



Public Works  
600 Scott Boulevard  
South Hutchinson, Kansas 67505  
620-694-2976  
Don Brittain, Director

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**Please read the enclosed Reno County Road Entrance and Culvert Policy carefully for understanding of the property owner's responsibility and the requirements to install a new entrance culvert onto a Reno County road.**

In summation:

The enclosed application(s) must be completed and signed by the property owner. Please return the completed application(s) to our office located at 600 Scott Blvd., South Hutchinson, Kansas 67505. A \$50.00 application fee(s) will be due upon approval of application(s).

To assist the Engineering Techs in locating and confirming they are viewing and evaluating the correct site, please flag both ends of the proposed entrance.

Once the application has been reviewed, approved and payment of the application fee has been received, the original application will be returned to you with the required pipe size and length. **Before beginning construction, please adhere to the below notification requirements as set forth in the Policy.**

Notification requirements: Notify Reno County Public Works at 620-694-2976

- No less than 24 hours prior to beginning construction,
- No less than 24 hours prior to covering the culvert for inspection of proper grade of the culvert and end sections; and
- Upon completion of covering the culvert to inspect for proper coverage.

Construction for permanent entrances shall be completed AND approved by Reno County Public Works within 2 months of the permit issuance date. If construction is not completed within the 2-month deadline, an extension of time shall be requested by the property owner and may be approved at the Director's discretion before work resumes.

If you have any questions, please contact our office 620-694-2976.

Reno County Public Works

enclosures: County Road Entrance & Culvert Permit Application  
County Road Entrance & Culvert Policy

**RENO COUNTY PUBLIC WORKS DEPARTMENT  
COUNTY ROAD ENTRANCE AND CULVERT PERMIT APPLICATION**

Property Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address or Location Description of Proposed Entrance: \_\_\_\_\_

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**Applicant: A \$50.00 Inspection Fee is due upon approval of this application. Please mark each applicable box below and see reverse side of this permit for important details. To make a secure online credit/debit card payment go to: <https://otc.cdc.nicusa.com/p/Kansas/Reno%20County%20Public%20Works/>**

**Note: Each entrance must have a separate entrance application completed and a separate fee. Circle drives are considered as two entrances and shall be required to have two separate permits of \$50.00 each.**

NEW ENTRANCE       TEMPORARY ENTRANCE       ENTRANCE MODIFICATION

Entrance Type:  Residential (18' - 22')       Field (22' - 30')       Business (30' - 40')       Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Special Conditions: If approved, entrances larger than 40' will require a Poly Coated Corrugated Metal Pipe.

Is the proposed entrance to provide access for any type of construction/development?  Yes     No  
If yes, property owner must contact the Reno County Planning & Zoning Office to discuss applicable zoning and floodplain regulations. Permit has been reviewed by the County Planner: \_\_\_\_\_ (initials/Date)

**Applicant/property owner hereby agrees to construct entrance according to specifications on attached standard and Reno County Road Entrance and Culvert Policy and hold Reno County harmless for any damage to applicant or others which may occur while working on County road right-of-way.**

Signature of Applicant/Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*I understand by typing my name and submitting this form, I am electronically signing this document.\*\*

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_ County Road Name & Number \_\_\_\_\_ Mile # \_\_\_\_\_ Twp. \_\_\_\_\_

Inspection Fee: \$50.00 Cash / Check No. \_\_\_\_\_ OR Credit / Debit Pymt Rcv'd By: \_\_\_\_\_

Permit Mailed Date: \_\_\_\_\_

**Initial Inspection:** \_\_\_\_\_ (PW Inspector's initials)    Date Inspection/Survey Completed: \_\_\_\_\_

Pipe Size Required: \_\_\_\_\_ Pipe Length Required: \_\_\_\_\_ with end sections.

Comments: \_\_\_\_\_

Application Approved By: \_\_\_\_\_  
Name Title Date

PW Director Approved: \_\_\_\_\_  
Name Date

**Final Inspection:**

Entrance Installed & Approved       Entrance Insufficient/Permit Voided       Entrance Not Installed/Permit Voided

Comments: \_\_\_\_\_

Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

## **RENO COUNTY PUBLIC WORKS DEPARTMENT COUNTY ROAD ENTRANCE AND CULVERT POLICY**

### **POLICY:**

This policy implements the provisions of KSA 68-543a. It is intended to provide requirements for the location and construction of private entrances onto county roads.

### **RESPONSIBILITY:**

It shall be the responsibility of the Public Works Director to issue entrance permits for property owners to gain access onto county roads. No entrance from private property to a county road may be constructed or reconstructed without the Public Works Director's permission.

### **GENERAL:**

New and reconstructed entrances require approval of location and size of structure required, if any, by the Public Works Director. If a structure is required, the minimum standard size will comply with Reno County's current standard, "Standards for Typical Resident, Commercial and Field Entrances" on file at the Public Works Department. Minimum standard size may be increased in size, depending on the amount of drainage, as determined by the Public Works Director. All permanent entrance installations require new corrugated metal pipe with end sections; therefore, no other types of pipe shall be allowed. Temporary culvert pipes are not required to be new and/or have end sections; however, size and type of pipe shall be approved by Reno County Public Works.

New shared entrances will not be allowed and no alterations of replacement or existing shared entrances to include change of type will be allowed.

A minimum space of 40 feet between property line and/or toe of the nearest entrance shall be required unless otherwise approved by the Public Works Director.

When the property owner is responsible for the costs of construction or reconstruction, the installation may be by either a local contractor or by the property owner.

If the property owner or contractor installs an entrance without a permit or the installation does not conform to county policy, then the entrance is subject to removal and replacement by the County at the property owner's expense.

If the County constructs or reconstructs a county roadway ditch and entrance improvements are required, the work will be done at the County's expense; EXCEPT, if the entrance had been constructed by the owner from after the effective date of this policy without a permit or contrary to the County's Entrance Culvert Policy, the property owner will pay for the cost of the entrance improvements.

A \$50.00 inspection fee will be required with all entrance permit applications.

## **PUBLIC SAFETY:**

Due to intersection sight distances, entrances near the intersection of two public right-of-way lines will be allowed if outside of the sight triangle determined by the Public Works Director.

For safety and maintenance reasons, headwalls are not permitted.

During construction of an entrance, the property owner shall:

1. When working near or within the driving lane, construction work zone signs shall be required as per the current edition of the "Manual on Unified Traffic Control Devices" (MUTCD).
2. Store vehicles, construction equipment, materials, tools and debris off the right-of-way or a minimum of 30 feet from the edge of the roadway.
3. Maintain the roadway in good condition at all times. Repair any damage done to the roadway immediately. If dirt or mud is tracked onto the roadway, it shall be removed immediately to ensure the roadway is safe for the traveling public.
4. Patch damaged pavement as required by the Public Works Director. Saw cutting to provide a near patch may be required. Patch thickness shall match existing pavement thickness or a minimum 6" depth whichever is more. Patch material shall be BM-2 asphaltic concrete, properly compacted, or as otherwise directed by the Public Works Director.

## **UTILITIES:**

Prior to commencing construction or reconstruction of an entrance and/or during the construction process, the property owner shall:

1. Notify Kansas One Call and obtain utility field locates (including those utilities that do not participate in Kansas One Call) in the anticipated work area before excavation.
2. Use work procedures that do not damage utilities or utility property within and adjacent to the work area.
3. Coordinate and perform work to avoid interrupting utility service.
4. Notify the utility owner of damage to or exposure of its utility property and not hinder the utility owner from restoring utility service.
5. Assume responsibility for damages to utilities arising from the installation of the entrance.

## **CONSTRUCTION REQUIREMENTS:**

During the construction or reconstruction process, the property owner shall:

1. Comply with Reno County's current standard, "Standards for Typical Resident, Commercial and Field Entrances" on file at the Public Works Department.
2. Notify Reno County Public Works at 620-694-2976
  - No less than 24 hours prior to beginning construction,
  - No less than 24 hours prior to covering the culvert for inspection of proper grade of the culvert and end sections; and
  - Upon completion of covering the culvert to inspect for proper coverage.
3. Excavation. Beginning at the outlet end of the pipe and proceeding toward the upper end, excavate the bottom of the channel to the line, grade and elevation required. Construct the width of the trench sufficient to lay and backfill the pipe with a minimum width equal to the diameter of the pipe plus 6 inches on each side. Follow OSHA regulations for sloping the sides of the excavation.
4. Firm the foundation in the trench to prevent subsequent settlement by removing soft unstable materials and replacing with suitable materials.
5. If seeding is required by the Public Works Director, the following shall apply:
  - a. All disturbed areas shall be seeded, fertilized, and mulched in accordance with the following specifications.
  - b. Slopes and disturbed areas shall have a minimum 6" depth of soil suitable for supporting seed growth.
  - c. Before seeding, the entire area to be seeded shall be fertilized. The entire area shall then be raked to mix the fertilizer thoroughly into the upper 2" of soil.
  - d. Prairie hay mulch shall be uniformly spread over seeded areas to 1-1/2 inches loose depth.
6. Construction for permanent entrances shall be completed and approved by Reno County Public Works within 2 months of the permit issuance date. If construction is not completed within the 2-month deadline, an extension of time shall be requested by the property owner and may be approved at the Director's discretion before work resumes.

Construction and removal of temporary entrances shall be completed and approved by Reno County Public Works within 2 months of the permit issuance date. If construction and removal are not completed within the 2-month deadline, an extension of time shall be requested by the applicant and may be approved at the Director's discretion before work resumes. If an extension of time is approved, an additional \$50.00 inspection fee may be required for an extensive inspection to ensure proper drainage and entrance installation. After removal of the temporary entrance the applicant shall ensure that the ditch and

Reno County road right-of-way be returned to original condition as before the temporary entrance was installed. If not returned to original condition, Reno County forces will complete this work and the applicant will be billed for all expenses incurred by Reno County. Temporary entrances without an extension and not removed within the 2-month deadline will be removed by Reno County forces and the applicant will be billed for all expenses incurred by Reno County.

**EFFECTIVE DATE:** This policy is adopted and shall be effective this 1<sup>st</sup> day of April, 2021, and supersedes all previous policies.



Don Brittain  
Reno County Public Works Director

APPROVED:

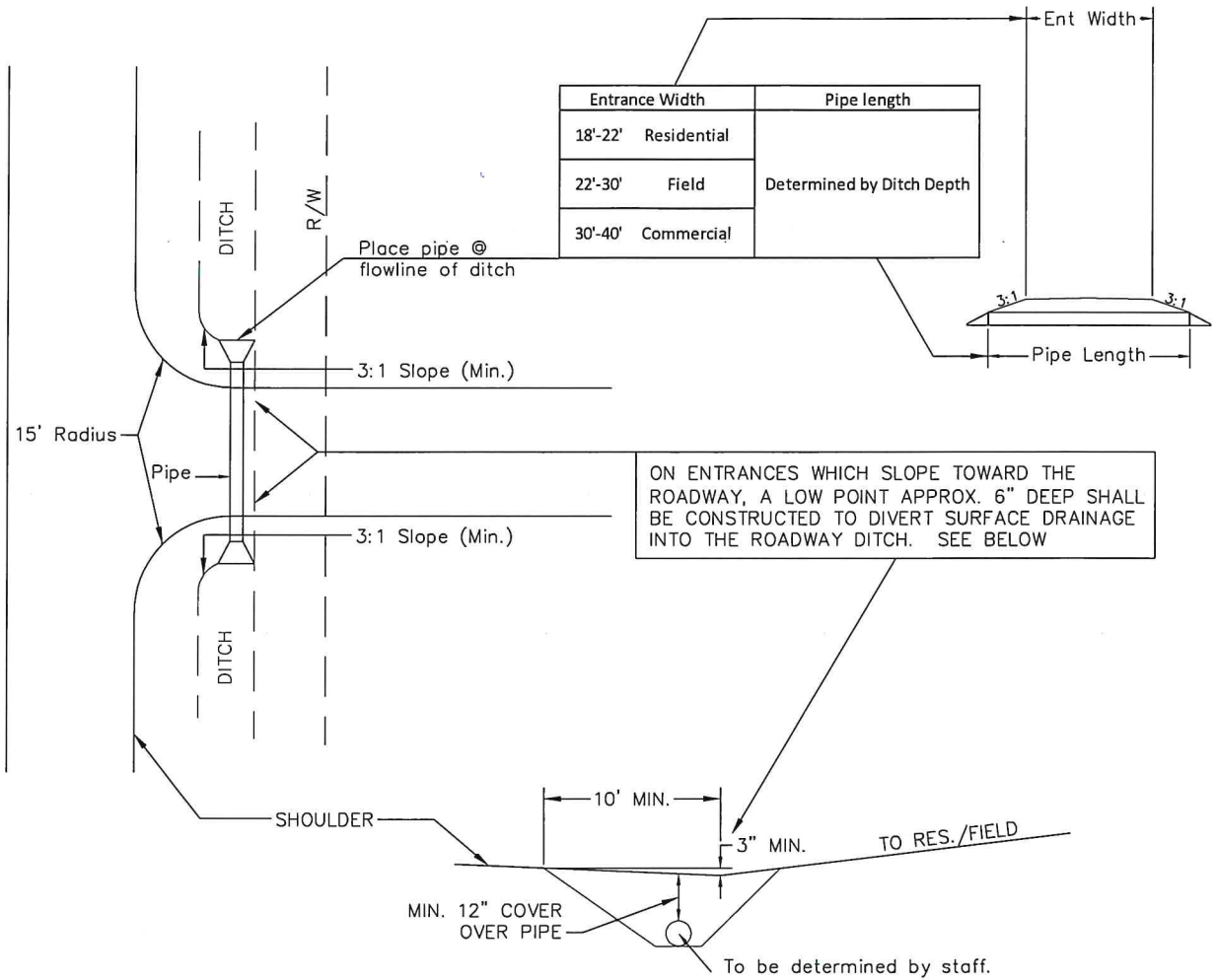


Ron Hirst, Chairman  
Board of County Commissioners of  
Reno County, Kansas

ATTEST:

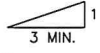


Reno County Clerk



*DETAILS*

PIPE SLOPE: MATCH SLOPE OF DITCH OR AS SPECIFIED IN THE PERMIT.

3:1 SHOULDER SLOPE 

ALL PIPES MUST BE NEW AT TIME OF PLACEMENT.

A space of 40' between property line or toe of nearest entrance is required.

*CONSTRUCTION METHODS*

BACKFILL WITH 6" COMPACTED LAYER, FILLING ON BOTH SIDES UNIFORMLY. PROVIDE MINIMUM 12" COMPACTED SOIL AND/OR ROCK/GRAVEL.

ALL RCB's SHALL REQUIRE WINGWALLS AND BE OF LIKE MATERIAL.

*SPECIAL CONDITIONS*

IF APPROVED, ENTRANCES LARGER THAN 40' WILL REQUIRE A POLY COATED CORRUGATED METAL PIPE.

# Reno County Public Works

600 SCOTT BLVD  
SOUTH HUTCHINSON, KS 67505



STANDARDS FOR TYPICAL RESIDENT, COMMERCIAL, AND FIELD ENTRANCES

May 21, 2013