

**Application For Access**

Permit No. \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Applicant (print) \_\_\_\_\_ Send Invoice To: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

To be used for: Building Access \_\_\_\_\_ Field Access \_\_\_\_\_ Other \_\_\_\_\_

Location of proposed access: (N) (S) (E) (W) line of (NW)(NE)(SW)(SE) Quarter, of Section \_\_\_\_\_,  
Township \_\_\_\_\_

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Access installed by: Contractor - - Landowner - - Tenant - - Crawford County (circle)

Type of Access: ( ) Standard ( ) Nonstandard (see item 6) (check one)

Name of Installer: \_\_\_\_\_

Estimated Cost of Access: Materials \$ \_\_\_\_\_ Equipment & Labor \$ \_\_\_\_\_

The undersigned hereby request approval to (construct) (widen) an access at the above referenced location. The undersigned further agrees to reimburse Crawford County for the actual cost of services provided by Crawford County; including all materials, labor and equipment to install the referenced access.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Landowner  
(if different than Applicant)

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**FOR COUNTY USE**

Authorized for construction by: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Entrance Cost: \$ \_\_\_\_\_ Sight distance OK?: Yes or No Drainage culvert required?: Yes or No

Date Application fee paid: \_\_\_\_\_, Date of construction: \_\_\_\_\_, Foreman: \_\_\_\_\_

Notes: \_\_\_\_\_

## Policy on Entrances

1. The County Engineer is required to issue a permit for each new or widened access to the Secondary Road System. According to **Section 318.8 of the Iowa Code**, “A person shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without a permit from the highway authority having jurisdiction of the public road or highway”.
2. Application for access will not be approved if **sight distance** is less than **400 feet on a gravel roadway** and less than **500 feet on a hard surface roadway**.
3. If possible, the entrance will be placed so that approximately midway between the right-of-way line and the edge of the roadway, the elevation of the entrance shall be at least **six (6) inches lower** than that of the edge of the roadway.
4. Crawford County will designate minimum length and diameter of culvert pipe to achieve efficient drainage and adequate width of entrance. **New entrance culverts shall not be less than 24 inches in diameter or 30 feet in length.** No culvert **extension shall be less than 10 feet in length.** The applicant may elect to furnish the entrance culvert as approved by Crawford County. When this is the case, the applicant shall notify the County Engineer’s office when the culvert has been delivered. Applicant furnished entrance culverts shall be new corrugated metal pipe complying with the same minimum specifications as culverts provided by the County.
5. Slope from the edge of entrance to the ditch flow line will be as follows: **Paved Road (no culvert) = 8 to 1, Paved Road (with culvert) = 6 to 1, Gravel Road = 4 to 1.**
6. Crawford County shall be responsible for maintenance of culverts installed as part of a standard entrance. A standard entrance shall be one with a maximum culvert diameter of 48 inches and a maximum culvert length of 60 feet. Crawford County shall not be responsible for any portion of nonstandard entrances. Crawford County shall not be responsible for maintenance or removal and replacement of granular or paved entrance surfacing on any entrance.
7. On grading projects, the farm driveway (not field entrance) will be graveled to the right-of-way line during the initial granular surfacing of the roadway project. From this time forward, this space from the shoulder of the roadway, to the right-of-way line will be the landowners or tenants responsibility to maintain. The same shall hold true on hard surfaced roadways, with the exception that Crawford County will maintain from the edge of the slab to the approximate shoulder line or about six (6) to eight (8) feet.
8. Crawford County maintenance personnel are allowed to maintain an access to prevent water from damaging the roadway surface.
9. All entrances shall be replaced on grading projects, if not in a hazardous location, without cost to the property owner. If possible, location may also be changed to improve drainage, sight distance or to eliminate a culvert.
10. It is the present policy for Crawford County to maintain those driveways specified by the School Superintendents as school bus turnarounds. This may include granular surfacing from shoulder of the roadway to the right-of-way line.
11. Unauthorized installation of accesses within the public right-of-way will be subject to removal without notice.
12. The first priority for equipment used in entrance construction is cleaning out ends of drainage structures, replacing damaged or separated culverts, washouts and bridges. Therefore, **entrance work is a low priority-scheduling item.** The owner may have the entrance installed by others, with all work subject to approval by Crawford County personnel.
13. The installer shall submit to Crawford County Engineer a certificate of liability and property insurance, with the minimum coverage as follows: General Liability Insurance – Bodily Injury and Property Damage Combined \$500,000 Each Occurrence/\$1,000,000 Aggregate.  
Automobile Liability - \$500,000 Combined Single Limits  
Excess Liability – Each Occurrence/\$1,000,000 Aggregate  
Worker’s Compensation & Employer’s Liability:  
Part A – Statutory. Part B - \$500,000/\$500,000/\$500,000

**Approved by Crawford County Board of Supervisors – June 27, 2023**