

Mills County Road Dept.	Entrance Permit Application 305 Railroad Ave. Glenwood, IA 51534	Fee: \$100 All fees are non-refundable
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1. Applicant Information:

Name: _____ Cell Phone: _____

Address: _____ Home Phone: _____

City, State, Zip: _____

Requesting: ☐ New Entrance Permit ☐ Widening Permit ☐ Surfacing Permit

2. Entrance Location

(Provide as much information as possible – to help application reviewer find correct site.)

Road Name: _____ Which side of Road? _____

E911 Address: _____

Section: _____ Township: _____ Range: _____

Additional: _____ Attach sketch or copy of map when appropriate.

Directions: _____

County will provide applicant with pre-painted, flagged lath for marking exact location where entrance is proposed.

3. Ownership Status

Does the permit applicant own the land to be served by the entrance? _____

If applicant not the owner, please declare status: ☐ Renter ☐ Plan to purchase

List name of actual land owner: _____

Will this entrance serve more than one property? _____

4. Entrance details

(Fill in items relevant to this permit application)

New Entrance: What width is requested? _____ Ft.
Is this for 2nd/3rd entrance? _____

Entrance widening: List entrance's existing width: _____
What width is requested? _____

Surfacing permit: Surfacing for which approval is requested:
☐ Concrete ☐ Asphalt ☐ Seal-Coat
(Gravel and dirt do not need permit.)

Special request items:

Residential:	15' min./ 24' max.
Shared Residential:	24'
Com./Industrial:	24' min./ 45' max.
Ag:	20' min./ 45' max.

5. Signature

The undersigned requests a permit for the entrance described above
And agrees to comply with the requirements of the Mills
County Entrance Ordinance and terms of the permit, when issued.

Name

Date

Mills County Road Dept.	Entrance Permit Application Worksheet	Review: _____ Date: _____
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(This section of form to be filled in by Mills County Road Dept. personnel.)

1. Entrance Location Review

a. Sight Distance: _____ Yes / No
140.041 Record actual sight distance Right: _____ ft.
Available @ site. Left: _____ ft.

Do these distances meet requirement of 140.041.10: min. 610' 55 mph

b. Offset from public roads: _____ Yes / No
140.042 Can entrance meet requirements of 140.042? (Min. offset from
public side road to be 300 ft for entrances on all roads)

c. Offset from drainage structures: _____ Yes / No
140.043 Will entrance be at least 100 ft. from end of bridge, 50 ft. from
Culverts larger than 60 inches, and not obstruct drainage?

d. Minimum Separation: _____ Yes / No
140.044 Can entrance meet minimum separation requirements?
i. Same side distance between nearest entrance
each way from proposed location must exceed:

Local Roads 300' ; Minor Coll. 600' ; Major Coll. 800' ; Minor. Arterial 1000'

If any answer to a. through d. above is "No", permit should be denied. **Approve Location?**
Exceptions: rural residential subdivisions and lots recorded prior to **Yes / No**
September 1, 1996 are subject to special rules – See 140.041.20, 140.045.

2. Design

Can the proposed entrance be built or modified in compliance with section
140.050 design and construction requirements?

Width, Crown, and Alignment _____ Yes / No
What foreslope ratio will be needed? _____ : 1
AADT? _____ Type surface? _____
Side ditches needed? _____ Yes / No

2. Culvert

Is culvert needed _____ Yes / No

If so: What is drainage area: _____ acres
Topography: _____
Mtns Hilly Rolling Flat Flood-Plain
Timber Mixed Cultivated High-Runoff

Pipe size required: _____ in. Dia. X _____ ft. Long

Note: _____
