall determine if a culvert is needed. If needed, the County will determine the diameter of the culvert. The applicant will be notified of the diameter, length, and types of culvert to be installed. Pottawatomie County does not provide culvert pipe for sale.

It shall be the applicant's responsibility to notify 1 CALL-1- (800)- DIG- SAFE and all other utilities at least 48 hours prior to installing the culvert.

- A1: 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 length of pipe- 24 feet and a maximum length of 36 feet.)**
- A2: All culverts shall be installed with a minimum of 9" of cover (dirt) and surfacing (crushed rock) shall be a minimum of 3" thick, spread full width of the 20' of driving surface from the edge of the road to the right-of-way. The cover shall make a smooth transition too the existing roadway.**
- A3: All corrugated metal (galvanized) pipe shall be new.**
- A4: End sections shall be used on all culverts. Steel pipe will not require end sections.**  
Used steel culverts may be utilized if the wall thickness of the pipe is 1/4" or greater and the diameter of the pipe of the pipe required is 18": or less and adequate cover cannot be accomplished with other types of culverts.  
Used steel pipe shall be free of pinholes, scale rust and shall be approved by the County prior to installation.
- A5: A minimum distance of 100' shall be maintained between entrances to allow for maintenance of the ditch.**
- A6: Mound entrance: If a culvert is not needed (as determined by the County) to create an entrance, the applicant shall be responsible for all fill material and surfacing to meet the requirements in A1 and A2.**
- A7: Proper compaction of the entrance shall be performed so settlement of the fill material will not occur. Any settlement within the first year after installation will be the landowner's responsibility.**
- A8: After the installation has been accepted, the County will assume all future maintenance on said entrance.**

**Part B: Widening of Existing Entrances**

Widening of existing entrances will follow the same procedure as for new entrances and may be allowed in County right-of-way, provided:

- B1: The proposed widened entrance does not block the drainage of surrounding ground, ditches or road water.**
- B2: The culvert extension is properly banded to the existing culvert.**

**Part C: Existing entrances**

If the County causes an existing entrance to be inaccessible, or an approved existing entrance needs to be replaced, the County will either install or replace the existing culvert back to the original entrance width or a minimum width of 20 feet. The County shall provide a culvert, surfacing and installation of the entrance.

**Part D: Hard Surfaced Entrances**

Pottawatomie County will allow hard surfaced entrances (concrete, asphalt, etc.) on the County right-or-way under the following Guidelines:

- D1: All construction and the costs associated with the installation of hard surfaced entrances shall be provided by the landowner.**
- D2: 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.**
- D3: The landowner shall submit to the Public Works Dept. 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.**
- D4: The elevation of the entrance surface shall not be higher in elevation than the existing roadway surface.**
- D5: The entrance surface shall not extend beyond the bottom of the shoulder slope or a gravel or dirt roadway. The hard surface shall make a smooth transition to the existing driveway surfaces.**

**Part E: Penalties**

- E1: Failure to obtain a permit, properly install or utilize approved culvert types shall result in the entrance being removed at the expense of the landowner.**