



**APPLICATION FOR DRIVEWAY ENTRANCE WORK WITHIN THE  
PUBLIC RIGHT-OF-WAY IN HANCOCK COUNTY, IOWA**

*Applicant Name:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Property Owner:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

<b>Type of Entrance Work:</b>	<b>Type of Entrance:</b>	<b>Type of Road:</b>	<b>Type of Pipe:</b>
<input type="checkbox"/> Construct NEW	<input type="checkbox"/> Field	<input type="checkbox"/> Gravel (3:1 slope)	<input type="checkbox"/> Metal (CMP)
<input type="checkbox"/> Remove OLD	<input type="checkbox"/> Residential	<input type="checkbox"/> Paved (6:1 slope)	<input type="checkbox"/> Dual Wall Plastic
<input type="checkbox"/> Widen EXISTING	<input type="checkbox"/> Commercial		

The proposed entrance is located \_\_\_\_\_ feet N S E W (circle direction) of the \_\_\_\_\_ Corner of  
Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_. *(Please attach a map)*

**\*\*\*Please mark center of proposed entrance with a flag at the fence line or right-of-way line.\*\*\***

Proposed width of entrance top (40' Maximum): \_\_\_\_\_ feet

Current entrance width (if widening): \_\_\_\_\_ feet

Which direction does entrance need to be widened (looking from the road): \_\_\_\_\_ (left, right, both)

Will this work be performed by Hancock County Secondary Roads **or** a private contractor? *(Circle one)*

*Contractor:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *(Please Attach Contractor Proof of Insurance)*

*Anticipated date of construction:* \_\_\_\_\_

*Applicant Comments:*

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## DRIVEWAY ENTRANCE POLICY

The applicant agrees that if granted, the following stipulations shall govern:

1. An engineering review for safety, drainage, location, and other factors will be made by Hancock County prior to permit approval. All driveway work shall be done by the Hancock County Secondary Road personnel or an approved contractor.
2. The engineer will determine if location is acceptable and the size of culvert to be used if needed. A minimum size of 15 inch is required.
3. The minimum width of a driveway top is 20 feet. Maximum width of a single driveway top is 40 feet. When a driveway abuts an adjacent property the maximum top width on the requesting property will be 30 feet and the total width of the adjacent property owner requests a driveway in this location will be a 60-foot-wide joint driveway.
4. Foreslopes shall be a minimum 6:1 on paved roads and 3:1 on non-paved roads.
5. Property owners are limited up to 4 entrances per 160 acres.
6. If a driveway entrance is constructed by a private contractor, contractor must follow policy for performing work within the public right-of-way.
7. All proposed work covered by this permit shall be at the applicant's expense. Costs for work performed by Hancock County Secondary Roads will be time and materials. A cost estimate will be provided and approved prior to starting any work.

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**Permit Status:**    **Approved**    **Denied**

***Permit Expires 1 year after approval***

\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
County Engineer                              Date

\_\_\_\_\_/\_\_\_\_\_  
Owner's Signature                              Date