

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.