



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

Re: Entrance Permit

Enclosed is an Entrance Application Form along with Reno County's Entrance Culvert Policy. The enclosed application(s) must be completed and signed by the property owner. Please return the completed application(s) along with the \$50.00 application fee(s) to our office located at 600 Scott Blvd., South Hutchinson, Kansas 67505.

To assist the Engineering Techs in locating and confirming they are viewing and evaluating the correct site, please flag both ends of the proposed entrance.

Once the application has been reviewed and approved, the original application will be returned to you with the required pipe size and length.

Applicant/property owner shall allow 10 business days from the time the application is filed to being contacted by this department as to appropriate pipe size requirements for entrance.

Applicant/property owner shall notify Reno County Public Works 24 hours prior to beginning construction.

PRIOR to covering the culvert the applicant/property owner shall notify Reno County Public Works to inspect the installation of the culvert and end sections for proper grade.

After covering the culvert, applicant/property owner shall notify Reno County Public Works to re-inspect the culvert pipe for proper coverage.

Entrance must be completed and construction method approved by Reno County Public Works Department within 60 days of application date. If not installed and approved within the 60 day deadline the application is invalid, any and all construction shall cease, and a new application for entrance must be made.

If the landowner or contractor installs an entrance without a permit or the installation does not conform to County Policy, then the entrance is subject to removal and replacement by the County at the property owner's expense.

If you have any questions, please contact our office 620-694-2976.

Thank you.

Reno County Public Works

enclosures: Entrance Application
Reno County Entrance Culvert Policy

10.23.12

**ENTRANCE APPLICATION FORM
DEPARTMENT OF PUBLIC WORKS – RENO COUNTY**

Property Owner: _____ Contact Person: _____

Mailing Address: _____ City: _____ Zip: _____

Telephone: _____ Email Address: _____

Address or Location Description of Proposed Entrance: _____

Quarter: _____ Section: _____ Township: _____ Range: _____

Applicant: A \$50.00 Inspection Fee is due upon submittal of this application. Please mark each applicable box below and see reverse side of this permit for important details.

Note: Each entrance must have a separate entrance application completed and a separate fee. Circle drives are considered as two entrances and shall be required to have two separate permits of \$50.00 each.

NEW ENTRANCE TEMPORARY ENTRANCE ENTRANCE MODIFICATION

Entrance Type: Residential (18' – 22') Field (22' – 30') Business (30' – 40') Other: _____

Is the proposed entrance to provide access for any type of construction/development? Yes No
If yes, property owner must contact the Reno County Planning & Zoning Office to discuss applicable zoning and floodplain regulations. A copy of this permit will be given to the Planning & Zoning Office.

Special Conditions: If approved, entrances larger than 40' will require a Poly Coated Corrugated Metal Pipe.

Comments: _____

Signature of Applicant/Property Owner: _____ Date: _____

OFFICE USE ONLY

Permit No. _____ County Road Name & Number _____ Mile # _____ Twp. _____

Inspection Fee: \$50.00 Cash / Check No. _____ Pymt Rcv'd By: _____ Permit Mailed Date: _____

Initial Inspection:

Pipe Size Required: _____ Pipe Length Required: _____ with end sections.

Date Inspection/Survey Completed: _____

Comments: _____

Application Approved By: _____
Name Title Date

Final Inspection:

Entrance Installed & Approved Entrance Insufficient/Permit Voided Entrance Not Installed/Permit Voided

Comments: _____

Inspection By: _____ Date: _____

TERMS AND CONDITIONS

If the landowner or contractor installs an entrance without a permit or the installation does not conform to County Policy, then the entrance is subject to removal and replacement by the County at the property owner's expense.

Regarding: STANDARD ENTRANCE PERMITS

Applicant/property owner shall allow 10 business days from the time the application is filed to being contacted by this department as to appropriate pipe size requirements for entrance.

Applicant/property owner hereby agrees to construct entrance according to specifications on attached standard and other requirements of the Reno County Public Works Department and hold Reno County harmless for any damage to applicant/property owner or others which occurs while working on County Right-of-Way.

Applicant/property owner shall notify Reno County Public Works 24 hours prior to beginning construction.

PRIOR to covering the culvert, the applicant/property owner shall notify Reno County Public Works to inspect the installation of the culvert and end sections for proper grade.

After covering the culvert, applicant/property owner shall notify Reno County Public Works to re-inspect the culvert pipe for proper coverage.

Entrance must be completed, and construction method approved by Reno County Public Works Department within 60 days of application date. If not installed and approved within the 60-day deadline the application is invalid, all construction shall cease, and a new application for entrance must be made.

Regarding: TEMPORARY ENTRANCE PERMITS

If the temporary entrance is to remain in place more than 45 calendar days, an additional \$50.00 inspection fee may be required for an extensive inspection to ensure drainage and proper entrance installation.

Applicant/property owner shall allow 10 business days from the time the application is filed to being contacted by this department as to appropriate pipe size requirements for entrance.

Applicant/property owner hereby agrees to construct entrance according to specifications on attached standard and other requirements of the Reno County Public Works Department and hold Reno County harmless for any damage to applicant or others which occurs while working on County Right-of-Way.

Temporary culvert pipes are not required to be new and/or have end sections; however, size and type of pipe to be approved by county.

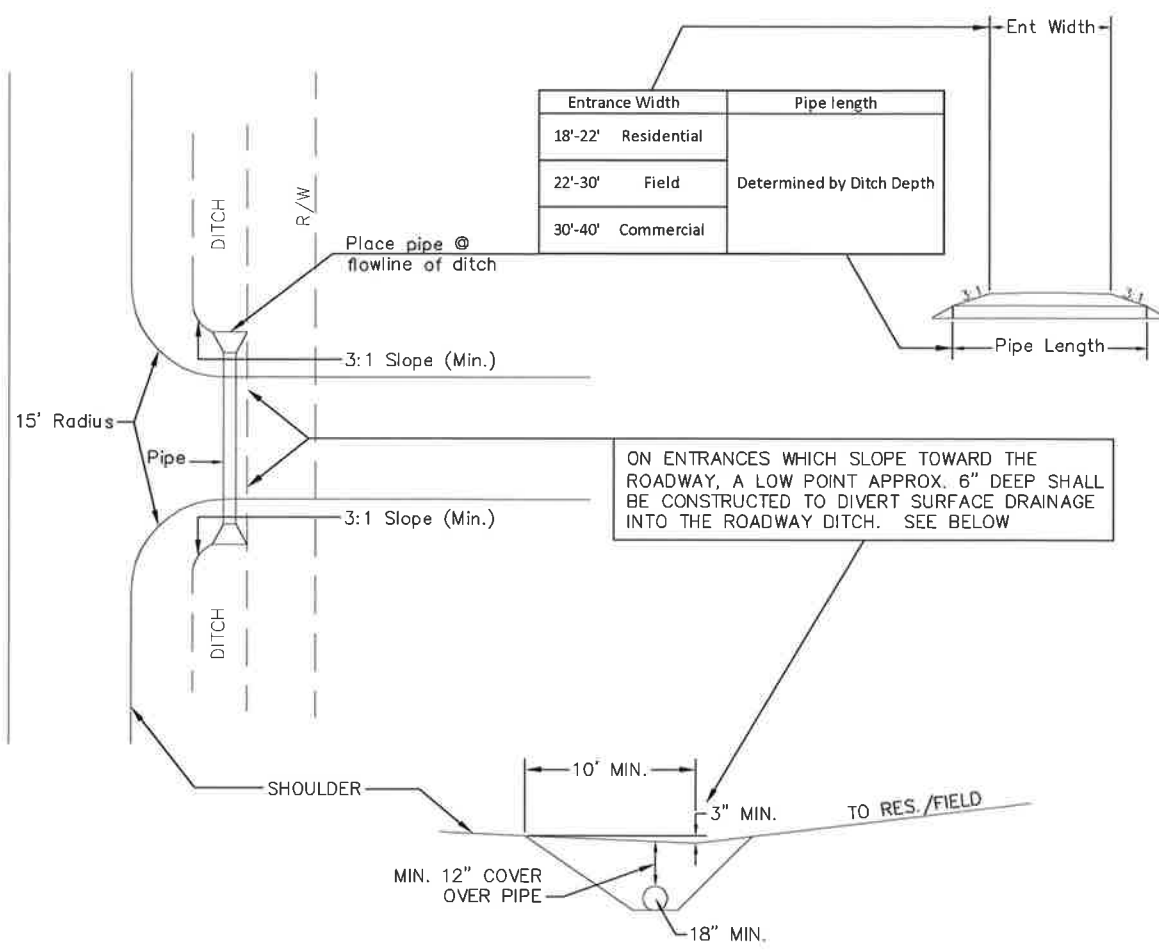
Applicant/property owner shall notify Reno County Public Works 24 hours prior to beginning construction.

PRIOR to covering the culvert, the applicant/property owner shall notify Reno County Public Works to inspect the installation of the culvert for proper grade.

After covering the culvert, applicant/property owner shall notify Reno County Public Works to re-inspect the culvert pipe for proper coverage.


If the temporary entrance is not removed as the date specified above the applicant must notify Reno County Public works for an extension, otherwise the entrance will be removed by Reno County forces and all costs will be billed to the applicant.

After removal of the temporary entrance the applicant shall ensure that the ditch and Reno County R/W be returned to original condition before the temporary entrance was installed. If not returned to original condition Reno County forces will complete this work and the applicant will be billed for all expenses incurred by Reno County.



DETAILS

PIPE SLOPE: MATCH SLOPE OF DITCH OR AS SPECIFIED IN THE PERMIT.

3:1 SHOULDER SLOPE 

ALL PIPES MUST BE NEW AT TIME OF PLACEMENT.

A space of 40' between property line or toe of nearest entrance is required.

CONSTRUCTION METHODS

BACKFILL WITH 6" COMPACTED LAYER, FILLING ON BOTH SIDES UNIFORMLY. PROVIDE MINIMUM 12" COMPACTED SOIL AND/OR ROCK/GRAVEL.

ALL RCB'S SHALL REQUIRE WINGWALLS AND BE OF LIKE MATERIAL.

SPECIAL CONDITIONS

IF APPROVED, ENTRANCES LARGER THAN 40' WILL REQUIRE A POLY COATED CORRUGATED METAL PIPE.

Reno County Public Works

600 SCOTT BLVD
SOUTH HUTCHINSON, KS 67505



STANDARDS FOR TYPICAL RESIDENT, COMMERCIAL, AND FIELD ENTRANCES

May 21, 2013

**Supersedes policy dated: 06.09.10
and all previous policies dated:
05.19.95; 04.09.08; 04.08.09**

RENO COUNTY PUBLIC WORKS DEPARTMENT

County Road Entrance and Culvert Policy

POLICY: This policy implements the provisions of KSA 68-543a. It is intended to provide requirements for the location and construction of private entrances onto county roads.

RESPONSIBILITY: It shall be the responsibility of the County Engineer to issue entrance permits for property owners to gain access onto county roads. No entrance from private property to a county road may be constructed or reconstructed without the County Engineer's permission.

GENERAL: New and reconstructed entrances require approval of location and size of structure required, if any, by the County Engineer. If a structure is required, the minimum standard size will comply with Reno County's current standard, "Standards for Typical Resident, Commercial and Field Entrances" on file at the Public Works Department. Minimum standard size may be increased in size, depending on the amount of drainage, as determined by the County Engineer. All installations require new corrugated metal pipe; therefore no other types of pipe shall be allowed.

New shared entrances will not be allowed and no alterations of replacement or existing shared entrances to include change of type will be allowed.

A minimum space of 40 feet between property line and/or toe of the nearest entrance shall be required.

When the landowner is responsible for the costs of construction or reconstruction, the installation may be by either a local contractor or by the landowner.

If the landowner or contractor installs an entrance without a permit or the installation does not conform to county policy, then the entrance is subject to removal and replacement by the County at the property owner's expense.

If the County constructs or reconstructs a county road way ditch and entrance improvements are required, the work will be done at the County's expense; EXCEPT, if the entrance had been constructed by the owner from after the effective date of this policy without a permit or contrary to the County's Entrance Culvert Policy, the landowner will pay for the cost of the entrance improvements.

A \$50.00 inspection fee will be required with all entrance permit applications.

PUBLIC SAFETY: Due to intersection sight distances, entrances near the intersection of two public right-of-way lines will be allowed if outside of the sight triangle determined by the County Engineer.

For safety and maintenance reasons, headwalls are not permitted.

During construction of an entrance, the landowner shall:

1. When working near or within the driving lane, construction work zone signs shall be required as per the current edition of the "Manual on Unified Traffic Control Devices" (MUTCD).
2. Store vehicles, construction equipment, materials, tools and debris off the right-of-way or a minimum of 30 feet from the edge of the roadway.
3. Maintain the roadway in good condition at all times. Repair any damage done to the roadway immediately. If dirt or mud is tracked onto the roadway, it shall be removed immediately to ensure the roadway is safe for the traveling public.
4. Patch damaged pavement as required by the Engineer. Saw cutting to provide a near patch may be required. Patch thickness shall match existing pavement thickness or a minimum 6" depth whichever is more. Patch material shall be BM-2 asphaltic concrete, properly compacted, or as otherwise directed by the Engineer.

UTILITIES: Prior to commencing construction or reconstruction of an entrance and/or during the construction process, the landowner shall:

1. Notify Kansas One Call and obtain utility field locates (including those utilities that do not participate in Kansas One Call) in the anticipated work area before excavation.
2. Use work procedures that do not damage utilities or utility property within and adjacent to the work area.
3. Coordinate and perform work to avoid interrupting utility service.
4. Notify the utility owner of damage to or exposure of its utility property and not hinder the utility owner from restoring utility service.
5. Assume responsibility for damages to utilities arising from the installation of the entrance.

CONSTRUCTION REQUIREMENTS: During the construction or reconstruction process, the landowner shall:

1. Comply with Reno County's current standard, "Standards for Typical Resident, Commercial and Field Entrances" on file at the Public Works Department.
2. Excavation. Beginning at the outlet end of the pipe and proceeding toward the upper end, excavate the bottom of the channel to the line, grade and elevation required. Construct the width of the trench sufficient to lay and backfill the pipe with a minimum width equal to the diameter of the pipe plus 6 inches on each side. Follow OSHA regulations for sloping the sides of the excavation.
3. Firm the foundation in the trench to prevent subsequent settlement by removing soft unstable materials and replacing with suitable materials.
4. If rock is encountered, remove the rock to an elevation 12 inches below the pipe flow line elevation. Backfill and compact the bottom 6 inches of the excavation with suitable soil prior to placing the bedding material.

- a. All disturbed areas shall be seeded, fertilized, and mulched in accordance with the following specifications.
- b. Slopes and disturbed areas shall have a minimum 6" depth of soil suitable for supporting seed growth.
- c. Before seeding, the entire area to be seeded shall be fertilized. The entire area shall then be raked to mix the fertilizer thoroughly into the upper 2" of soil.
- d. Prairie hay mulch shall be uniformly spread over seeded areas to 1-1/2 inches loose depth.

AUTHORITY: All administrative decisions designated to the County Engineer in this Policy may be exercised by the Public Works Director in the absence of the County Engineer.

EFFECTIVE DATE: This policy is adopted and shall be effective this 16 day of March, 2011, and supersedes the previous policy with respect thereto adopted on June 9th, 2010.

ATTEST:

Donna Patton-Deputy
Reno County Clerk

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

James D. Schlickau
James D. Schlickau, Chairperson

APPROVED:

David R. McComb
David R. McComb
Reno County Public Works Director

Brad Dillon
Brad Dillon, Member

Dan Deming
Dan Deming, Member