

ATCHISON COUNTY ROAD POLICY

Effective 05/25/2021

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 the Atchison County Road and Bridge Superintendent.

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 Atchison County Road and Bridge Superintendent. 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 Atchison County Road and Bridge Superintendent has responsibility and authority for determining the necessity and location for a private entrance culvert.

Upon submission of a permit application, the Atchison County Road and Bridge Superintendent 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 Atchison County Road and Bridge Superintendent. 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) and applicable law.

A Culvert Application must be submitted, reviewed and approved prior to installation of any culverts located in the right of way. (Please see attached Culvert Application)

New driveway culverts will be a maximum of 30' in length. Where applicable, if the property owner wants a culvert longer than 30' in length, up to a maximum of 40', said property owner is responsible for the difference in cost. Each culvert shall be large enough to accommodate calculated runoff. Culverts should not be less than 18" in diameter. 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 the Atchison County Road and Bridge Superintendent approval.

Landowners should 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.

Where maintenance of a culvert is the county's responsibility, Atchison County will replace with a culvert of the same size unless the Atchison County Road and Bridge Superintendent deems it necessary to use a different size and length. IF the property owner wants a culvert longer than 30' in length, up to a maximum of 40', said property owner is responsible for the difference in cost.

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 Atchison County Road and Bridge Superintendent. 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 Atchison County Road and Bridge Superintendent 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 Atchison County Road and Bridge Superintendent. 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 the Atchison County Road and Bridge Superintendent, 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 Atchison County Road and Bridge Superintendent. This includes rock surfacing.
7. **Setting Pipe:** Pipe shall fall at a minimum 2% slope or unless otherwise approved by the Atchison County Road and Bridge Superintendent.
8. **Crushed rock backfills:** 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 and 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.

DUST CONTROL

Atchison County does not provide dust control on gravel roads. Individual landowners may choose, at their own expense, to apply dust control. We recognize that routine blading of roads tends to diminish the effectiveness of dust control applications. In order to preserve the effectiveness of owner-applied dust control, we will attempt to minimize maintenance of the dust control areas to maximize its life and effectiveness. This means we will reduce blading in those areas, which may cause the affected roads to be less smooth and more prone to potholes. However, if road conditions require maintenance, Atchison County will maintain the road as required which can affect the performance of the dust control. (Please see attached Dust Control Acknowledgment.)

ATCHISON COUNTY ROAD & BRIDGE ENTRANCE/CULVERT APPLICATION

613 S. 22nd St. | Atchison, Kansas 66002 | PH: 913.806.6120 | Email: roads@atcoks.org

Application

(To be completed by applicant)

Applicant Name: _____ Address: _____

City, ST, Zip: _____ Phone: _____

Email Address: _____ Date: _____

Location of Proposed Driveway or Field Entrance: _____ or _____
(911 address if known) (Road, Section, Township, Range)

Check one:

New Construction: _____ Driveway Entrance: _____ Other (describe): _____

Brief Description: _____

County ditch along road? YES _____ NO _____

Is there any existing driveway entrance? YES _____ NO _____

As the owner of the property to be accessed by the entrance, I have received, read, understand and approve this application request. (please check one)

_____ Request Atchison County to construct the entrance as time permits.

_____ The person actually constructing the entrance will be as follows:

(name) (address) (telephone)

Notice: 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 the 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.

Incomplete Applications will not be reviewed.

(land owner's printed name) (land owner's signature) (date)

Be Sure to Attach a Map and Sketch of the Proposed Driveway or Entrance

Review / Approval

(to be completed by County)

Is a culvert required? YES _____ NO _____ If yes, what diameter and what length? _____ Diameter _____ Length _____

Application: Approved or Denied (Attach Explanation)

(Printed Name of Authorized R & B Personnel)

(Signature of Authorized R & B Personnel)

(Date)

Dust Control Acknowledgement

Atchison County Road & Bridge Department

Address: 613 South 22nd St, Atchison, KS 66002 | PH: 913.804.6120 | Email: roads@atcoks.org

DUST CONTROL REQUIREMENTS:

1. Customer must notify Road & Bridge Department by **April 1** annually of their intent to apply dust control.
2. All dust control products must be approved by the Environmental Protection Agency and Atchison County Road & Bridge Superintendent.
3. Atchison County will not be responsible for any damage caused by a dust control product.
4. Customer will pay for all dust control products applied to roads.
5. Customer will be required to display appropriate signs at the time of application at the starting and ending points and at any intersecting roads in between. Please see attached sign description and requirements.
6. The Dust Control Acknowledgement Form must be turned in to the Atchison County Road & Bridge Department at least two (2) weeks in advance of the application of any dust control product.
7. Atchison County will do everything possible not to disturb the product applied to the roadbed. If it becomes necessary to maintain the road for any reason, work required to keep the roads safe will be done. Atchison County will not be responsible for loss of dust control product due to road maintenance.

I, _____ acknowledge and agree to comply with the above
Customer Name

dust control requirements including, but not limited to, displaying appropriate signs at the starting and ending points and at any intersecting roads in-between. The dust control product,

_____, will be applied by _____
Dust Control Product Name Dust Control Company Name

on _____ to _____
Dust Control Application Month, Day, Year Address

beginning at _____ and ending at _____
Description (Road Intersection, House Number) Description (Road Intersection, House Number)

in _____
City, State & Zip Code

I understand that Atchison County will do everything possible not to disturb the product applied to the roadbed. I also understand that it may become necessary to maintain the road. Work required to keep the roads safe will be done and Atchison County will not be responsible for loss of dust control product due to road maintenance.

Signature Phone Number Date

Dust Control Company: Please return this completed form to Atchison County Road & Bridge Department at least two (2) weeks prior to any dust control services being applied.



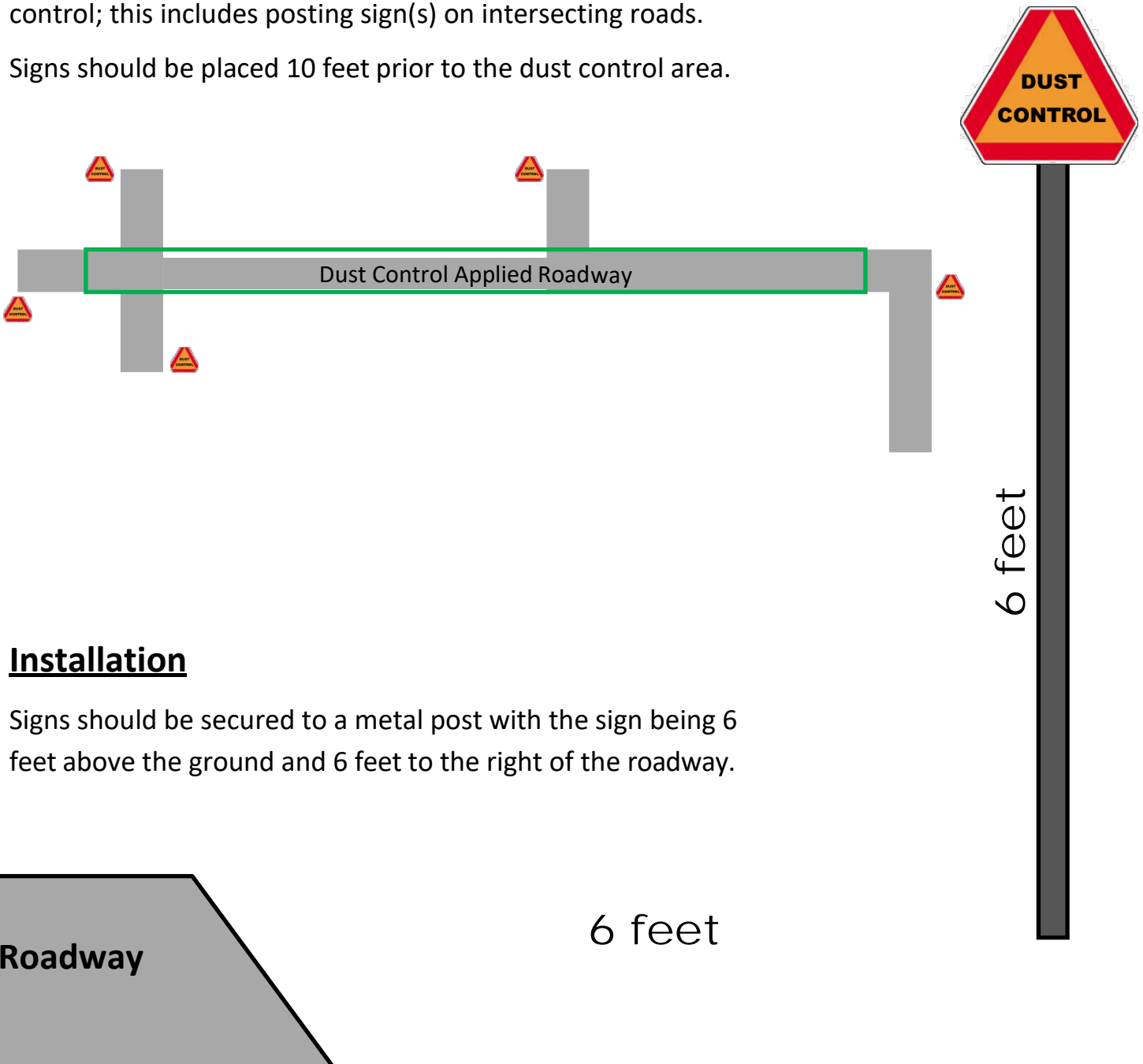
Sign Description

16" x 14" reflective aluminum sign (often used for slow moving vehicles) with "DUST CONTROL" in vinyl letters
Attached to a metal post for a 6 feet installed height.

Placement

Signage is needed to identify any roadway with applied dust control; this includes posting sign(s) on intersecting roads.

Signs should be placed 10 feet prior to the dust control area.



Installation

Signs should be secured to a metal post with the sign being 6 feet above the ground and 6 feet to the right of the roadway.