

Guidelines for driveway permits

Permit Rules:

General Rules, Regulations and Policies for connecting private driveways onto County Roads. *(Dated February 17, 2016)*

Ref: Lancaster County Board Resolution # 3708 dated June 29, 1982

A permit must be obtained from the Lancaster County Engineering Department to connect any driveway or field entrance onto a County Road or public roadway within an unincorporated Village or Subdivision outside the limits of an incorporated City or Village. Applicant must provide the property legal description along with other pertinent information to help process the permit form and are asked to field mark the proposed driveway location with two wire flags that are provided (or by other material as indicated on the "Access Permit Application" form. County Engineering staff will inspect driveway location and specify the drainage structure requirements if needed and provide the property address when applicable. There is no charge for this permit. Permit review may take approximately 10 working days to process (weather permitting). Any cleaning or re-grading of the existing road ditch for private driveway construction along roads maintained by the County will be done by the County or done under the County's direct supervision. Adequate time shall be given to allow utility line locates be done prior to any ditch cleaning or re-grading. All other work, including furnishing and installing the required drainage structure, shall be done at the expense of the property owner.

All applications for permits shall be made on the form prepared and furnished by Lancaster County Engineering Department. Any person desiring to construct a driveway or approach or any person desiring to relocate, change use or alter including paving or widening an existing driveway or approach connecting to a County Road shall apply for a permit to do so.

Requirements:

1. For Commercial and Accessory access permits, applicant shall submit a site plan for review by the County Engineering Department showing existing driveways and site conditions along with the proposed installation and accessory access location including a use and frequency estimate for the additional driveway.

NOTE: All "Commercial" driveway access approaches that connect to a paved public roadway shall be paved from the edge of the connecting public roadway to the adjacent road right-of-way line. Installation, maintenance and upkeep of such paved approach shall be the responsibility of the property owner that the drive serves and shall be constructed in accordance with access permit guidelines and requirements. (6-23-16)

2. All materials and construction methods used on work within the limits of the road right-of-way shall conform to the latest Nebraska Specifications for Highway Construction.
3. The applicant agrees that there will be no interference with traffic unless specifically provided for as part of the permit conditions.
4. The traveling public shall be protected in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways.
5. The applicant agrees that no portion of the right-of-way will be used for parking, storage, advertising signs or any other commercial or notification activity.
6. The applicant, his successors, or assigns, shall assume all risk and liability for accidents and damages that may accrue to persons or property on account of this work

7. All drainage resulting from the construction of the driveway or approach shall be adequately sloped and crowned to the satisfaction of the County Engineering Department to contain and control drainage to the ditches and prevent runoff onto the connecting roadway. The surface of the private driveway approach shall slope away from the shoulder of the connecting roadway to the ditch line of the connecting roadway at a minimum slope of $\frac{1}{4}$ " per foot.
8. The applicant agrees to notify the County Engineering Department when work covered by the permit has been completed and ready for a post construction/installation field inspection for final acceptance and approval.
9. When a driveway approach to public right-of-way is to be paved, the following conditions shall apply:
 - We recommend paved driveways be a minimum of four inch (4") concrete or a minimum of five inch (5") Asphalt.
 - Driveway shall be sloped and crowned to prevent drainage onto the connecting roadway except when connecting to urban type pavement with curb and gutter drainage.
 - Driveway paving forms shall be inspected prior to placement of the pavement by a representative from the Lancaster County Engineering Department except when connecting to urban type pavement with curb and gutter drainage.
 - A twenty four hour notice shall be given for driveway inspections prior to paving.
 - When connecting a paved driveway to an adjacent paved public roadway, the driveway surface shall match the existing public road surface elevation with a tolerance of the connecting driveway being no more than $\frac{3}{8}$ of an inch above the adjacent roadway.
 - Maintenance and upkeep of any paved driveway shall be the sole responsibility of the property owner that the driveway serves.
 - When determined by the County Engineer's office that a driveway culvert pipe located within a County maintained road right-of-way has deteriorated to the point of replacement, the County will replace the damaged culvert but will not be responsible for driveway pavement replacement.
 - If the driveway access is to a gravel or non-paved roadway, the paved portion of the private driveway shall stop at the property line and shall not encroach on the County right-of-way.
10. Construction of culvert headwalls is not permitted. Plastic culvert pipes are not permitted. Landscaping which may cause a safety hazard or maintenance concerns shall not be permitted within the road right-of-way.
11. The minimum drive-top width is 16 feet. The maximum drive-top width for residential or accessory access drives is 25 feet. The maximum drive-top width for field and commercial access drives is 35 feet. No driveway culvert pipe shall be located within 24 feet of any adjacent driveway culvert pipe.
12. No access permit shall be issued for any drive located within 100 feet of the centerline of an adjacent intersection of any County or public road. *(Desired buffer distance is 150 feet)*
13. Where a culvert is deemed necessary beneath the private driveway, as determined by an authorized representative of this Department, a CORRUGATED METAL PIPE CULVERT shall be installed in compliance with permit specifications by the applicant at their expense. On County maintained roads, the County assumes ownership of culvert pipes after installation.

Culvert pipe specifications per "**LANCASTER COUNTY SUBDIVISION REGULATIONS**"; Chapter 5 MINIMUM IMPROVEMENTS; Section 5.05. DRAINAGE; are as follows:

- Storm drain pipes, culverts, ditch liners and other drainage facilities shall be installed as per the approved drainage study. The minimum size for a driveway culvert pipe shall be eighteen (18) inches in diameter and twenty-four (24) feet in length. The minimum size for a street or road culvert pipe shall be twenty-four (24) inches in diameter and the length necessary to meet "embankment" and/or "skew" requirements. All pipe drainage structures shall be constructed of new corrugated metal of Nebraska Department of Transportation Standard Specifications for Highway Construction (1997 - English Units), and shall have a minimum of one (1)

foot of cover. All spiral corrugated metal pipe used for drainage shall have annular corrugations at each end of the pipe section, and manufactured with a continuously welded seam. Such construction shall be subject to inspection and approval of the County Engineer. (June 26, 1990; Resolution No. 4653). (Resolution No. R-01-5; January 30, 2001)

If concrete pipe is desired and installed, the applicant /owner is responsible for all costs incurred for cleaning, maintenance and/or replacement at such time that may be designated by the Lancaster County Engineering Department.

14. Circle drives are not allowed along County Roads which have a speed limit of over 35MPH.