



**PERMIT APPLICATION DRIVEWAY ENTRANCE**

**Black Hawk County Engineers Office**

316 East 5<sup>th</sup> Street, Room 211 Waterloo, IA 50703

Phone: (319) 833-3008 Fax: (319) 833-3139

Email: [Permits@blackhawkcounty.iowa.gov](mailto:Permits@blackhawkcounty.iowa.gov)

Permit Number:
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Owner/Applicants Name		Address		
Phone Number	Fax Number	City	State	Zip
Cell Phone Number		Email Address		

A new address must be obtained from Planning & Zoning (**Permit will not be approved without this address**)  
**A new or widened residence or field entrance is paid for by the Owner/Applicant**

Contractor's Name		Owner		Address	
Phone Number	Fax Number	City	State	Zip	
Cell Phone Number		Email Address			

Road Name	Section No.	Township (87, 88, 89, 90) N	Range (11, 12, 13, 14) W
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Location

From

Distance from nearest cross road	Cross road name
Width in feet <b>New Residence Entrance</b>	Width in feet <b>New Field Entrance</b>
	Width in feet for widening <b>An Old Drive</b>

Comments

**NEW REINFORCED CONCRETE OR CORRUGATED METAL PIPE MUST BE USED UNLESS DRY FILL IS REQUIRED.  
 ALL DISTURBED SOIL AREAS MUST BE SEEDED PRIOR TO INSPECTION AND ACCEPTANCE OF WORK.  
 PLEASE MARK CENTER OF DRIVEWAY ENTRANCE WITH STAKE**

**1. INSURANCE REQUIREMENTS:**

- a) A Certificate of Liability Insurance must be on file with the County Engineer's office before the permit can be approved. Black Hawk County requires General Liability in the amount of \$1,000,000 per occurrence, \$2,000,000 Aggregate, Automobile Liability in the amount of \$1,000,000 and Umbrella Liability in the amount of \$1,000,000.
- b) The applicant shall provide the County Engineer with proof of said insurance when requested, but, in any event, no later than annually and as long as this agreement exists. Failure of the applicant to maintain insurance shall not relieve said applicant of the indemnification duties hereunder, but may be grounds for termination of this agreement.

**2. HOLD HARMLESS: The Applicant shall indemnify and hold harmless Black Hawk County**

- a) its agents and employees, from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to the damage to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the outside party or its subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
- b) from any damage that may result to said roadway because of the construction, operation or maintenance of said facility and/or connecting facilities and shall reimburse Black Hawk County for any expenditures it may have to make on said highway on account of said construction, operation or maintenance by the applicant, and shall replace and restore any roadway, including surface and sub-surface materials. The applicant shall also hold Black Hawk County harmless from any damages that said County would otherwise be responsible for, that flow directly or indirectly from said project, because of construction, operation, or maintenance of said facility.
- c) agrees that for all work done in the County road right of ways, easements and county property, it shall be solely responsible for work zone safety and shall hold the County harmless and agree to indemnify the County for all claims that arise from its work in the right-of-way, and further, it agrees that it will adhere to the Manual on Uniform Traffic Control Devices (MUTCD) during the project. The utility owner, or their contractor, is responsible for providing, installing, maintaining, and cleaning warning signs and protective devices; removing warning signs and protective devices when the work is complete; and providing flaggers for the protection of the traveling public and workers on the site.
- d) For a complete copy of the Black Hawk County insurance Requirements Policy please go to:  
<http://www.blackhawkcounty.iowa.gov/DocumentCenter/View/777>

**Acceptance of Conditions**

I certify that the statements contained in the application are true and correct and that I will comply with the conditions outlined above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

This Permit Expires On	Sight Distance Left	Sight Distance Right	Permit Number
Road Name	Section No.	Township (87, 88, 89, 90) N	Range (11, 12, 13, 14) W
Location is approved as requested Yes                      No		Location should be moved to:	
Required Culvert Size	Culvert Length	Side Slope	Top Width
Remarks			

Site Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

Black Hawk County Engineer \_\_\_\_\_ Date \_\_\_\_\_

Inspection and Acceptance of Work \_\_\_\_\_ Date \_\_\_\_\_

**SECTION ONE – APPLICATION**

Any property owner desiring an access to any county road shall make written application on the prescribed form available through the Office of the County Engineer. This permit shall expire one year after date of approval by Black Hawk County, if proposed driveway or entrance construction is not completed within that time.

**SECTION TWO – LOCATION AND REVIEW**

All field entrances and driveway applications shall be reviewed by the County Engineer or representatives for location, safety, and drainage. Each access shall be located to ensure a minimum sight distance of 550 feet. One access will be allowed for each parcel; unless it is divided by a non-crossable obstruction (streams, RR, etc.)

**SECTION THREE – CONSTRUCTION**

All field entrances and driveways shall be constructed in a workmanlike manner to acceptable standards with privately owned equipment. See diagrams below. Top width: 18 ft. to 40 ft. Side Slopes: 3:1 – non-paved county roads; 6:1 – paved county roads. Profile slope: 2% - 4% down from shoulder; 10% Maximum grade.

Field entrances and driveways should approach the roadway on an uphill grade. Field entrances and driveways approaching the roadway on a downhill grade shall be shaped to drain surface water before reaching the shoulder line of the roadway. This prevents runoff onto the road and helps with snow removal and maintenance. Maximum grade for a field entrance or driveway shall be 10%.

The Applicant must seed all disturbed areas upon completion of project. The County recommends a diverse seed mixture; for more information please call our office.

**SECTION THREE – CONSTRUCTION CONTINUED**

Fill for accesses shall be soils only. NO BROKEN CONCRETE, STONES, BRICKS, TILE, WOOD, OR OTHER RUBBLE WILL BE ALLOWED. Driveways to be used as home drives shall be surfaced with 2" of Class A crushed rock.

**SECTION FOUR – PIPE**

The County Engineer will determine size and length of pipe required at the time of application review. Acceptable pipe materials are new corrugated metal pipe and reinforced concrete pipe which meet the standard specifications of the Iowa DOT. Placement of the pipe is to be at the toe of the back slope. List of available suppliers provided upon request.

**SECTION FIVE – COST**

Owner assumes all costs associated with the installation or reconstruction of a field entrance or driveway.

**SECTION SIX – MAINTENANCE**

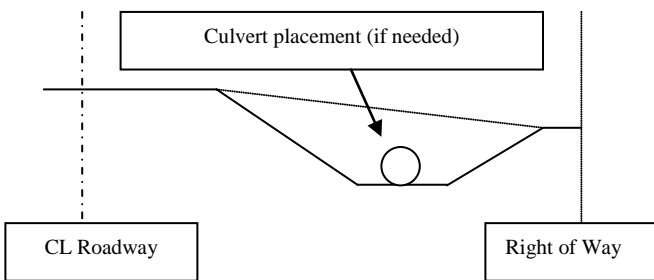
Black Hawk County will only assume maintenance of the drainage structure, upon inspection and acceptance as dated on this permit. Owner assumes maintenance of the surface. County will return surface of entrance or drive to original condition, in the event of pipe maintenance. County will not rock beyond roadway shoulder line.

**SECTION SEVEN – SURFACE PAVING**

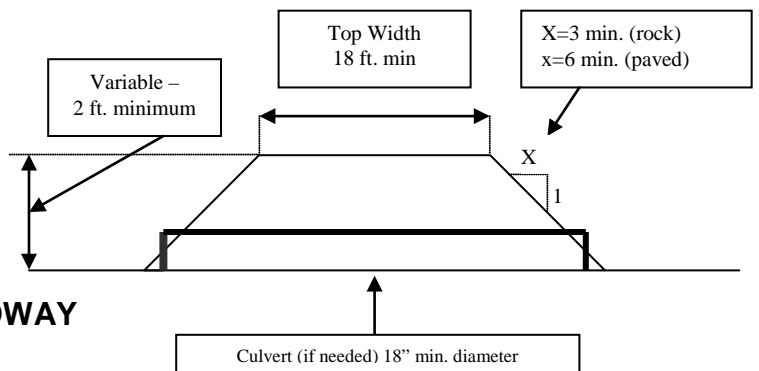
The owner is to call the Engineer's Office for inspection of culvert pipe 2 weeks prior to placing hard surface. The County will not replace or maintain paved surfaces.

**COUNTY MAY REMOVE ANY ENTRANCE NOT BUILT TO THESE CONSTRUCTION SPECIFICATIONS**

**PROFILE PARALLEL TO ROADWAY**



**PROFILE PERPENDICULAR TO ROADWAY**



**PLAN VIEW OF ROADWAY**

