

Entrance Permit Application

OFFICE OF THE
DECATUR COUNTY ENGINEER

1306 Main St.
Leon, Iowa 50144

PERMIT

NUMBER: _____

DATE: _____

Applicant shall allow a minimum of 3 business days for permit processing.

Application:

Name of Applicant: _____ Date: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____ (Home) _____ (Cell)

Applicant Signature: _____

Signature of this application means the applicant agrees to all the terms, requirements, and fees associated with the permitting and construction of an entrance in the public Right-of-Way in Decatur County, Iowa.

The person actually constructing the entrance will be:

_____ (name) _____ (address) _____ (phone number)

Location of Proposed

Driveway or Field Entrance: _____
(Road, Township, Section, Side of Road)

Please sketch a map of the location proposed for the new entrance below:

Note: you may also attach a copy of a map with notes to this form.

Review / Approval - Official Use Only

Reviewed by: _____ Date: _____

Is a culvert required? () yes () no

Drainage Area: _____ Acres

Culvert Diameter: _____ inches Length: _____ LF

Sight Distance: North _____ South _____ East _____ West _____

Entrance Type: () Residential () Commercial () Agricultural () ATV Trail

Top Width Requested: _____ LF Required Side Slopes: () 3:1 () 6:1
Gravel/Dirt Paved

Site Notes: _____

Recommended for Approval: yes () no ()

Approved By: _____
Decatur County Engineer

Fees Collected: **Application:** \$25 Resident () \$100 Non-resident ()
Delivery: \$50 () (if applicable)
Other: \$_____ Specify Reason: _____

Permit Criteria:

1. **Location Plan:** An applicant shall attach a map or sketch showing the location (using the 911 street names and addresses) and description of the proposed work.
2. **One-Call:** The applicant is responsible for obtaining a One-Call approval at least forty-eight (48) hours (two (2) working days) before performing any excavation within the Right-of-Way. The number for One-Calls in Iowa is 1-800-292-8989.
3. **Approval to Start Work:** At least one work day prior to starting the permitted work, the applicant shall notify the County Engineer's Office of the scheduled start date, start time and permit number of the approved work. No work shall commence without prior approval by the County Engineer.
4. **Inspection:** The County Engineer or his/her representative will inspect the driveway or entrance after the applicant notifies the county that the work is completed. The inspector will approve the project or describe any additional work needed to obtain approval.
5. **Non-Conforming Work:** The County Engineer or his/her designated representative may stop the work at any time if the applicant's work does not meet the requirements

set forth in this permit. If the applicant cannot or refuses to correct any deficiencies in a timely manner the County Engineer may correct or remove the entrance at the applicant's expense.

6. **Project Completion:** All work under this permit must be completed within 180 days of the approval date.
7. **Application Fee:** Residents of Decatur County will be charged \$25 per application and non-residents will be charged \$100 per application. In order to receive the residential rate, the applicant must have an Iowa Homestead Tax Credit on file with the Decatur County Assessor's Office. One entrance may be covered per application. Multiple entrances (such as circle drives) may be handled under one application but the fee will be multiplied by the amount of drives proposed. If an application is denied, no fee will be collected.
8. **Culvert Delivery Fee:** If a culvert is required all fees must be paid before the culvert is released. If the County is supplying the pipe, it must be picked up at the County Yard in Leon. If the County delivers the pipe a \$50 fee will be applied.