



**Monona County Secondary Road Department
Request for Driveway or Field Entrance**

Name: _____.

Mailing Address: _____.

Daytime Phone: _____.

Applicant requests permission to install a driveway or field entrance to be located as follows:

The proposed access will located on County Road: _____.

To access parcel #: _____ - _____ - _____ - _____ - _____

Parcel Information: **mononaia.mygisonline.com**

Distance/Direction from parcel line: _____ feet, **N S E W** from, **N S E W** parcel line.

New Driveway _____ Replacement _____ Moving Driveway _____ Other _____.

Applicant's Signature and Agreement

The undersigned has read the stipulations of this permit agreement as well as attachments which may be included and by signing this application agree to all stipulations and to complete work as proposed in compliance with the stipulations and attachments. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to save harmless Monona County and the Monona County Secondary Road Department from any damages or losses that may be sustained by any persons, or person, on account of the conditions and requirements of this agreement.

Applicant/Owner Signature

Applicant Signature
(If different from Owner)

Print Name

Date

Print Name

Date

Official County Use Only

Secondary Roads Department Approval:

Approved

Denied - Reason for Denial _____

By: _____
Signature

Title

Print Name

Date

Permit Expiration: _____

Notice of Intention to commence activities on road rights-of-way shall be submitted by the applicant a minimum of 48 hours prior to actually commencing the activities as herein granted by this application:

Failure to Contact representative will voids permit:

Notice is to be given to the following Monona County representative:

Name



Phone No.

AGREEMENTS

The owner and applicant agrees that if granted a permit to construct the access as requested, the following stipulations shall govern:

A. GENERAL

- 1. Stipulations and requirements contained herein are not intended to waive greater requirements of the local zoning ordinances.
2. Owner's attention is directed to the fact that a private property may not be used as to obstruct or encumber the public road right of way, or interfere with the safety, comfort and rights of the public road users.
3. A copy of the approved permit shall be available on the job site at all times for examination by County Officials.
4. Subject to the approval of this application and upon completion of the construction of the entrance in compliance with the terms agreed upon in this document and attachments, no changes in the entrance or its location shall be undertaken without prior written approval from the County Engineer.
5. Except in the cases where the entrance also serves as a school Bus turnaround, the owner shall be responsible for all future maintenance costs associated with maintaining the access in a safe state of repair from the traveled way of the road to the right-of-way line.
6. That all provisions herein relating to the construction, repair or maintenance of the entrance shall be binding on all successors or assigns of the owner.

B. LIABILITY

- 1. The applicant shall carry on all work within the right-of-way with serious regard to the safety of the traveling public and adjacent property owners and shall save Monona County and the Monona County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of any and all associated activities within the County Right-of-way or covered by this permit.
2. The applicant shall indemnify and save harmless Monona County and the Monona County Secondary Road Department and their employees, from any and all actions, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the applicant's use of the public road and rights-of-ways.
3. The applicant shall hold Monona County and the Monona County Secondary Road Department harmless of any damage that may result to said road because of the activities associated with this permit, and shall reimburse Monona County or the Monona County Secondary Road Department for any expenditures Monona County or the Monona County Secondary Road Department may have to make on said road rights of way on account of said applicant's activities or lack thereof.
4. If the applicant should fail to comply with any of the conditions and requirements of this agreement, the County may terminate it, where upon the owner(s) shall immediately, remove any construction undertaken pursuant to this agreement and restore the access(es) previously existing and any rights granted the owner(s) by this agreement shall end.

C. NOTIFICATION

- 1. Before beginning any work within the road rights-of-way, it is the responsibility of the owner/applicant to:
a. Contact utility companies which may be located in the area. Contact should be made at Iowa One Call (1-800-292-8989), a minimum of 48 hours in advance of starting activities. If the agricultural activities requested in this application should cause a need to relocate or modify an existing utility, any cost associated shall be as negotiated between the applicant and the utility owner.
b. Contact County's Representative as noted in this document 48 hours prior to the start of construction.

D. CONSTRUCTION

- 1. The construction shall be completed prior to the permit expiration otherwise this permit is null and void.
2. Unless specifically noted, all work activities performed within the right-of-way shall be restricted to a time frame of 30 minutes after sunrise and 30 minutes before sunset.
3. The access, including drainage structure, grading and surfacing and entrance configuration shall be constructed by the owner/applicant at the owner/applicant's expense, in accordance with exhibit and attachments hereto, and in conformity with the specifications of the County and the Current Version of the Statewide Urban Specifications.
a. All culverts installed within the County right-of-way shall be New Galvanized Corrugated Metal Pipe with a Minimum Gauge of 14 and have a Minimum 18" Diameter.
b. CMP must be installed to the manufactures specifications.
4. That the construction, future repair or maintenance of said access shall be carried on in such away as not to interfere with traffic on said roadway, and owner shall take all reasonable precautions to protect and safeguard the entrance or as specifically lives and property of any person or persons, on account of such construction, repair or maintenance operation.
5. That no filling will be permitted in the right-of-way of the County road other than necessary to construct the proposed access or as specifically stated herein.
6. Side slope of the requested entrance shall be constructed as a minimum of 8:1 slope where no culvert is required and 6:1 slope when a culvert is required.
7. Applicant will take necessary precautions to prevent the tracking of dirt and mud onto the roadway during construction. The owner/applicant will be responsible for the removal of any material from the roadway by generally acceptable practices prior to the end of the work day.
8. The following special requirements shall apply to this permit:

- 9. In Rural-designated areas, the finished surface elevation of the access over the culvert shall be 6 to 9 inches below the roadway shoulder elevation. In urban designated areas, the access shall rise to a finished surface elevation of 6 to 9 inches above the gutter elevation.
10. Access Dimensions:

Minimum Driveway Width: _____feet Maximum Driveway Width: _____feet
Distance/Direction from Closest Intersection/Access: ___feet _____ from Intersection/Access
Distance/Direction from parcel line: _____feet _____ from _____ parcel line.

New Culvert Required
Minimum Culvert Diameter: _____inches. Length of culvert to be determined by applicant according to access width and required side slopes.