

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

Exhibit A: Cross Section through Typical Culvert Pipe

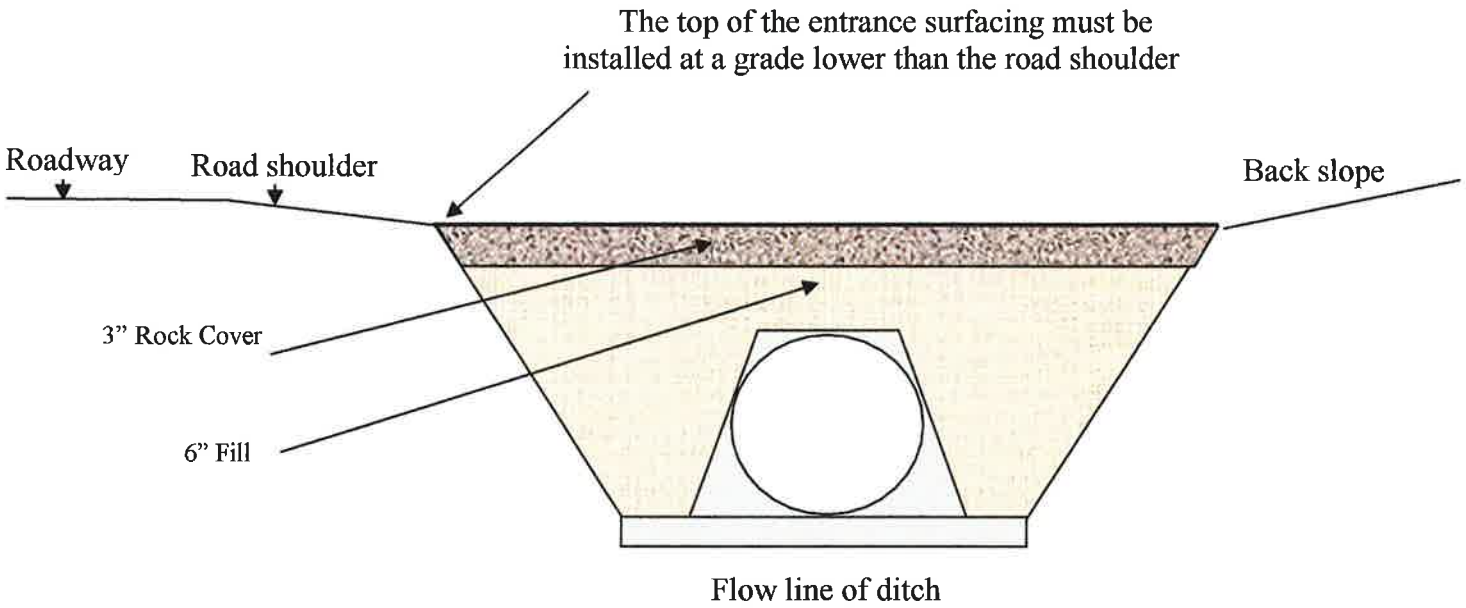
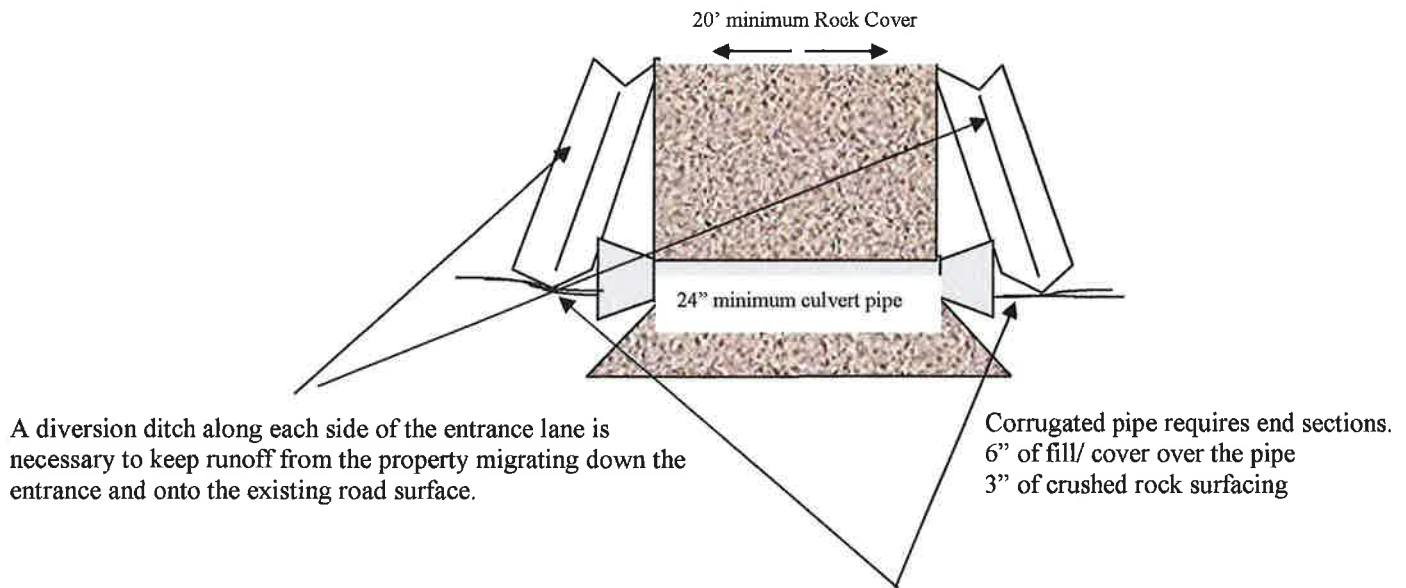


Exhibit B: Plan View of a Typical Corrugated pipe installation.



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.