

INTEGRATED ROADSIDE VEGETATION MANAGEMENT PLAN

RESOLUTION 2021- 22

WHEREAS, The Board of Supervisors is empowered under authority of Chapter 317 of the Code of Iowa to establish policies, practices and funding to control noxious weeds,

WHEREAS, The Board of Supervisors desire to establish a plan for the long-term management of the roadside vegetation within the county.

NOW THEREFORE BE IT RESOLVED by the Decatur County Board of Supervisors that the County establish the following Roadside Vegetation Management Plan:

1. Improve public relations image on roadside management practices and procedures.
2. Inventory county roadsides to determine weed populations and concentrations, native prairie indicators, populations and concentrations, and brush problems.
3. Restore native prairie grass and flower species where appropriate.
4. Protect county roadsides from erosion, slump and siltation.
5. Take advantage of unique funding, management, and seed procuring opportunities.
6. Control brush and other vegetation that could interfere with snow removal and/or public safety.
7. Promote economic advantages of better roadside management throughout the county.
8. Investigate alternative methods for controlling weeds within the county right of way.
9. Evaluate program periodically to identify strengths and weaknesses.

Dated at Decatur County, Iowa, this ___ day of May, 2021.

Board of Supervisors of Decatur County, Iowa



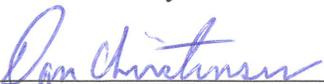
Robert Bell, Chairman

Decatur County Board of Supervisors



C. Ward Graham, Member

Decatur County Board of Supervisors



Dan Christensen, Member

Decatur County Board of Supervisors

ATTEST:

By 

Stephanie Daughton, Decatur County Auditor

Decatur County

Integrated Roadside Vegetation Management Plan 2021

I. Preface

- A. Version 1.0
- B. Contributors to the Plan
 - 1. Dillon Davenport – County Engineer
 - 2. Noah Thomas – Assistant to the County Engineer
 - 3. Terry Cozad – Road Foreman
 - 4. Rich Erke – Conservation Director
- C. Table of Contents
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II. Executive Program Elements

A. Goals

1. Establish and implement an official Integrated Roadside Vegetation Management program
2. Provide the traveling public with a safe and environmentally conscious road system
3. Reduce noxious weeds within County right-of-way
4. Utilize native plant species for soil stabilization in disturbed areas
5. Acquire specialized equipment and training to aid in road side management practices
6. Control brush to improve roadway safety and promote growth of native grasses and flowers
7. Utilize a long-term integrated management program that promotes desirable, self-sustaining plant communities. Encourage those plant communities that are native to Iowa through preservation and re-establish whenever practical.

B. Program History

1. Decatur County does not currently have an IRVM plan on file. However, over the past 20 years several steps have been taken to implement an informal roadside vegetation management program.

One of these steps has been increased efforts to clear brush from the right-of-way. Through the use of boom-mowers, an excavator-mounted forestry head, and pull-type brush cutters, several miles of roadside have been cleared of brush and trees. Following the brush clearing operations, herbicides are used to prevent new growth. Selective herbicides are used to prevent damage to grasses and other desirable vegetation.

Another step has been to reduce noxious weeds through the use of herbicides and mowing.

Decatur County has also increased efforts to minimize erosion and re-establish vegetation in areas that have been disturbed by construction and maintenance activities. These efforts include strip, salvage, and spread top-soil, planting stabilizing and permanent seeding and utilizing hydraulic mulch seeding where necessary.

C. IRVM Decision Making Process

1. The Decatur County Secondary Roads Department will utilize current IRVM methodologies and best management practices to appropriately effect the goals described within this plan. Actions that are most consistent with the goals and concepts of roadside vegetation management in this plan are considered first priority.

- D. Executive Summary
 - 1. Decatur County's vegetation management goals must meet certain safety and function requirements for departmental maintenance and the travelling public before aesthetic, recreational, or economic considerations can be addressed. These are to maintain a clear zone recovery area, meet minimum sight distance requirements, improve roadway characteristics related to drainage and snow clearing and storage, and provide for erosion control.
- E. Map
 - 1. See Appendix
- F. Program Type
 - 1. Decatur County's IRVM program will be administered and implemented by the Secondary Roads Department, with input from the Conservation Department, Board of Supervisors, and the public.

III. Jurisdictional Recognition and Approval

- A. Management
 - 1. County Engineer – Plans and oversees construction of road projects throughout the county, including IRVM operations. Reviews IRVM funding and budgetary needs.
 - 2. Assistant to the County Engineer – Assists the County Engineer with the planning and construction of projects. Prepares and submits applications for funding and materials through the Living Roadway Trust Fund. Assists in overseeing IRVM operations.
 - 3. Road Foreman – Assigns tasks to maintenance employees. Helps oversee field IRVM operations. Identifies roadway issues that require attention. Utilizes IRVM methodologies and practices to plan and effect corrective actions.
- B. Board of Supervisors
 - 1. Aids in receiving public input regarding IRVM activities. Additionally, the Board will review and approve budget items necessary for IRVM operations.
- C. Iowa Code and Administrative Rules
 - 1. Iowa Law Section 314.17 Mowing on Secondary Roads
 - 2. Iowa Law Section 314.22 IRVM
 - 3. Iowa Law Section 317 Weeds
 - 4. Iowa Law Section 318.3 Obstructions in Highway Right-of-Way

D. Local Permits and Agreements

1. Permits are filed in the County Engineer's Office. Applications for permits are submitted by the applicant and reviewed by the Engineer's Office. The Engineer has the authority to make necessary changes to the proposed application. Applications possibly affecting the IRVM program include the following and are included with this document in the Appendices:
 - a) Permit to Perform Work within the Right-of-Way
 - b) Permit to Construct Utilities within the Right-of-Way
 - c) Rural Entrance Permit

IV. Program Organizational Structure

A. Staff Organization Chart

1. The County Engineer works with the Assistant to the Engineer and Road Foreman to distribute workload necessary to follow the plan. The hierarchy is as follows:
 - a) County Engineer
 - b) Assistant to the County Engineer
 - c) Road Foreman
 - d) Maintenance Staff

B. Staffing Needs

1. Decatur County's IRVM plan requires maintenance staff to be available for seeding, erosion control, mowing, and brush cutting. Workers will be utilized when schedules are free from typical road maintenance activities (i.e.: hauling gravel, blading, plowing snow, etc.)
2. Currently, three Secondary Roads employees are certified commercial pesticide applicators and five employees have completed erosion and sediment control basics training.

V. Inventory and Analysis

A. Natural Resources

1. Tools
 - a) GPS Equipment
 - b) Aerial Photography
 - c) Record Keeping

2. Vegetation

- a) Inventory of roadside vegetation throughout the county is a continuous practice, mostly due to the ever-changing roadside habitats. This inventory includes both official and unofficial records. The official inventory includes data collection and recording on a county wide basis to keep track of areas where vegetation has been planted and roadsides improved to minimize erosion and non-desirable plants. Unofficial inventory includes county staff identifying an issue in the road ditches then continuing to monitor the issue and ultimately coming up with a plan to correct the problem or addressing the problem with a solution.

B. Equipment

1. Decatur County has a variety of equipment that is used on a regular basis as part of our roadside management program. Our current equipment usually allows for having successful plantings and performing proper maintenance of the roadsides. The age of our equipment covers a wide range and will need to be replaced as repairs become uneconomical. Below is a list of Decatur County's current roadside management equipment list.

Equipment Number	Model Year	Make	Description	Condition
52		Varies	Chainsaws	Poor to Good
69	2015	Denis Cimaf	DAH-100E Forestry Mulcher	Good
71	2003	John Deere	HX15 Brush Cutter	Fair
76	2015	Turb Turf	HS-500EH	Good
78	2000	John Deere	6410 Tractor	Poor
81	2000	John Deere	200LC Excavator	Fair
82	1999	John Deere	7410 w/ Tiger boom mower	Poor
83	2016	John Deere	HX15 Brush Cutter	Good
84	1997	John Deere	6400 w/ Tiger Mower	Poor
85	1997	John Deere	7200 w/ Tiger boom mower	Poor
86	2016	John Deere	HX15 Brush Cutter	Good
88	2017	John Deere	5100E	Good
89	1997	John Deere	1518 Mower	Poor
95	2018	John Deere	5100E	Good
96	2015	John Deere	CX15 Brush Cutter	Good
102	2004	John Deere	7720	Fair
113	2006	John Deere	HX15 Brush Cutter	Fair
			200 Gallon Sprayer	Fair

2. As other equipment is identified that can assist in our abilities to successfully and economically carry out our IRVM plan, they will be considered for additions to our fleet.

VI. Program Operations

A. Annual Operations

1. January through March — Operations include but are not limited to: cutting trees and brush, repairing equipment, planning upcoming year's operations, ordering equipment and supplies, review herbicide labels, and determine which herbicides to utilize for the upcoming spring/summer.
2. April through September — Operations include but are not limited to: seeding, erosion control projects, mowing and spraying.
3. October through December — Operations include but are not limited to: cutting trees and brush, equipment maintenance, dormant seeding, monitoring sites, and reviewing previous year's work.

B. Vegetation Types for Specific Uses

1. Selection of vegetation will be based upon plant performance, cost, availability, ease of use, and distinct benefits of each type of plant. Prairie seed mixtures, when adjacent property owner request and/or support Native plantings, will be utilized for joint cooperation. Decatur County will utilize Native plantings on steeper terrain where future maintenance will be harder to reach. Typically, other seeding operations will use an Iowa DOT equivalent rural seed mixture and or combination of in house mix dependent on current seed prices. In front of houses and residential areas an Iowa DOT urban seed mix will be utilized.
2. Construction projects performed under contract will typically use IDOT specification native grass or other mixes as dictated by permit terms with other agencies (USACE, IDNR, etc.)

C. Mowing

1. Shoulder mowing typically occurs at least once per year on all roads. Paved roads and higher volume granular surfaced roads will be mowed at least twice per year.
2. On paved routes, the entire width of the right-of-way is mowed at least once every two years.
3. Shoulder mowing typically begins two weeks prior to Memorial Day and ends near Labor Day. Right-of-Way mowing is typically completed mid to late summer.

D. Special Projects

1. Wetland Determination — Completed as needed for construction projects to determine if mitigation is needed.
2. Wetland Mitigation Seeding and Enhancement Projects that address possible loss of habitat through construction by adding additional habitat area.

VII. Methods

A. Vegetation Establishment and Maintenance

1. Procedures— As much as possible, procedures are used as prescribed by the Iowa DOT and IRVM Technical Manual.
2. Site Preparation— Equipment is used to level the soil surface by breaking up dirt clods and removing debris.
3. Seed Mixtures and Rates — Seed mixtures for prairie plantings differ from year to year due to specific seed availability. Prairie seed is planted at the rate suggested by University of Northern Iowa's IRVM program. At steep locations the seeding rate is typically doubled.
4. Seeding techniques — Decatur County determines on a site-by-site basis, what type of seeding method to use.
5. Erosion and Sediment Control — Multiple erosion control devices and practices are utilized and in combinations depending on site conditions. These include the following:
 - a) Permanent Native Seeding
 - b) Straw Sock Tubes
 - c) Hydro Mulch
 - d) Straw Mulch
 - e) Erosion Control Blankets
 - f) Silt Fence
 - g) Rock Check Dams
 - h) Channel Slope Protection with Revetment
 - i) Sediment Basins
 - j) Cover Crop Seeding
6. Vegetation Establishment Maintenance — New and established seedings are actively monitored for further maintenance. Maintenance includes: mowing, planting of temporary cover crops, burning, and selective spot spraying.
7. Planting Evaluation and Documentation — Electronic work orders are used to record seeding dates, seed mixtures used, seeding rates, cover crop used, and planting conditions. These records are used to evaluate previous plantings and to better prepare future plantings.

8. Mowing — Maintenance mowing of new prairie seeding projects is carried out as needed throughout the first and second year.
9. Chemical control for noxious weeds — herbicides are used by either hand or truck mounted sprayers depending on size and location of noxious weeds and performed in house by certified pesticide applicators.
10. Tree and Brush Control — Decatur County relies on mechanical methods for brush control. Brush cutters, excavators, chainsaws, and mulchers are utilized for removing trees and brush that pose a safety hazard to the public and/or affect the safety characteristics of the roadway within county right-of-way. Areas cleared of trees and brush are followed up with herbicide applications of brush killer.

VIII. Material Procurement

A. Sourcing

1. Seed, fertilizer, mulch, and other materials needed for IRVM practices are purchased at fair market value through reliable vendors. Material pricing is reviewed annually after contacting the area vendors to provide quotes on the needed items for the coming year. This review is done to purchase the products at the best price possible and to meet our needs. Decatur County intends to participate in LRTF grant process for native seeds.

B. Material Handling and Storage

1. Materials are to be stored in a sheltered area when possible. Critical items like seed are purchased on an as needed basis to minimize storage time and an inventory of upcoming seeding projects is made to determine quantity required.

IX. Plan Review

- A. This is a flexible plan, requiring common sense interpretation and changes as necessary to fit the ever-changing and complex circumstances realized in roadside vegetation management.

X. Appendices

DECATUR COUNTY IOWA



Prepared By
SYSTEMS PLANNING BUREAU
Phone: (515) 239-1664
WWW.IOWADOT.GOV/MAPS



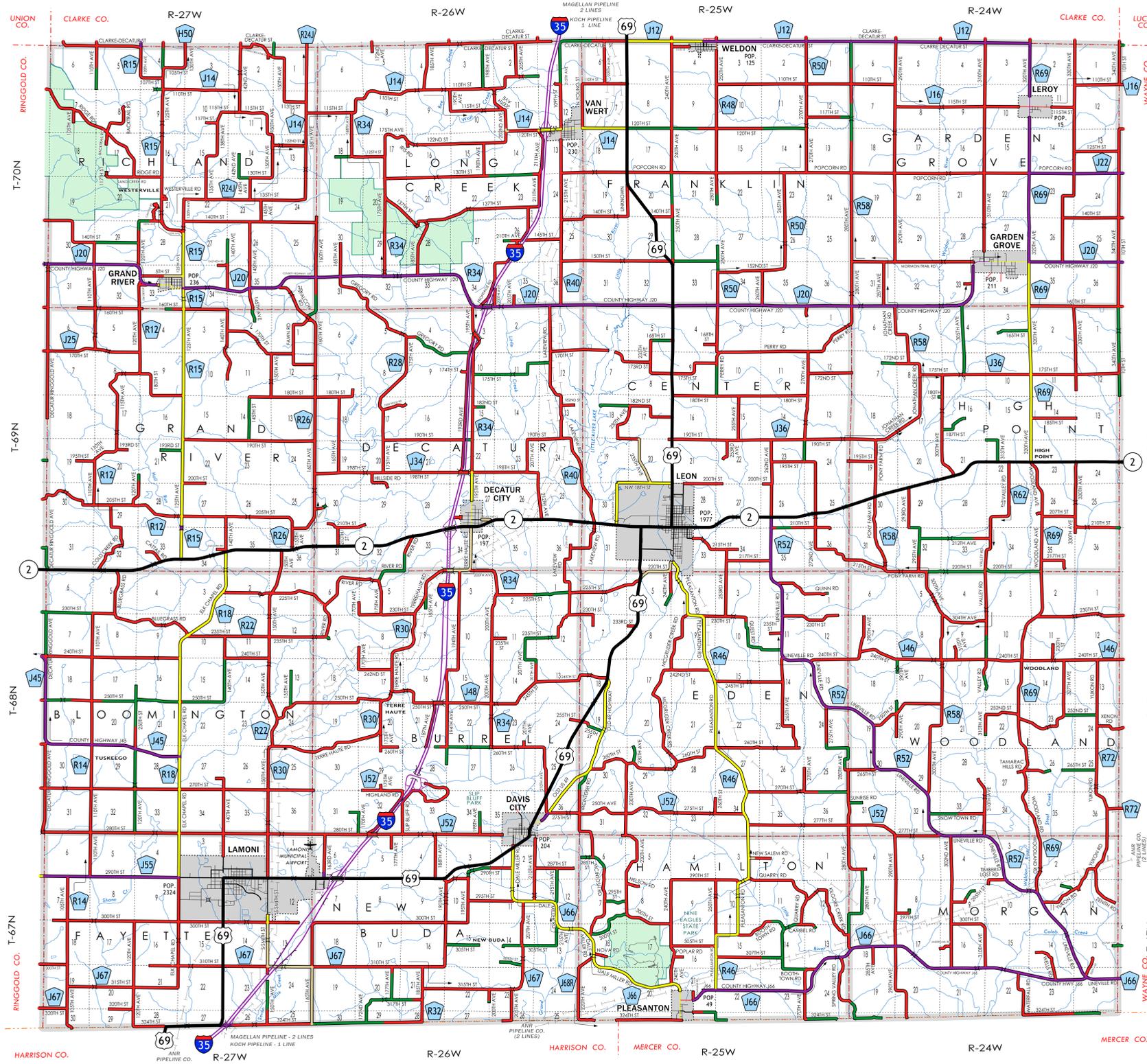
In Cooperation With
United States
Department of Transportation

JANUARY 1, 2020



LEGEND

- INTERSTATE HIGHWAY
- PRIMARY HIGHWAY-DIVIDED
- PRIMARY HIGHWAY-CONCRETE ROAD
- ASPHALT ROAD
- BITUMINOUS ROAD
- GRAVEL ROAD
- EARTHEN ROAD
- INTERSTATE HIGHWAY
- UNITED STATES HIGHWAY
- STATE HIGHWAY
- COUNTY HIGHWAY
- RAILROAD
- PIPELINE
- AIRPORT
- HYDROLOGY
- BRIDGE
- STATE BOUNDARY
- COUNTY BOUNDARY
- CORPORATE BOUNDARY
- TOWNSHIP LINE
- SECTION LINE
- ROAD NAMES
- UNINCORPORATED PLACE
- STATE PARKS
- STATE INSTITUTIONS
- FEDERAL LAND



S T A T E O F M I S S O U R I



**DECATUR COUNTY
RESOLUTION 2018-28
RESOLUTION TO SET POLICY ON ENTRANCES TO COUNTY RIGHT OF WAY**

Policy Number: 2018-001

Effective: August 13, 2018

Last Reviewed/Updated: April 20, 2015

WHEREAS, Decatur County has the authority to govern the location and requirements for access to the County Right-of-Way,

AND, it is recognized that the inspection, installation, and administration are both actual costs and time expenditures that take away from critical on road work,

AND, it is recognized that the entrance policy should be reviewed and updated periodically,

NOW THEREFORE BE IT RESOLVED by the Decatur County Board of Supervisors that the following rules shall be set in place to govern access to County Right-of-Way from private properties:

Introduction

Per Code of Iowa, “Jurisdiction and control over the secondary roads shall be vested in the county board of supervisors of the respective counties.” This responsibility is delegated and managed for the Board by the County Engineer. Anyone who seeks to perform non-roadway related activities within County Right-of-Way must obtain permission from the County Engineer's Office. This includes requests for access of adjacent properties to County Right-of-Way.

Purpose

The attached form is an application to construct a rural entrance within Decatur County Right-of-Way. When completed and approved by the proper authority, a Permit Number will be assigned and the application becomes the permit, required by Iowa Code, to build an entrance within County Right-of-Way. The person actually building the driveway or entrance must have this permit in their possession when performing the work.

Policy Statement

The person requesting the permit is responsible for notifying the County Engineer's Office when the work is complete. The Engineer's Office will inspect and approve the project or provide comment if the entrance is not in compliance with the Rural Entrance Policy. Non-complying work shall be corrected by the applicant, or their agent, in a timely manner. Non-permitted entrances and non-complying entrances may be removed and/or corrected by County forces at the applicant's expense.

By submitting an application, the applicant agrees to comply with all requirements detailed within this Policy. Compliance shall be determined by the sole discretion of the County Engineer or his/her designated representative, as deemed necessary to promote public health, safety, and general welfare.

New Entrances:

- a. Location of driveways and field entrances shall provide a minimum stopping sight distance in accordance with Iowa DOT Rural Design Guidelines (I.M. No. 3.210) or more as determined by the County Engineer.
- b. Decatur County shall approve a maximum of one entrance per 40-acre parcel. Applicants wishing to install additional entrances, at their own expense, may apply to the County Engineer's Office using the Entrance Permit Application. These additionally requested entrances must meet the County's entrance criteria. Additional criteria may apply when several entrances are installed close together.
- c. All entrances shall have a minimum top width of 24 feet at the driving surface and side slopes shall follow Iowa DOT Rural Design Guidelines (I.M. No. 3.210) and as shown on the approved permit.
- d. When feasible, the entrance shall be located where a culvert will not be needed. When the County Engineer determines that a culvert is required, the length and diameter of the required culvert will be shown on the approved permit. Only this size culvert may be installed. Culverts must meet the standards as set forth by the Iowa DOT for Highway Entrance Culvert Pipe. The County Engineer can advise what pipes meet this standard.
- e. Up to a maximum of 30 feet, of maximum 24-inch diameter corrugated metal pipe (CMP) culvert will be furnished by the County on the first residential entrance per 40-acre parcel, as determined by the County Engineer or his/her designee. The landowner or applicant will be responsible for paying for the difference of any required culvert that is greater than 30 feet in length and/or 24 inches in diameter. The culvert shall be sized by the County Engineer. Payment shall be made before the culvert is delivered. If this service is requested prior to the construction of the residential dwelling, the applicant must provide sufficient evidence, to convince the Engineer, or his/her designee, that the dwelling will be constructed.
- f. For non-residential entrances, the applicant shall be responsible for the entire cost of the new entrance. The culvert shall be sized by the County Engineer.
- g. The applicant shall be responsible for all construction. The County will not install entrances.
- h. The applicant shall be responsible for supplying all fill material.
- i. Construction signing, if required, shall comply with the Manual on Uniform Traffic Control Devices.
- j. It is the applicant's responsibility to do a One-Call and to avoid causing damage to any utilities.
- k. Other residents shall have reasonable access to the public roads at all times.
- l. All damaged areas within County Right-of-Way shall be repaired and restored to its former condition by the applicant. The cost of any repair work caused to be performed by the County will be assessed against the applicant.

- m. Areas disturbed by the applicant which may be an erosion problem shall be solved by the applicant in a manner acceptable to the County Engineer or his/her designee.
- n. All surfacing will be the responsibility of the applicant.

Existing Entrances:

- a. The County shall be responsible for future maintenance of current residential entrances that have been constructed under an approved permit. If total reconstruction is necessary, the County will construct an entrance with a top width of 24 feet. Additional expenses due to top widths exceeding 24 feet may be billed to the land owner. Surfacing damaged during maintenance of residential entrances will be replaced, as needed, with road stone.
- b. The County shall not be responsible for future maintenance of non-residential entrances, however, up to 30 feet of 24 inch diameter (maximum) CMP will be furnished by the County on the first entrance per 40 acre parcel, as determined by the County Engineer or his/her designee. The applicant will be responsible for paying for the difference of any required culvert that is greater than 30 feet in length and/or 24 inches in diameter (subject to delivery fee). The County will not install said culvert.
- c. The County is not responsible for maintaining surfacing on any entrance.
- d. Widening of existing entrances shall be at the expense of the land-owner except for situations where the pipe culvert needs to be replaced due to deterioration. In these instances, item "b." will apply to all entrance widening.
- e. Maintenance of existing entrances shall be approved at the sole discretion of the County Engineer or his/her designee.
- f. An entrance permit will be required if any maintenance is to be performed which changes the dimensions of the entrance (Widening the top width, replacing the culvert, etc.). At this point, the entrance shall be brought up to current specifications as described on the application.

Grandfathered Entrances

- a. Existing entrances constructed prior to the implementation of a rural entrance policy will be maintained as described under the *Existing Entrances* section of this policy.
- b. The County may deny any request for entrance maintenance if there is a safety concern due to sight distance. In this event, the County will work with the landowner, at their request, to determine a safe location for a new entrance. Refer to the *New Entrance* section of this policy.
- c. If a permit is denied, the entrance may continue to be used in its current state but no maintenance or upgrades will be permitted by the County.
- d. The County Engineer, or his/her designee, shall have sole discretion in making the determination as to whether or not a location currently being used to access County Right-of-Way is in fact a grandfathered entrance.

ATV Trails Access

- a. Points of access to ATV trails shall be permitted using the Entrance Permit Application.
- b. The applicant will be allowed to place rock surfacing material level with the existing ground. Said rock shall not inhibit the natural flow storm water. Culverts will not be allowed.
- c. All criteria described in the Entrance Permit Application shall be met with the exception of entrance and culvert geometry.
- d. These access points are intended for use only by small off-road vehicles (ATVs, UTVs, etc.) and not permitted for use by agricultural equipment, forestry equipment, passenger vehicles, etc.
- e. The County will provide no maintenance for these entrances.

Fees

- a. 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.
- b. Culvert Delivery Fee - If a culvert is required all fees must be paid before the culvert is released/delivered. 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.

This policy shall supersede any prior resolutions, policies, ordinances, or rules on this topic.

VOTES:	AYE	NAY	ABSTAIN
Fulton (Chair)	X		
Bell	X		
Christensen	X		

SIGNED: Jim Fulton
Chairman, Decatur County Board of Supervisors

ATTEST: Stephanie R. Daughton
Decatur County Auditor

DECATUR COUNTY UTILITY PERMIT APPLICATION

UTILITY COMPANY: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

CELL NO.: _____ FAX NO.: _____

LAND OWNER: _____

LOCATION: SECTION _____ TOWNSHIP _____

TYPE OF UTILITY: _____

SIZE AND MATERIAL: _____

METHOD OF INSTALLATION: _____

ANTICIPATED START DATE: _____

This is a Utility Permit Application for telecommunications, electric, gas, water and sewer utilities. The applicant agrees to comply with the following permit requirements. Compliance shall be determined by the sole discretion of the County Engineer as deemed necessary to promote public health, safety, and general welfare. The requirements shall apply unless waived in writing by the County Engineer prior to installation.

1. Location Plan: An applicant shall file a completed location plan as an attachment to this Utility Permit Application. The location plan shall set forth the location of the proposed line on the Secondary Road System and include a description of the proposed installation.

2. Written Notice: At least _____ working days prior to the proposed installation an applicant shall file with the County Engineer a written notice stating the time, date, location and nature of the proposed installation.

3. Inspection: The County Engineer may provide a full-time inspector during the installation of all lines to insure compliance with this Utility Permit. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation site in the discharge of the inspector's official duties, and to make any inspection or test that is reasonably necessary to protect the public health, safety and welfare.

4. Inspection Fee: Upon approval of the application by the Board of Supervisors, the Utility Permit will be issued by the County Engineer. When inspection fees are anticipated to be substantial, a prepayment may be required not to exceed \$1,000.00 and shall be made payable to the Decatur County Treasurer.

Prepaid fee required for this Utility Permit:

\$ _____

Signature of County Engineer

5. Remittance of Fees: The applicant shall pay actual costs directly attributable to the installation inspection conducted by the County Engineer. Payment shall be made out of the prepaid inspection fee. Within thirty (30) days of completion of the installation, the County Engineer shall remit any unused portions of the prepaid inspection fee to the applicant, along with a statement for services rendered.

6. Requirements: The installation inspector shall assure that the following requirements have been met:

- A) Construction signing shall comply with the Manual on Uniform Traffic Control Devices.
- B) Depth – (Add additional depth if ditch has silted, to the thickness of the deposited silt.) The minimum depth of cover shall be as follows:

Telecommunications:.....	36"	Electric:.....	48"
Gas.....	48"	Water.....	60"
Sewer.....	60"		
- C) The applicant shall use reference markers in the right-of-way ("R.O.W.") boundary to locate line and changes in alignment as required by the County Engineer. A permanent warning tape shall be placed one (1) foot above all underground utility lines.
- D) All tile line locations shall be marked with references located in the R.O.W. line.
- E) No underground utilities shall cross over a cross road drainage structure, unless specifically approved by the County Engineer.
- F) Residents along the utility route shall have uninterrupted access to the public roads. An all-weather access shall be maintained for residents adjacent to the project.
- G) A joint assessment of the road surfacing shall be made by the applicant and the County Engineer both before and after construction. After construction, granular surfacing shall be added to the road by the applicant to restore the road to its original condition. After surfacing has been applied, the road surface shall be reviewed by the County Engineer once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary.
- H) All damaged areas within the R.O.W. shall be repaired and restored to at least its former condition by the applicant or the cost of any repair work caused to be performed by the County will be assessed against the applicant.
- I) Areas disturbed during construction which present an erosion problem shall be solved by the applicant in a manner approved by the County Engineer.
- J) All trenches, excavations, and utilities that are knifed shall be properly tamped.
- K) All utilities shall be located between the bottom of the backslope and the bottom of the foreslope, unless otherwise approved in writing by the County Engineer prior to installation.
- L) Road crossings of "hard surfaced" roads (Seal Coat, Asphalt, or Concrete) shall be bored.
- M) Road crossings of rock (crushed stone) and dirt surfaced roads may be bored or trenched. Trenching shall not be used when the ground is frozen or will be frozen before installation is complete. Trenching with a backhoe shall be no more than one width of the backhoe's bucket. Backfilling of trenched road cuts must be compacted and finished to the satisfaction of the County Engineer or his designated representative.
- N) The depth below the road surface and any roadside ditch shall match the minimum depth of cover for the respective utility. Installer should ensure the minimum depth will still exist if any existing silt were removed at a later date.

7. Non-Conforming Work: The County Engineer may halt the installation at any time if the applicant's work does not meet the requirements set forth in this Utility Permit.

8. Emergency Work: In emergency situations, work may be initiated by an applicant without first obtaining a Utility Permit. However, a Utility Permit must be obtained with fourteen (14) days of initiation of the work. All emergency work shall be done in conformity with the provisions of this ordinance and shall be inspected for full compliance.

9. County Infraction: Violation of this permit is a county infraction under Iowa Code section 331.307, punishable by a civil penalty of \$100.00 for each violation. Each day that a violation occurs or is permitted to exist by the applicant constitutes a separate offense.

10. Hold Harmless: The utility company shall hold this County harmless of any damages resulting from the applicant's operation. A copy of a certificate of insurance naming this County as an additional insured for permit work shall be filed in the County Engineer's office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000.00.

11. Permit Required: No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of the County for such work. Applicants agree to hold the County free from liability for all damages to applicant's property which occurs proximately as a result of the applicant's failure to comply with said ordinances of requirements.

12. Relocation: The applicant shall, at any time subsequent to installation of utility lines, at the applicant's own expense relocate or remove such lines as may become necessary to conform to new grades, alignment or widening R.O.W. resulting from maintenance or construction operations for highway improvements.

Date _____
Name of Company _____

By _____ Title _____

Name of Subcontractor actually doing work

Date _____ I have received and read this permit.

By _____ Title _____



RECOMMENDED FOR APPROVAL:

Date _____ County Engineer _____

Board of Supervisors Approval:

Date _____
Chairperson, Board of Supervisors _____

20 November 2007 – L, revised, M, N added.
20 December 2007 – revisions by County Attorney

DECATUR COUNTY RIGHT-OF-WAY
PERMIT APPLICATION
(20 December 2007)

Permit
Number _____

Chapters 306 and 310 of the Code of Iowa make the County Boards of Supervisors responsible for controlling all roads within the Secondary Roads System. Chapter 306 defines a road as the entire right-of-way set aside for road purposes, not just the traveled portion of the road top. Chapter 306 further defines all secondary road rights-of-way (ROW) to be 66 feet unless otherwise specified by the respective board of supervisors. In addition, Chapter 318.8 states "...a person shall not excavate, fill, or make physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. This is the portion of the Code that requires landowners, renters, etc. to "get a permit" before constructing a driveway, before reshaping a ditch, or before discharging sewer or house drains into the road ditch. In general, the Decatur County Board of Supervisors has delegated the responsibility for issuing and approving these requests to the County Engineer's Office.

This is an application for a permit to perform work within the right-of-way of a secondary road in Decatur County. The applicant agrees to comply with the following requirements. Compliance shall be determined by the sole discretion of the County Engineer or his/her designated representative as deemed necessary to promote public health, safety, and general welfare. The requirements shall apply unless waived, in writing, by the County Engineer prior to construction.

1. Location Plan: An applicant shall file a completed location plan as an attachment to this permit application. The plan shall set forth the location of the proposed work (using the 911 street names and addresses) on the secondary road system and include a description of the proposed work. [For example, dump drain from secondary treatment facility into roadside ditch 100' north of drive at 41411 320th Street, or cut trees from right-of-way for ¼ mile on north side of Oak Street from 11123 Oak St. to 11349 Oak St.]
2. Written Notice: At least one working day prior to the proposed work, the applicant shall file with the County Engineer a written notice stating the time, date, and permit number of the approved application. On very short notice cases, a telephone call may be used in lieu of a written notification. It is the applicant's responsibility to get the name of the person they get the verbal approval from.
3. One-Call: The applicant is responsible for obtaining a One-Call approval at least 48 hours (2 working days) before performing any excavation within the right-of-way. This includes installation of new fence posts unless they are in the same holes as the post(s) that were removed. All One-Calls are free. The number for One-Calls in Iowa is 1-800-292-8989.

4. Inspection: The County Engineer or his/her designated representative will inspect the work after it is completed. However, on some significant work the County Engineer may provide a full or part-time inspector to be present when the permitted work is being performed. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation site to perform their official duties and to make any necessary tests that are reasonably necessary to protect the public health, safety and welfare.

5. Fees: There is no fee charged for the application, nor will an inspection fee be charged unless an inspector will be required for more than one day (8hrs). For full time inspection costs in excess of the one-day, the County Engineer will assess a fee of \$20.00 per hour. The applicant will be billed for the inspection fees within 30 days of the completion of the inspection.

6. Payment of Fees: The applicant shall pay the assessed cost of the inspection directly to the Secondary Roads Office at 1306 S. Main in Leon. Payment is due within 30 days of the date of billing.

7. Requirements:
 - a. Construction signing, if necessary, shall comply with the Manual on Uniform Traffic Control Devices. In some cases, signs may be borrowed from the Secondary Roads shop.
 - b. No excavation shall be performed until a One-Call has been confirmed.
 - c. Tile line locations shall be marked w/reference to the R.O.W fence lines.
 - d. Residents shall have reasonable access to the public road at all times.
 - e. All damaged areas within the road R.O.W. shall be repaired and restored to at least their former condition by the applicant or the cost of any repair work caused to be performed by the County will be assessed against the applicant.
 - f. Areas disturbed by the applicant which may be an erosion problem shall be solved by the applicant in a manner approved by the County Engineer.
 - g. Road crossings of hard surfaced roads shall be bored rather than trenched.
 - h. Road crossings of all other roads may be trenched if backfilled, compacted and surfaced to the acceptance of the County Engineer.

8. Non-Conforming Work: The County Engineer or his/her designated representative may halt the work at any time if the applicant's work does not meet the requirements set forth in this permit.

10. Work Requested to be Permitted:

Description of work: _____

Location of Work: (Road, Section, Township, Range)

Name of person actually performing work.

Attach Map and Sketch of Work to be Performed.

Applicant:

Date: _____ I have received, read and understand this permit.

Signature _____ Printed Name _____

Recommended for Approval:

Date _____ Reviewer _____

Approval:

Date _____
_____ Decatur County Engineer