

JACKSON COUNTY SECONDARY ROADS DEPARTMENT ENTRANCE INSTALLATION AND MAINTENANCE POLICY

It is the policy of Jackson County that all property entrances onto Jackson County Secondary Roads require a permit. The policy for each type of entrance permit is below.

Initial Installation

A property owner requesting a new entrance connecting to a road under jurisdiction of Jackson County shall complete 2 (two) entrance application permit forms from the Secondary Roads Department. A permit fee of \$100.00 will be paid by applicant and must be submitted with the permits. The application permit forms shall be completely filled out by the applicant, including signature of the property owner. The applicant shall physically stake out the location or make arrangements to meet Secondary Roads personnel so the County representative can determine the following:

1. Adequate sight distance
2. Entrance culvert size and length requirements
3. Any ditching required to drain entrance culvert after installation (by County)
4. Entrance dimensions
5. Any special requirements

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. The County Engineer will present the permit to the Board of Supervisors for approval at their next regular board meeting. Once approval has been received, Secondary Roads will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of a new entrance will be the responsibility of the property owner. Entrances must be constructed within 1 (one) year of approval of permit.

Modification

Changing the usage of an existing entrance

A property owner wishing to change an existing entrance must follow the policy requirements of an initial installation. An example of this would be to change a field entrance to a residential entrance. The fee for such an upgrade would be as follows:

1. If the initial entrance was permitted and the fee of \$100 was paid, the cost of the entrance permit shall be waived. All costs associated with the upgrade of the entrance will be the responsibility of the property owner, and must be completed within 1 (one) year of approval of permit.
2. An entrance that has been "grandfathered in", or a fee of \$100 was not paid for initial installation, a fee of \$100 shall be required. All requirements of an initial installation will be followed.

Hard-Surfacing an existing entrance

A property owner wishing to hard-surface an existing entrance shall obtain a work within the right-of-way permit. This permit is free but must be completed and approved prior to paving the entrance.

Extending or Widening an existing entrance

A property owner wishing to extend the width of an existing entrance connecting to a road under Jackson County jurisdiction shall complete two (2) entrance extension permit application forms from the Jackson County Secondary Roads Department. A permit fee of \$25.00 will be paid by applicant and must be submitted with the permits. The extension permit application forms shall be completely filled out by the applicant, including signature of the property owner. The applicant shall physically stake out the location or make arrangements to meet Secondary Roads personnel so the County representative can determine the following:

1. Adequate sight distance
2. Entrance culvert size and length requirements
3. If existing culvert is plugged or no longer functional
4. Any ditching required to drain entrance culvert after installation (by County)
5. Entrance dimensions
6. Any special requirements

No longer functional or plugged culverts will be repaired by the County prior to widening of driveway. If it is determined the existing culvert needs replaced, Secondary Roads will replace the existing length of culvert only. If existing culvert is deemed usable by the County, but Property Owner requests a complete new full-length culvert, such culvert shall be installed by the property owner at their expense.

Upon review by County personnel, stipulations on the specific entrance requirements will be entered on the permit and the permit will be submitted to the County Engineer. Once approved by the Engineer, Secondary Roads will send 1 (one) copy of the permit to the property owner. The property owner must build, or have built by private contractor, the driveway in the location specified and according to the stipulations on the permit. All costs associated with the installation of extending or widening said entrance will be the responsibility of the property owner. Entrances must be modified within 1 (one) year of approval of permit.

Maintenance by County

Jackson County Secondary Roads Department will provide routine maintenance to approved entrances on roads under Jackson County's jurisdiction. The maintenance will be at no cost to the property owner of the entrance. Routine maintenance includes the following:

1. Cleaning plugged culverts
2. Replacing old and worn out culverts

Maintenance by Property Owner

The blading and surface maintenance shall be the responsibility of the property owner at their expense.

This policy will take effect on August 5, 2014 and shall be in force until revised or terminated by the Board of Supervisors.



Chairman, Jackson County Board of Supervisors



Jackson County Engineer