

# Instructions for Osceola County Entrance Permit

- 1.) Print document (file, print)
- 2.) Read Osceola County Driveway and Field Entrance Policy
- 3.) Complete the Osceola County Entrance Permit. Make sure you fill out the top portion of the page completely. Indicate the location of the drive accurately as possible. Next indicate the location on the section map area. Finally indicate how you would like the entrance to be constructed.
- 4.) Sign the application and return it to the Osceola County Engineer's Office.

Attn: Osceola County Engineer's Office  
300 7th Street  
Sibley IA, 51249

- 5.) Questions can be emailed to [permits@osceolacoia.org](mailto:permits@osceolacoia.org) or phoned to 712-754-2303

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## DRIVEWAY ENTRANCE PERMIT

Application for permit to install an entrance from private property to a secondary road or secondary road extension.

**Fee: \$100** (Nonrefundable)    **Paid** (Owner construct)    **N/A** (County)   Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
(Owner of Record/Farm Manager (Tenant signature will not work))

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Signed (Applicant) \_\_\_\_\_

A permit is hereby requested to (check one)    **Construct** or    **widen**

Field    Residential    Farm    Commercial entrance \_\_\_\_\_ ft. in requested top width

The proposed entrance is located \_\_\_\_\_ ft. \_\_\_\_\_ (direction) from the \_\_\_\_\_ corner.

Section # \_\_\_\_\_ Township # \_\_\_\_\_ Range # \_\_\_\_\_ Township name \_\_\_\_\_

Check all that apply:

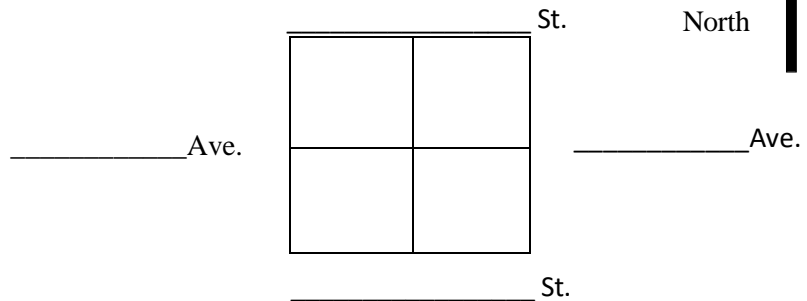
Paved road (6:1 slope)

Gravel road (3:1 slope)

Owner construct

Osceola County Road Dept. construct

Remove driveway (within 2 miles of new)



The applicant agrees that if granted a permit, the above described entrance will be constructed in accordance with Osceola County's Driveway and Field Entrance Policy (shown on the back of this form). Applicant further agrees to reimburse Osceola County for any and all costs associated with this entrance work promptly after receiving Osceola County's request for payment. Fee is nonrefundable.

**Driveways must be started within 6 months and completed within one year of the application date.**

**Comments:**

Initial inspection and approval by:

Final inspection and approval by:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

The proposed entrance    **will** or    **will not** require a culvert pipe

Actual size of pipe \_\_\_\_\_ linear feet of \_\_\_\_\_ inch diameter of  RCP or  CMP

Actual pipe length \_\_\_\_\_ feet @ \$ \_\_\_\_\_ per foot   \$ \_\_\_\_\_

Actual # bands \_\_\_\_\_ @ \$ \_\_\_\_\_ per band   \$ \_\_\_\_\_

Actual loads of fill \_\_\_\_\_ @ \$75.00 per load   \$ \_\_\_\_\_

Actual loads of gravel \_\_\_\_\_ @ \$100.00 per load   \$ \_\_\_\_\_

Driveway removal credit @ \$150.00 per driveway   \$ \_\_\_\_\_

Total due   \$ \_\_\_\_\_

## POLICY FOR DRIVEWAYS AND FIELD ENTRANCES

**Department:** Secondary Roads

**Approved and Adopted:** May 14, 2021

### **Purpose:**

To establish guidelines for the construction and widening of Driveways and Entrances within the Osceola County Secondary Road Right of Way.

### **Overview:**

A driveway provides access from the traveled portion of the public road to the adjacent land. Safety and drainage shall be addressed by Osceola County for the location and construction of entrances.

### **Policy:**

For use in this policy, certain terms or words used herein shall be interpreted or defined as follows:

Driveway - a private road giving access from a public road to an abutting land.

Entrance - same as driveway.

Parcel - a continuous plot of land that is owned by the same person/people.

1. All persons desiring a new entrance, relocation and/or widening of an existing entrance to the Osceola County Secondary Road System shall apply for a permit at the Osceola County Engineer's Office.

2. An engineering review to determine safety, drainage, and other factors will be made by Osceola County on all driveways. Engineering review approval is required prior to entrance permit approval.

3. Driveways into the same parcel of land shall be limited to two within 1,320 linear feet of road footage. Driveways will be located at least 100 feet from the end of any guardrail installation. \* Any exceptions will be at the Engineer's discretion

4. On any type of construction project where driveways will be removed, (grading, bridge approaches, etc.) *Osceola County will credit \$150 for each driveway removed on a gravel road or \$250 on a paved road to the land owner.* (must be located within 2 miles of driveway to be constructed) Driveways will be constructed in the location the land owner requests, given the location is approved by an engineering review and adheres to this policy. Additional driveways requested on construction projects shall be applied for as stated in paragraph 1, be paid for by the land owner and adhere to this policy.

5. All driveways shall be constructed to meet the following specifications:

- a) Driveways constructed for entrance to a paved surface road shall have foreslopes of 6:1 or greater.
- b) Driveways constructed for entrance to a road other than a paved surface road shall have foreslopes of 3:1 or greater.

c) All driveway drainage pipe shall be new material and have a minimum diameter of 15". Material shall be 16 gauge reinforced corrugated metal pipe or 1500d tongue and groove concrete pipe.

d) Fill shall be a suitable material, as determined by Osceola County. No broken concrete, rocks, brick, tile, wood or other rubble will be allowed as fill material in the construction or widening of any entrance.

6. The applicant shall have the option to retain a contractor to complete entrance work in accordance with the terms of this policy or have the entrance work completed by Osceola County. A representative from Osceola County will visit the site and stake for pipe location and elevation.

7. If the applicant desires to have Osceola County complete the entrance work, the following costs and conditions shall apply:

a) There will be a charge for all entrance work done by Osceola County. Osceola County will not be required to provide driveways for land that has been subdivided and for which an existing driveway does not exist.

b) The cost of fill material needed for all entrance work shall be current price on file at the Osceola County Engineer's Office. This includes the cost of the fill material, hauling, leveling and shaping.

c) The cost of drainage culvert and its installation, if needed, for all entrance work shall be the current price on file at the Osceola County Engineer's Office.

d) The cost of all gravel used to surface any new or existing driveway shall be current price on file at the Osceola County Engineer's Office. This includes the cost of the gravel, hauling, leveling and shaping for the entrance from the edge of shoulder to the right of way line.

e) All entrance work will be completed at Osceola County's convenience.

8. If the applicant desires to have a private contractor complete the entrance work, the related construction shall not interfere or interrupt traffic on said highway, and the applicant shall take all reasonable precautions to protect and safeguard the lives and property of any person or persons, and shall hold Osceola County harmless of any damage or loss that may be sustained on account of such construction. Applicant shall be required to warn the traveling public per the current Manual on Uniform Traffic Control. All workers within Osceola County Secondary Road Right of Way are required to wear high-visibility safety apparel per the current Manual on Uniform Traffic Control. The new driveway will be subject to a final inspection by the Osceola County Engineer's Office.

9. Any entrance construction that does not comply with the policy may be removed by the County at the owner's expense.

10. This policy is effective immediately and supersedes any previous "Driveway and Field Entrance Policy."