

Mills County Road Access Policy

As Amended November 13, 2023

Physical obstructions, drainage and influence on traffic caused by the presence and use of access driveways to property along County Roads make it necessary that they be controlled for the safe movement of normal traffic and runoff. This section describes the County's criteria for the construction and maintenance of private, public, and commercial entrances onto County Roads.

Permits

To obtain a permit to construct or to revise any new or existing entrance on to a County Road, the applicant shall contact their County Commissioner. The applicant shall complete and submit the Form *Permit to Construct Access Driveway Facilities on County Right of Way*, which must include a description of the proposed work, the applicant's name, mailing address, telephone number and location of the proposed driveway and a fee of \$50 payable to Mills County. Applications for permits shall be made by the property owner or their authorized representative, who shall represent all parties in interest. Applications for permits shall be made only for the bona fide purpose of securing or changing access to the owner's property, but not for the purpose of parking or servicing vehicles on rights of way. The application and fee must be submitted to the County Judge's office.

No construction work on the driveway or entrance shall be undertaken on the right of way until a fully executed driveway permit has been received by the applicant and the applicant has given 48-hour notification to the County Commissioner.

A driveway and County Road entrance must be constructed in accordance with a fully executed driveway permit and all applicable regulations. The County Commissioner will review the driveway construction to determine if it is acceptable or if modifications are needed. A driveway will be considered an authorized permitted driveway installation only after construction has been completed and the construction has been determined to be satisfactory to the Commissioner.

Any impacts to drainage on the County Road system resulting from installation of access driveways must be coordinated with and approved by the County Commissioner. Consideration also needs to be given to driveway geometrics, utility location or relocation, (if appropriate).

Driveway Design

All parts of entrances and exits on county right of way, including the radii, shall be confined within the permittee's property frontage. Frontage is that portion of the right of way lying between two most distant possible lines drawn perpendicularly from the centerline of the highway to the permittee's abutting property line.

Fixed objects will not be allowed in the right of way.

The angle of the driveway from the axis of the County Road shall be 75 to 90 degrees,

A typical design for a private farm/ranch driveway should provide a 25-foot return radii and a 20-foot throat width. The distance from the edge of County Road to a gate must be sufficient to store the longest vehicle, or combination of vehicles anticipated for use of the property. At a minimum, this distance should accommodate a pickup truck with trailer.

Drainage

Drainage in County roadside ditches shall not be altered or impeded. When drainage structures are required, the size and other design features shall be approved by the County Commissioner. Placement and spacing of each culvert shall be made in consultation with Precinct Commissioner and shall be no less that 125' feet from another culvert.

Access driveways shall be constructed to match the grade of the County Road edge or the shoulder edge if a shoulder is present. The driveway shall be designed and constructed in such a manner as to not impede the flow of water away from the County Road, the safety of the roadway, and maintenance of the right of way.

If the driveway is approved to be constructed at grade through the roadside ditch or natural grade of the roadside, the driveway shall be topped with a stabilized all weather surface material acceptable to the Commissioner to conform to the cross-section shape of the ditch or other natural grade of the roadside to form a stable driveway. An exception to using stabilized new surface may be approved if the roadside or ditch is naturally stabilized with rock which may be driven on without eroding or rutting in all types of weather.

Safety end treatments will be used for all driveways with drainage structures constructed within the highway right of way. The side slopes of the driveways must not be greater than the slope of the required safety end treatment and shall match the slope of the safety end treatment at the junction of the two

. The design requirements of the safety end treatments are as follows:

- There shall be no culvert headwalls or similar vertical ends.
- Ends shall be sloped at 6:1 (6 horizontal to 1 vertical) or flatter, with concrete riprap to prevent erosion and to protect the pipe end.
- The access driveway embankment slope shall be 6:1 maximum, with 8:1 preferred beginning at the edge of the driveway pavement.
- For pipes greater than 24 inches in diameter grates shall be provided with maximum slope of 6:1 or a preferred slope of 8:1. Cross-pipes are not required on small (single pipes having a diameter of 24 inches or less) structures regardless of end location

with respect to the horizontal clearance requirements; however, the ends of small structures shall be sloped and provided with concrete riprap as described above.

A ditch within the highway right of way may not be filled in with dirt or other approved material

Materials

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The property owner shall furnish all materials necessary for the construction of the access driveways and all County Road access authorized by the permit. All materials shall be of satisfactory quality and shall be subject to inspection and approval by the Commissioner. Access driveways shall be topped with all-weather surface material comparable to the County Road and acceptable to the Commissioner to prevent tracking mud onto the County Road and to prevent damage to the edge of the roadway from vehicles using the driveway.

Installation Contracting:

Preferred Installation

- Request for Precinct Commissioner to construct the drive entrance. Permit application and \$50 fee must be submitted to the County Judge's office prior to inspection with Precinct Commissioner. Once inspection has been completed and an agreement has been made for the County to install the culvert, fee of \$1,500 is required to be submitted to the County Judge's office.
- Oversized entrances or unusual terrain may result in a higher charge. Commissioner Court may adjust the fee from time to time considering the cost of labor, materials, machine time and staging. Scheduling of the installation is determined by the County Commissioner and subject to change based on staffing, weather, scheduled or emergency road work and equipment status.

Alternate Installation if the Commissioner cannot schedule installation within ___ weeks

- Landowner hires local contractor from "list" maintained by Commissioner. The county has no responsibility for the quality, timeliness, or compliance of the landowner's contractor

Improper or unauthorized installations are subject to removal by the county and the restoration of the right of way. The landowner is responsible for reimbursing the County for the time and materials of any such restoration at the county's then posted hourly machine rate (currently \$150/hour)