



**SECONDARY ROAD DEPARTMENT**  
**4810 MELROSE AVENUE WEST**  
**IOWA CITY, IOWA 52246**  
**TEL (319) 356-6046 FAX (319) 339-6133**

Permit #	
Fee	\$285.00
Cash/Check	Credit Card accepted by contacting our office

\*Permit Fee is Non-Refundable

**PERMIT TO PERFORM WORK WITHIN COUNTY RIGHT OF WAY**

PLEASE PRINT

NO PERMIT WILL BE REVIEWED UNTIL CERTIFICATE OF INSURANCE AND PAYMENT HAS  
BEEN RECEIVED

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

ADDRESS/LOCATION OF PROPOSED WORK: \_\_\_\_\_

SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ 1/4 SECTION \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

ZONING APPLICATION #: \_\_\_\_\_

DETAILED DESCRIPTION OF PROPOSED WORK (driveway entrance, field entrance, pave driveway, clean ditch, cut brush,  
50-50 rock sharing, etc.) \_\_\_\_\_

DATE THE SITE WILL BE MARKED WITH A FLAG: \_\_\_\_\_

PERSON/CONTRACTOR DOING PROPOSED WORK: \_\_\_\_\_

I, (Print Full Name) \_\_\_\_\_, do solemnly swear that I have read the entire permit application  
and have fully completed all statements and provided all data called for herein truthfully and correctly and I agree to abide by all  
General Provisions and Special Provisions set forth herein.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

FOR COUNTY USE

PRELIMINARY INSPECTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FINAL INSPECTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**THE CULVERT DIAMETER REQUIRED AT THIS LOCATION IS \_\_\_\_\_ INCHES.**

THE FOLLOWING SIGNATURE IS YOUR AUTHORITY TO PROCEED WITH THE WORK AS STATED ABOVE AND WITH REGARD TO  
THE SPECIAL PROVISIONS.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY ENGINEER

\*APPLICATION IS VALID FOR ONE (1) CALENDAR YEAR FROM APPROVAL DATE

## GENERAL PROVISIONS

1. At the time of the application for permit is submitted, the applicant must have on file with Johnson County the **CERTIFICATE OF INSURANCE** from whoever is doing the proposed work.

Please note: On the Certificate of Insurance, contractors are required to note the following:

**“Johnson County is an additional insured as the County’s interests may appear.”**

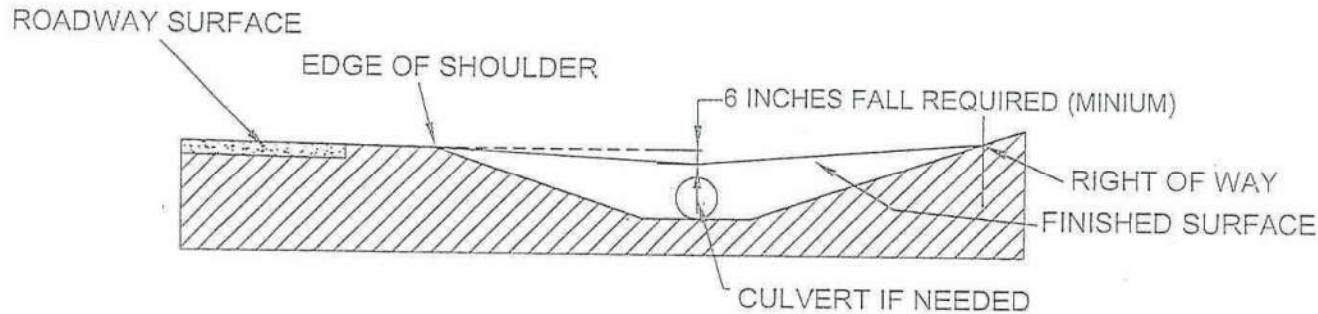
The County may, if deemed unnecessary by the nature of the proposed work, waive the requirement of the County being listed as additional insured.

2. Johnson County, its officers and employees assume no responsibility for property of permit holder by issuance of this permit.
3. The permit holder shall comply with the terms and conditions of the permit and any attached sheets. The permit holder shall take all reasonable precautions to protect and safeguard live and property of the traveling public and adjacent property owners, and shall indemnify and hold harmless Johnson County, its officers and employees for any damages that may be sustained on account of such construction.
4. The permit holder shall be responsible for any damages to the secondary road system of the County. The permit holder shall hold Johnson County, its officers and employees harmless for any damages that may result to the secondary road system of the County, and shall reimburse Johnson County for any expenditure the County may have to make on account of such construction.
5. The permit shall be void in case the construction work performed deviates from the work indicated on the permit. Any construction work that is done that deviates from the permit may be revoked by the County and the costs billed to the permit holder pursuant to Chapter 319, Code of Iowa, as amended by Chapter 1182 of the Laws of the 65<sup>th</sup> General Assembly. The forgoing shall not limit or restrict any other remedies available to the County.
6. The permit holder must erect and maintain all barricades, warning devices, and signs as required by the Iowa Manual on Uniform Traffic Control Devices.
7. The permit holder must take steps necessary to avoid and reduce inconveniences to traffic whenever possible.
8. The permit holder must notify Secondary Road Department in writing of the fact of the occurrence of any possible reportable accident that occurs while the work is being done.
9. The permit holder is responsible for notifying Secondary Road department within 15 days of completion. The work must be inspected for compliance.
10. No filling will be permitted in the right of way other than that necessary to construct the proposed work.

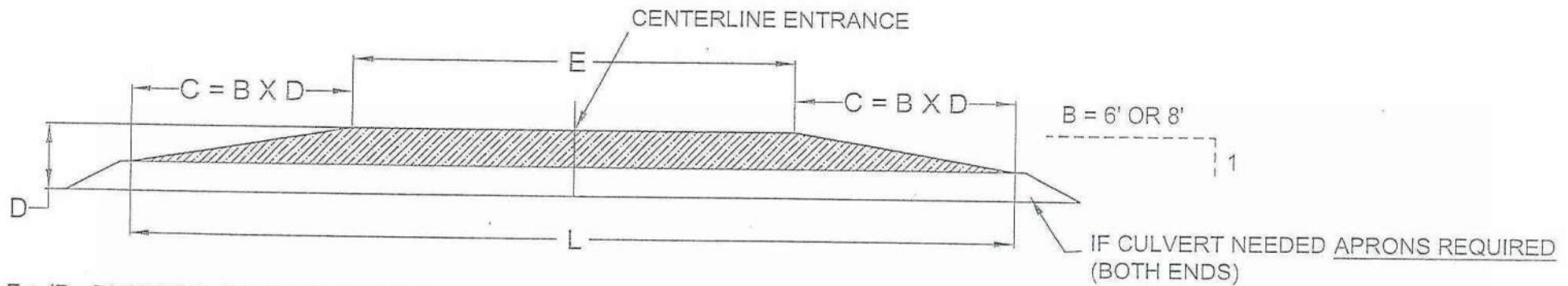
## **DRIVEWAY AND FIELD ENTRANCE INFORMATION**

1. If the entrance requires a culvert, the minimum diameter size allowed is 15" (fifteen inches), and the minimum length allowed is 30' (thirty feet). The diameter of your culvert will be determined by the Secondary Road Department and will be noted on the permit after the site is inspected.
2. The entrance, including drainage structure, grading and surfacing shall be constructed at the applicant's expense, and shall thereafter be kept in repair and maintained by the applicant at his/her own expense. Nothing in the stipulation, however, shall preclude Johnson County from entering upon said entrance on highway right of way and performing necessary maintenance for the protection of the highway.
3. The finished surface elevation of the driveway over the pipe, or place where the pipe would normally be shall be 6" (six inches) lower than the shoulder elevation of the road. This requirement prevents surface water drainage onto the road.
4. As of January 1, 1997, new entrances of paved roads that require a culvert and have 400 to 999 vehicles per day are required to have 6 feet of horizontal to 1 foot vertical slope. Roads with 1,000+ vehicles per day require an 8:1 slope. Entrances that do not require a culvert with 400+ vehicles per day require an 8:1 slope.
5. Only new zinc coated corrugated metal pipe culverts or new ads plastic culverts are permitted. Johnson County will at no time accept maintenance responsibilities for plastic pipes. Headwalls of any type are not allowed. Culvert extensions must be metal to metal, plastic to plastic, or concrete to concrete (no mix-matching).

## ENTRANCE CROSS SECTION



(IF SIDE SLOPES REQUIRED THEY SHALL BE 6:1 OR 8:1)



$$L = E + (D - \text{DIAMETER OF CULVERT}) \times B \times 2$$

C = LENGTH OF SIDE SLOPE (FROM EDGE OF ENTRANCE TO TOE OF DITCH)

D = DEPTH FO DITCH

E = WIDTH OF DRIVE ( 20' SINGLE, 40' DOUBLE)

L = LENGTH OF CULVERT

B = 6:1 OR 8:1

### EXAMPLE ONLY

E = ENTRANCE WIDTH = 20 FT.

D = DEPTH OF DITCH = 5 FT.

B = SIDE SLOPE = 8 TO 1

CULVERT SIZE = 15 INCHES (1.25 FT.)

5 FT. - 1.25 FT. = 3.75 FT.

3.75 X 8 = 30 FT. X 2 = 60 FT. FOR SIDE SLOPES  
60 FT. + 20 FT (SINGLE) = 80 FT TOTAL LENGTH

**THIS PAGE FOR COUNTY USE ONLY**

**SPECIAL PROVISIONS**

**LOCATION:**

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**SIGHT DISTANCE:**

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**DRAINAGE AREA:**

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**SPEED LIMIT:**

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**DAILY TRAFFIC  
COUNT:**

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**SIDE SLOPE:**

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**CULVERT SIZE:**

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**INSURANCE COMPANY:**

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**POLICY NUMBER:**

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**ADDITIONAL INSURED?**

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**EXPIRATION DATE:**

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# **This Page for County Use Only**

## **Special Provisions**

**Location:**

**Sight Distance:**

**Drainage Area:**

**Speed Limit:**

**Daily Traffic Count:**

**Side Slope:**

**Culvert Size:**

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**Insurance Company:**

**Policy Number:**

**Additional Insured?:**

**Expiration Date:**