

Atchison County Road Policy
Effective 05/18/2020

General

No structure or condition that interferes with the safety, function, operation, or maintenance of the road system will be permitted in the County's right-of-way. Any unauthorized encroachment may be removed by the County under K.S.A. 68-545, and the costs of remediation will be assessed against any responsible party.

Any uses of the County right-of-way other than for vehicular travel must be approved by County Public Works Director or a designated employee.

Application shall be required when working within or locating anything within any Atchison County road right-of-way. Applications shall be submitted, reviewed, and if appropriate, approved by County Public Works Director or a designated employee. The County may take up to 30 days to review the submitted application. Applications are available at the Road & Bridge office located at 613 22nd St. or on the Atchison County website.

Atchison County is not responsible for any culverts or drainage structures not located within the County right-of-way.

Drainage Ditches

Positive drainage and adequate ditches are essential to preserve and maintain roads. Atchison County will maintain ditches wherever necessary to provide positive drainage away from county roads. Ditch work is limited to the County right-of-way and associated easements for drainage control. The depth and width of these ditches may vary based on the size necessary to adequately convey the flow volumes the ditch receives.

Whenever it is necessary for the County to make a new ditch along a county road that obstructs access to adjacent property, the County shall, at its expense, cause an entrance culvert to be constructed and maintained over such ditch, as required by K.S.A. 68-543a. All costs (including labor and materials) associated with installing and maintaining any other culvert will be the sole responsibility of the property owner. The County may require any property owner to prepay the anticipated costs associated with any culvert installation or replacement.

Except when cutting a new ditch for the creation or improvement of a road, the County shall be responsible for a maximum of one entrance culvert for each parcel in existence as of July 1, 1917. In the event of multiple culverts on a parcel, the County will discuss the issue with the owner and the Road and Bridge Superintendent, using professional judgment and discretion, shall make a record determination of which culvert will be the County's responsibility.

Atchison County will maintain conveyance ditches at its own expense and may create new ditches within the right-of-way as necessary for road maintenance.

It shall be the responsibility of the property owner to properly maintain all culverts to avoid water draining or standing on a road. If notified to perform maintenance or make repairs to any culvert, the owner will have thirty days from notification to bring the culvert up to acceptable standard. If, after thirty days, the culvert is not properly adjusted and/or repaired, the culvert may be maintained, repaired, or removed by the county as necessary to restore positive drainage, with the cost thereof to be assessed against the landowner. Any re-installation of the culvert shall be solely at the expense of the owner and only after new application is approved.

The property owner shall be responsible for maintaining vegetation to the flow line of the ditches.

Driveways and Road Entrance Culverts

Entrance Culverts are essential at some locations to permit ditch crossing. The County Public Works Director or a designated employee has responsibility and authority for determining the necessity for a private entrance culvert.

Upon submission of a permit application, the County Public Works Director or a designated employee will review and determine whether further engineering review is necessary prior to approving the permit.

Safety considerations for location of driveway entrances including sight distances and proximity to other drives will be considered and subject to approval by the County Public Works Director or a designated employee. These distances will include distance between driveways, proximity to intersections, proximity to crests of vertical curvature, proximity to horizontal curvature and speed limit of the road. Determination of driveway/entrance acceptability will be based on conformance with American Association of State Highway and Transportation Officials (AASHTO), A Policy on Geometric Design of Highways and Streets (latest edition).

A permit application must be submitted, reviewed and approved prior to installation of any culverts.

New driveway culverts will be a maximum of 40' in length. The minimum size allowed is 18" in diameter, but shall be large enough to accommodate calculated runoff. These culverts must be at least 5' from the property line and no less than 10' from the nearest culvert. New driveway entrances must be only rocked using approved material, to allow maintenance of the drainage tubes, with no concrete or asphalt placed over the County right-of-way. Any request for a culvert that does not meet these conditions is subject to Commission approval.

Notify Road & Bridge Department at least two days in advance of installing the entrance. Road and Bridge Department will attempt to inspect the work while it is in progress in an effort to avoid costly repairs or reconstruction.

Atchison County will either perform the work as time permits or safety dictates, based upon already scheduled work or may allow an approved private contractor to perform the installation if the project schedule requires an earlier completion.

All entrance culverts shall be constructed using new Corrugated Metal Pipe (CMP) of at least 16 gauge corrugated steel. Manufactured coupling bands are required to join sections of the culvert pipe. Flared end sections may also be required based on review of the location/conditions.

Property owners may purchase the culvert from the County or from a private supplier, provided the culvert meets Atchison County specifications and is approved by County Public Works Director or a designated employee. Whenever a private party installs a driveway entrance, installation and maintenance becomes the responsibility of the property owner, with responsibility passing to future property owners. If subsequent review by County Public Works Director or a designated employee determines installation did not meet County requirements, the County may correct the installation and these costs shall be assessed to the property owner.

Annually, Atchison County will request bids for installation and/or repair of tubes. From these bids, a list of approved private contractors will be developed and utilized for the next year.

If a new or additional entrance culvert is desired, whether due to new construction, subdivision or property, or otherwise, a new permit application must be submitted. The property owner is responsible for all costs associated with installing and maintaining any new culvert. As noted above, materials must meet Atchison County specifications. Any costs deemed the responsibility of the property owner must be prepaid, based upon estimated costs.

Permit applications for private drainage structures in the County right-of-way will require professional design by a qualified individual. As with all other culvert permits, it will be subject to review and approval of the County Public Works Director or a designated employee. It will also require a property owner's right-of-way use agreement be completed and filed with the County.

All driveway approaches located within the County right-of-way must be rocked to allow maintenance of the entrance culvert. If any driveway entrance is paved, all expenses associated with maintaining the drainage and culvert will be determined by County Public Works Director or a designated employee, and assessed. In the event it is necessary for the County to damage or destroy any paved entrance, the County will replace the entrance with a gravel surface.

Entrance and Culvert Specifications

1. **Materials and Work:** All work and materials shall be in accordance with the approved application and any attached drawings.
2. **One Call:** If any excavation is required notify **Kansas One-Call at 811** at least (3) business days in advance to have buried utilities marked.
3. **Notification:** Notify Atchison County Road and Bridge Department office two (2) days in advance of actual work, phone (913) 804-6120.
4. **Traffic Control:** Traffic Control and Maintenance of Traffic shall conform to the Manual of Uniform Control Devices (MUTCD) latest edition.
5. **Ditch Excavation:** Ditch excavation shall be as necessary to provide proper cover over the top of pipe and proper location from the road. All ditches and culverts shall have positive drainage flow upon completion of the work.
6. **Cover:** Minimum of 9" of cover is required over the top of the pipe unless otherwise approved by the Public Works Director or designated employee. This includes rock surfacing.
7. **Setting Pipe:** Pipe shall fall at a minimum 2% slope or unless otherwise approved by the Public Works Director or designated employee.
8. **Crushed rock backfill:** AB-3 backfill and surfacing material meeting Kansas Department of Transportation Specifications (latest edition) is required for all installations. All backfill material should be tamped to within 90% of Optimum Density. Outside two (2) feet of fill material at each end of the pipe shall be soil material capable of growing vegetation.
9. **Cleanup:** Site shall be clean of all surplus and deleterious material. Disturbed areas shall be smooth graded and loose rock material picked up. Notify the Road and Bridge Department office to obtain inspections.
10. **Curb & Gutter:** If curb & gutter is being installed on the driveway and there is no curb on the road, then the curb should be stopped at the back of the ditch.

Mailboxes

Mailboxes shall conform to general U.S. Postal Service rules and regulations for curbside delivery. The box, measuring from the door, should be 6 to 8 inches from the road edge. The lower level of the box should be 41 to 45 inches above the road surface. The mailbox post should reach no more than 24 inches deep into the ground. Per Federal Highway Administration recommendation, the post should be either a 4-inch x 4-inch wooden post or 2-inch metal post. No more than two mailboxes may be mounted on a support structure unless crash tests have shown the support structure and arrangement to be safe (light-weight newspaper boxes may be mounted below the mailbox on the side of the mailbox support). If installing a box at a new address, mailbox should be located on the right-hand side of the roadway in the carrier's direction of travel route near the driveway entrance.

Mailboxes supported by structures composed of masonry or stone, metal posts larger than 1 inch inside diameter, railroad rails and/or ties, tractor wheels, wood posts larger than 4 inches square or 4 inches diameter (nominal measurements), or large receptacles filled with sand or concrete are roadside hazards any are not allowed.

Any mailbox that is found to violate the intent of these guidelines shall be removed from the post by the postal patron upon notification by the County. At the discretion of the County, based on assessment of hazard to the public, the patron shall be notified, and granted not less than 24 hours or no more than 30 days to remove an unacceptable mailbox. After the specified period has expired, the unacceptable mailbox will be removed by the County at the postal patron's expense.

ROAD & BRIDGE CONSTRUCTION APPLICATION

Community Name: _____ Date: _____ Application # _____

-----Section A-----

Name of Owner or Developer/Contractor or Builder Date

Address

Phone

-----Section B-----

Location Information Street Address: _____

Legal Description: _____

Timeline for work: _____

-----Section C-----

Check One:

*New Construction Driveway Entrance Other... (Describe)

Brief Description:

-----Section D-----

Culvert Information: __

County ditch along road Yes..... No

Is there an existing driveway entrance..... Yes..... No

A map and sketch of the proposed driveway entrance is required.

Notice: This application is issued with the condition... If this application is for supplemental driveway culvert(s), property owner will be responsible for all costs associated with the new culvert(s), including labor and materials for installation and maintenance. If this application is for a) culvert relocation, b) culvert extension or c) replacement of a property-owner damaged culvert, property owner will be responsible for all installation costs associated with the new culvert(s), including labor and materials. The project may be subject to engineering review.

Printed Name

Signature Owner/ Authorized Developer

Date

Review (Section to be completed by County)

Reviewed by: _____ **Date:** _____

Title: _____

Is culvert required? () YES () NO

Diameter and length of culvert to be installed _____ Diameter _____ Length

Application: Approved Denied (attach explanation) Date: _____

Printed Name

Name of County Public Works Director Date
or designated employee (incl. Title)

INSTRUCTIONS

Section A: Complete name and contact information of applicant. It is preferred that this be the information of the property owner. Circle owner or builder depending on applicant.

Section B: Complete information in this section describing location of the development. Space is provided for other locator such as parcel identification number or name of subdivision. For a long legal description, the information could be attached separately and noted here. It is also suggested to attach a FIRMette of the location.

Section C: Indicate type of project and include a brief description.

Section D: Complete ditch and driveway entrance information, along with a map and sketch of work to be completed