

Decatur County Highway Department

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DECATUR COUNTY HIGHWAY DRIVEWAY SPECIFICATIONS

**AN ORDINANCE REGULATING ENTRANCES TO THE
DECATUR COUNTY HIGHWAY SYSTEM**

Be it ordained by the Board of County Commissioners of Decatur County,
Indiana
as follows:

Section I - SCOPE

a). It shall be unlawful for any person, firm or corporation to access for any
purpose, any road, street, highway or alley in the Decatur County Highway
System
without first constructing an appropriate access to such roadway in conformance
with the provisions of this ordinance.

b). It shall be unlawful for any person, firm or corporation to construct an
entrance, driveway, approach or mailbox approach which connects to any
road, street, highway or alley in the Decatur County Highway System with-
out first making application for a permit and receiving said permit to construct
such an entrance, driveway, approach or mailbox approach. No construction
on the County right-of-way shall commence prior to the receipt of the approved
permit.

c). It shall be unlawful for any person, firm or corporation to fill any drain or ditch
which is located within the County right-of-way without first filing with the
Decatur County Highway Department an application for and receiving a permit
for such work.

d). The provisions of this ordinance pertaining to the permit fee shall not apply to
work being done by any city, town, municipal corporation or by any agency of
the State, provided that such entities shall comply with all other applicable
provisions of this ordinance.

e). This ordinance applies only to that portion of any driveway or access or
drainage modification which is within the County right-of-way.

f). Any access or drainage modification in use on the date of adoption of this
ordinance ex exempt from the provisions and will remain exempt until such a
time as there is a modification to the use of the access or drainage modification
or until such a time as the use of the adjoining property changes or until such a
time as an improvement is made to the adjoining property which requires the
acquisition of a building permit.

SECTION II
PERMIT APPLICATION

- a). Before an approach or drainage modification is constructed under the provisions of this ordinance, an application for a permit for such construction shall be made to the Decatur County Highway Department Office. The application shall be on a form approved by the Decatur County Highway Department and shall be accompanied by a site plan, supporting analyses and designs certified by a professional engineer licensed in the State of Indiana, unless the requirement for certification is waived by the Decatur County Highway Department. The application shall be signed by the applicant and by the owner of the property.
- b). When a proposed access crosses one or more parcels to provide access to an additional parcel, an access easement must be properly obtained and recorded in the office of the Decatur County Recorder. The proposed access easement for such an access shall be submitted to the Decatur County Highway Department prior to completing the construction of the work.
- c). The applicant for each permit to construct an access or modify a drainage ditch as provided by this ordinance shall pay a fee of \$ 50.00 (Fifty dollars), to the Decatur County Highway Department to defray the cost of processing the permit application and inspecting the construction of the work.
- d). The following information shall be shown on the site plan or attached to the application:
1. Property Lines
 2. Road right-of-way
 3. Distance from intersecting roads
 4. Width and type of road surface
 5. Existing drainage features, including ditch cross section, culvert type and size and other drainage features
 6. Proposed drainage features, including hydraulic analyses of any proposed improvements
 7. Locations of existing driveways and structures
 8. Locations of proposed driveways and structures
 9. Width and type of surface of proposed driveway

10. Copy of plat for platted parcels
11. Name, address and telephone number of the constructor
12. Copy of a proposed easement for ingress and egress when the proposed driveway crosses property other than the parcel where the drive terminates (The easement shall be recorded and a copy of the recorded easement delivered to the Decatur County Highway Department after the permit application is approved and before the construction is completed)
13. Other pertinent information requested by the Decatur County Highway Department

Applications for driveways or mailbox approaches serving multi-family residential, commercial or industrial property shall also include the following information in addition to the information prescribed above:

14. Proposed parking locations and arrangements
15. Proposed traffic control devices
16. Proposed limitations on the use of driveways, such as entrance only, exit only, employees only, trucks only, etc..
17. Location of any loading docks or other special access features

- e). Within 30 (thirty) days of the receipt of a complete application as set forth in ordinance, the Decatur County Highway Department shall either issue a permit for the construction of the approach or deny the application and inform the applicant the reasons for denying the application. Permits may be issued with modifications to the proposed site plan or other restrictions. No work shall commence on the construction of the approach until the permit has been issued. The permit shall be retained at the site of the construction and shall be displayed to any Decatur County Official requesting to see the permit.
- f). The Decatur County Highway Department shall retain in their files all applications and a copy of all permits issued. All permits issued in compliance with this ordinance shall be an original and two copies. The original shall be issued to the applicant, one copy shall be retained by the Decatur County Highway Department and the other copy shall be forwarded to the Decatur County Building Department.

g). The Decatur County Highway Department, with approval of the Board of County Commissioners, shall adopt written specifications for access of drainage improvements, which shall be minimum requirements, unless a design prepared and certified by a licensed professional engineer and approved by the Decatur County Highway Department determines that lesser standards are appropriate for a particular situation. These standards may be increased when determined by an engineering evaluation that particular situations will require greater standards.

SECTION III TIME

A permit issued under this ordinance shall be valid for a period of one year from the date of the issuance of the permit. After one year, the permit shall become void unless an extension is applied for prior to the expiration of the permit. All construction shall be completed by the expiration date of the permit. Application for the extension of the permit shall be made to the Decatur County Highway Department on a form approved by the Decatur County Highway Department. The extension of a permit shall be subject to any new requirements enacted since the issuance of the original permit and shall be subject to the applicant paying a new permit fee in effect at the time of applying for the extension. The Decatur County Highway Department shall within 14 (fourteen) days of the date of application for the extension, either extend the permit for a one year period, or provide in writing the reasons for the denial of the extension of the permit.

SECTION IV MAINTENANCE

Any applicant receiving a permit and constructing the approach or modifying the drainage ditch shall be responsible to maintain that portion of the approach or drainage modification which is within the public right-of-way, including any culvert pipes or other drainage structures and drainage ditches, in good condition and in such a manner as to prevent any obstruction or interference with the roadway, the traffic thereon, or with any drain or ditch which serves the roadway. The requirement for maintenance shall remain as long as the access or drainage modification remains. The responsibility for maintenance shall be transferred to all subsequent owners of the property.

**SECTION V
OTHER PERMITS REQUIRED**

The Decatur County Building Department shall not issue a building permit for the construction or remodeling of any structure until a permit is issued in conform- and with this ordinance. However, a permit is required for the construction of any access or modification of any ditch under the provisions of this ordinance whether or not a building permit is required.

**SECTION VI
PENALTY**

A person that violates any provision of this ordinance shall be assessed a civil penalty of not more than \$ 500 (five hundred dollars). Each additional day of violation constitutes a separate violation.

SPECIFICATIONS

These specifications are the minimum allowable. These standards may be increased when determined by an engineering evaluation that particular situations will require greater standards.

A. Single Family Residential Driveway or Mailbox Approach	
Minimum Width of Driveway	20 ft.
Maximum Width of Driveway	40 ft.
Minimum Culvert Diameter	12 in.
Maximum Culvert Length	12 ft. Longer than driveway width
Culvert Material	Re-inforced concrete Corrugated Steel Acrylonitrile-Butadiene-Styrene (ABS Plastic) Smooth Lined
Minimum Cover over Culvert	As recommended by culvert mfg. 9 inches minimum
Minimum Sight Distance	400 ft.
Minimum Sight Distance to Intersection	50 ft.
Material	Compacted Aggregate # 53 Concrete Asphalt on Compacted Aggregate
Minimum Thickness of paving Material	8 in. of Compacted Aggregate 3 in. of Asphalt on 6 in. of Compacted Aggregate 6 in. of Concrete
Minimum Angle of Intersection	70 Degrees

B. Multi-Family Residential, Commercial or Industrial Approaches:

Minimum Driveway Width	24ft.
Maximum Driveway Width	40 ft.
Minimum Culvert Diameter	12 in.
Minimum Culvert Length	12 ft. longer than driveway width
Culvert Material	Re-inforced Concrete Corrugated Steel Corrugated Aluminum Acrylonitrile-Butadiene-Styrene (ABS Plastic) Smooth Lined
Minimum Cover over Culvert	As recommended by culvert mfg. 12 in. Minimum
Minimum Sight Distance	500 ft.
Minimum Distance to Intersection	150 ft.
Minimum Distance to Driveway Material	100 ft. Compacted Aggregate, #53 Concrete Asphalt on Compacted Aggregate
Minimum Thickness of Paving Material	10 in. of Compacted Aggregate 4 in. of Asphalt on 8 in. of Compacted Aggregate 8 in. of Concrete
Minimum Angle of Intersection	70 Degrees

C. Field Entrance:

Minimum Driveway Width	16 ft.
Maximum Driveway Width	40 ft.
Minimum Culvert Diameter	12 ft. Longer than Driveway Width
Culvert Material	Re-inforced Concrete Corrugated Steel Corrugated Aluminum Acrylonitrile-Butadiene-Styrene (ABS Plastic) Smooth Lined
Minimum Cover over Culvert	As Recommended by culvert mfg. 9 inches minimum
Minimum Sight Distance	400 ft.
Minimum Distance to Intersection Material	50 ft. Compacted Aggregate # 53 Unimproved
Minimum Thickness of Material	6 in. Compacted Aggregate
Minimum Angle of Intersection	70 Degrees

D. All materials to be incorporated into work on the County right-of-way shall conform to the then current Indiana Department of Transportation Standard Specifications. Materials proposed to be incorporated into the work which are not included in the Indiana Department of Transportation Standard Specifications shall only be used if they are approved by the Decatur County Highway Department. Detailed technical specifications for such materials shall be submitted to the Decatur County Highway Department when requested by them.

E. All work to be placed on the County right-of-way shall be constructed in accordance with the then current applicable Indiana Department of Transportation Standard Details or standard details that Decatur County may adopt from time to time. In lieu of using the above standard details, industry-wide accepted engineering standards may be used when proposed by the applicant and approved by the Decatur County Highway Department. Such standards shall be submitted with appropriate references by the applicant to the Decatur County Highway Department for review when requested.

F. All modifications to the drainage ways adjacent to any County Highway or on County right-of-way shall be designed to fully pass a Q10 storm event and to prevent a Q50 storm event from inundating the traveled portion of the roadway or shoulder with any water. When requested by the Decatur County Highway, all engineering hydraulic analyses and calculations shall be submitted for review and approval.

G. Any culvert installed on the County right-of-way shall be installed so that the flow line of the culvert matches the flow line of the ditch, both horizontal and vertical alignment. Culverts shall not be higher than the ditch grade so that they impound water upstream from the culvert or lower than the ditch grade so they are filled with material. At locations where water could not now, nor in the future, flow through a culvert, a culvert will not be required.

H. Sight distance shall be measured in accordance with the then current edition of **A Policy on Geometric Design of Highways and Streets**, published by the American Association of State Highway and Transportation Officials. The vehicle shall be situated in the driveway oriented perpendicular to the roadway it is about to enter at such a location in the driveway as to produce the most limited sight distance possible.

I. The applicant shall be responsible for the erection and maintenance of all necessary traffic control signs, lights, barricades and other traffic control devices in conformance with the then current Indiana Department of Transportation Standard Specifications and Standard Details and the **Indiana Manual of Traffic Control Devices for Streets and Highways**. Such devices are required during the period of construction of the work on the County right-of-way and will be required on a permanent basis when warranted by the manual. The traffic control devices shall be erected before any construction commences and shall be maintained in proper working order until all construction is completed. Construction shall not restrict the use of any lane of traffic without the full utilization of flaggers to regulate traffic. When the Decatur County Highway Department becomes aware of any breach of the requirements of this paragraph, they shall immediately repair or install such traffic control devices, and they shall be re-imbursed in a timely manner by the applicant for all costs resulting from such work.

J. Access shall be located such that they do not interfere with, or be a hazard to the free movement of traffic traveling on the adjacent roadways and such that traffic congestion will not result from the access.

K. No access shall be constructed unless the required sight distance is provided. When a parcel of ground does not have a location along its frontage which provides the required sight distance, it shall be the responsibility of the applicant to make necessary modifications to the public right-of-way, including the roadway, to develop the required sight distance. Such modifications shall be designed and certified by a professional engineer licensed in the State of Indiana. The engineer shall be approved by Decatur County. The applicant shall submit the proposed design to Decatur County for approval prior to commencing the construction of the modifications and shall bear all costs for the modifications. If additional right-of-way or utility adjustments are required for the modifications, the county will assist in those activities, but the cost of such items shall be born
by
the applicant, including the cost of the time County employees spend on such activities or the cost of any consultants retained by the County to assist.

L. Approaches shall slope down and away from the public roadway at a maximum slope of 6% (six per cent) and a minimum of 2% (two per cent) for a distance of 15 (fifteen) ft. The profile grade of the approach shall be such that no water will drain from the driveway onto the traveled portion of the roadway. Any changes in the grade of the approach shall be connected with a vertical curb with a minimum length of 10 (ten) ft.