



INSTRUCTIONS FOR ENTRANCE APPLICATION

Under the authority provided under KSA19-101, 68-101, and 68-1701 and Ellis County Resolution 2000-6, all new or additional entrances, or modifications to existing entrances to Ellis County roadways require approval of Ellis County.

Approval process for entrance applications is as follows:

1. Petitioner completes the attached portion of the application and returns it to the Ellis County Environmental Office. Plat map sketches or other drawings must be submitted along with the application.
2. For new entrances, or relocation of existing entrance, please place the two flags provided at the center of the desired entrance location.
3. The requested entrance location will be field checked by Ellis County Public Works Road and Bridge Division and a determination will be made regarding the acceptable conditions. The petitioner will be notified by Ellis County Public Works Road and Bridge Division regarding the approved location or other conditions and any required culvert pipe.

Petitioner must pay for the cost of the required culvert pipe for new entrances, and may be required to pay for modifications due to change in use of entrance.

Ellis County Public Works Road and Bridge Division shall provide the required fill material and shall install the entrance. Entrance surfacing shall be performed by the petitioner at petitioner's expense, subject to approval by Ellis County Public Works Road and Bridge Division. Any questions should be directed to Ellis County Public Works Road and Bridge Division at 785-628-9455.

Completed applications shall be submitted to the Ellis County Public Works Environmental Office at 718 Main Street, Lower Level, Hays, Kansas 67601 or faxed to (785-628-9448).

**ELLIS COUNTY
DRIVEWAY / ENTRANCE POLICY**

GENERAL CONDITIONS

The purpose of this policy is to assist the general public or commercial interests with the criteria required to obtain reasonable access from public roadways under the jurisdiction of Ellis County to abutting property, while considering the safe and efficient movement of traffic on the county roadway system.

Pursuant to Resolution 2000-6, and the authority provided under KSA 19-101, 68-101 and 68-1701, the Ellis County Commission hereby establishes and adopts the following minimum standards, guidelines, and procedures for the approval and installation or modification for driveways or entrances to County road right-of-way, effective February 7, 2000. The Ellis County Commission hereby designates authorized representatives of the Ellis County Public Works Department to administrate this policy.

When circumstances are encountered which make the literal application of this policy impossible or impractical, alternate proposals may be submitted by the petitioner to Ellis County Public Works for consideration and approval. Should the alternate plan not be acceptable to both parties, the alternate plan shall be submitted to the Ellis County Commission for final consideration and action. The Ellis County Commission shall reserve the right to waive the provisions of this policy, consistent with its general purpose and intent.

Ellis County shall at all times reserve the right to make exceptions to any and all policies where the exercise of sound and reasonable judgment indicates that the literal enforcement of any such policies would cause an undue hardship to any interested party.

It shall be understood by owners of property abutting County road right-of-way that Ellis County does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any Ellis County road even though snow, ice or sleet may be deposited or windrowed on said driveway or entrance by Ellis County representatives engaged in normal winter maintenance operations. It shall be further understood that Ellis County does not assume any responsibility for the removal of road surfacing material windrowed along or across driveway entrances during normal maintenance operations.

Any change in use of property that affects traffic volume or vehicle type using the driveway shall be subject to review by Ellis County to determine if reconstruction or relocation of driveway may be required. Any such modification due to change in use may be at property owner's expense.

Persons or parties interested in driveway/entrance connection to Ellis County roadways shall follow the instructions as defined for Entrance Application and shall be subject to the minimum standards defined herein.

Ellis County reserves the right to reject requested driveway locations considered unsafe or impractical, or contrary to the conditions established herein.

MINIMUM STANDARDS

The following standards are established to define the minimum requirements that shall be required for all entrances to Ellis County road right-of-way, with the understanding that site-specific circumstances may dictate additional requirements being imposed. Requirements shall be subject to the approval of authorized Ellis County personnel.

1) Driveway Types:

- **Field Entrances:** Considered agricultural use entrances for cultivated or pasture ground. No more than two per side of each quarter section, unless said quarter section is owned or subdivided by more than one owner. In the case of separately owned parcels per quarter, no more than 1 per 1000 feet of frontage.
- **Residential Entrances:** For use with single-family dwellings. One driveway per parcel of less than 125 feet of frontage with a maximum of two per parcel. Minimum frontage required of 80 feet. Where frontage is limited, joint entrances with adjacent property may be required.
- **Commercial/Industrial Entrances:** For multi-family residential units or business use. Sufficient width to handle two-way traffic flow based on traffic type and flow. May require site plan submittal.
- **Special Use Entrances:** Turnouts for utility inspection points or other entrance not identified as field, residential, or commercial entrance. Will be evaluated on a case-by-case basis.

2) Entrance Specifics:

- Entrances requiring drainage structure shall use minimum 18-inch diameter corrugated metal pipe or equivalent capacity corrugated metal-arch pipe, which meets highway use specifications.
- All new construction requires installation of new corrugated metal pipe. Pipe shall have a minimum length of 30 feet for agricultural and residential entrances, and 40 feet for commercial/industrial entrances. Minimum length may be increased in locations where ditch depth or pipe capacity affects the end-slope angle or driveway entrance width, or entrance use dictates additional length.
- All installations shall be of sufficient length and construction to provide a minimum end-slope angle of 3:1 or less from the entrance shoulder to the bottom of the ditch. Any end-slope installation other than earth berm shall be subject to review and approval by Ellis County, but at no time shall exceed the 3:1 slope angle.
- Driveways/entrances shall be constructed and maintained to restrict run-off discharge onto or across county roadway or damage to roadway shoulders.
- Entrance driving surface width shall be sufficient to handle traffic type without causing damage to culvert pipe.
- Drainage capacity requirement shall be determined by Ellis County.

3) Installation/New Entrances:

- Owner shall pay for cost of corrugated metal pipe, with fill material provided and installed by County. Driveway/entrance surfacing material shall be provided, installed, and maintained by owner, subject to County approval of materials.
- Additional end-slope protection installation shall be subject to approval of County.
- Entrance surfacing material shall not be taken from County roadway.
- Driveway surfacing within the right-of-way adjacent to paved County roadway shall not be higher than the adjacent paved roadway.
- Entrances shall be located at a point providing maximum or sufficient sight distance within the frontage.
- Entrance placement shall not affect installation, location, or function of traffic control devices.
- Entrances requested near intersections or along roadway curves shall be subject to evaluation of sight distance conditions for reasonable safety.

4) Modifications/Existing Entrances:

- Modifications shall be subject to County approval before undertaken.
- Modifications made at property owner's request or based on property use change may be at owner's expense, unless determined necessary for County roadway maintenance purposes.
- Modifications initiated by County shall be at County expense, unless undertaken to correct non-approved installations or modifications.
- Culvert pipe replacement due to natural deterioration shall be at County expense.
- Culvert pipe replacement due to property owner activity or abuse may be at property owner's expense.

5) Miscellaneous Conditions:

- Parcels/tracts served by entrances shall have sufficient size and capacity to restrict backing onto county roadway, unless serving a single-family residential unit within a subdivision.
- Road right-of-way, including driveway, shall not be used for servicing vehicles, parking, conducting business, or advertising.
- Right-of-way material shall not be used for right-of-way construction, surfacing, or maintenance without written approval of County.
- Entrances existing at the time of adoption of this policy shall be subject to the general conditions as defined herein.
- Ellis County does not accept responsibility for utility, structure, or other relocation requirements due to driveway location or construction.

**ELLIS COUNTY
MAILBOX POLICY FOR ROAD RIGHT-OF-WAY**

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on Ellis County right-of-way if it interferes with the safety or the traveling public or the function, maintenance, or operation of the county roadway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under Ellis County resolution 2000-6.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by Ellis County. Ellis County standards for support posts and mailbox type shall be consistent with those defined by American Association of State Highway and Transportation Officials. Copies of the standards are available at the Ellis County Public Works office.

Mailbox installations that conform to the following criteria will be considered acceptable unless in the judgment of authorized Ellis County representatives, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

1) LOCATION:

- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route, except on one-way streets, where they may be placed on the left-hand side. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3.5 feet to 4 feet above the roadway surface.
- Mailboxes shall be located so the roadside face of the box shall be offset from the edge of the traveled way as follows: the width of all-weather turn-outs on paved roadways where the shoulder slope is sufficiently level; a minimum of 12" on residential streets without curbs or all-weather shoulders that carry low traffic volume at low speeds; a minimum of 2 feet on rural roads without sufficient shoulder slope for turn-outs.
- Mailboxes shall be located a minimum of 90 feet from the center of any intersection, except in low volume, low speed traffic areas, where that may be reduced. The minimum distance may be increased in high-volume, high-speed traffic areas.
- Mailboxes located in the vicinity of existing guardrail should be placed behind the guardrail when practical.

2) STRUCTURE:

- Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service.
- No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement has been shown to be safe by crash testing. Newspaper boxes may be mounted below the mailbox on the side of the support.
- Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests and county approval has been provided for the installation.
- Support posts shall be 4 inch by 4 inch square or 4inch diameter wooden post, or a metal post with a strength no greater than 2 inch diameter standard strength steel pipe, and embedded no more than 24 inches into the ground. Metal posts shall not have anchor plates in the ground but may have an anti-twist device that extends no more than 10 inches below the ground surface.
- The post to box attachment should be of sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.

3) INSTALLATION:

- It will be the responsibility of the postal patron to inform Ellis County of any new or existing mailbox installation where shoulder construction is inadequate for the proper installation.

4) NON-CONFORMANCE:

- Mailboxes found to be in violation of the intent of these regulations shall be removed by the postal patron upon notification by Ellis County, within the time designated based upon the severity of the hazard to the public. Those not removed as required shall be removed by Ellis County at the postal patron's expense.

RESOLUTION OF THE BOARD OF ELLIS COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners of Ellis County, Kansas, by the powers vested in it by K.S.A. 19-101(a) may perform powers of local legislation, and

WHEREAS, K.S.A. 68-101, et seq. empowers the County Commission to establish a county road system, and K.S.A. 68-1701 provides the Board of County Commissioners with jurisdiction over all roads not on the State Highway System, and

WHEREAS, this governing body desires to establish policies and procedures concerning the private use of county road rights-of-way.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ELLIS COUNTY, KANSAS, that:

The Board of County Commissioners shall establish policies for the private use of County road rights-of-way including new and additional entrances, change of usage or modification of existing entrances, mailboxes, utilities, and any other infringements. These policies shall establish minimum standards and guidelines, procedures for obtaining approval, set back requirements and other issues which the Board of County Commissioners may from time to time adopt..

All policies adopted hereunder by the Board of County Commissioners, in addition to other remedies, may be enforced by injunction, restraining order, mandamus or other legal action.

BE IT FURTHER RESOLVED that this Resolution shall be published once in the official county newspaper and shall be in effect from and after its date of publication.

Adopted this 7 day of February, 2000, by the Board of County Commissioners, Ellis County, Kansas.



Attest:

Alberta Klaus
Alberta Klaus, County Clerk

BOARD OF COUNTY COMMISSIONERS OF
ELLIS COUNTY, KANSAS

Christopher S. Channell
Christopher Channell, Chairman

Keith Kingsley
Keith Kingsley, Member

Vernon Berens
Vernon Berens

**ELLIS COUNTY ROADWAY
ENTRANCE APPLICATION FORM**

**Return to: Ellis County Public Works Environmental Office
718 Main Street - Lower Level
Hays, KS 67601**

**Phone: 785-628-9449
Fax: 785-628-9448**

(Completed by Petitioner)

Date _____

I, the undersigned applicant of the described property, located as follows:

Quarter____ Section____ TWP____ Range____

County Road/Avenue Name _____

Entrance is requested to the above described premises for the following reason: _____

Check the appropriate condition:

1st Entrance____ 2nd Entrance____ Entrance Change____

Initial that Entrance Packet was received _____ Packet Includes Entrance App, Driveway/Entrance Policy,
Minimum Standards, Mailbox Policy, Resolution R-2000-6

**In requesting this entrance, the undersigned agrees to comply with the conditions established by Ellis County for
entrances to county roadways as defined by policy.**

Owner Name: _____ Signature: _____ Phone: _____

Applicant Name: _____ Signature: _____ Phone: _____

Mailing Address: _____

COUNTY REVIEW/RECOMMENDATION

1st Entrance____ 2nd Entrance____ Entrance Change____

Existing Conditions: _____

Zoning Administrator Land Use Approval _____ Date _____

Application Rejected Due To: _____ Date _____

Located in 3 mile zone Yes____ No____ City Approval _____ Date _____

Application Rejected Due To: _____ Date _____

Recommendation: Culvert Size _____ Culvert Length _____ Fill Only _____

Public Works Approval: _____ Date _____

Field Checked By: _____ Date _____

Applicant Notified By: _____ Date _____

Installation Completed: _____

Application Rejected Due To: _____

ROADWAY ENTRANCE INFORMATION

The following information is needed to process your entrance application submitted to the Ellis County Environmental Office:

Please check the following description of use

Oil Production_____

Business_____

Agricultural_____

Residence_____

Description of tract (Plat or survey if available)

When was property acquired? _____

Has tract been recorded with the Register of Deeds? (If yes, date; If no, explain)

Has tract been plotted for housing development? (Name of developer)

Size of Tract (Dimensions and acres)

Size of original parcel prior to purchase

If you have any further questions, please contact the Ellis County Public Works Road & Bridge Division at 785-628-9455.