

APPLICATION AND PERMIT  
TO WORK WITHIN  
JASPER COUNTY  
SECONDARY ROADS RIGHT OF WAY

Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

Township: \_\_\_\_\_

Section: \_\_\_\_\_

I hereby make application for permission to enter the Jasper County Secondary Road right of way for the following purpose:

\_\_\_\_\_

\_\_\_\_\_

I also certify that I am fully aware of the Jasper County specifications and requirements covering this type of work, as they regard the county road rights of way, and hereby agree that all work performed within said right of way shall comply with those specifications. I also understand that failure to comply with those specifications will nullify this permit and prevent the issuance and approval of subsequent permits, and that I will be held responsible for all costs and damages that result from my actions and those of my employees.

The proposed work, for which this permit is required, will be performed as follows:

FOR WHOM: \_\_\_\_\_

THEIR ADDRESS: \_\_\_\_\_ Owner or Tenant: \_\_\_\_\_

WHERE WORK SITE IS LOCATED: \_\_\_\_\_

\_\_\_\_\_

SITE AND TYPE OF MATERIAL TO BE USED: \_\_\_\_\_

\_\_\_\_\_

SPECIAL PROVISIONS: \_\_\_\_\_

\_\_\_\_\_

Applicant shall have adequate liability insurance to cover applicant and Jasper County in the event of an accident.

DATE BY WHICH THE WORK MUST BE COMPLETED: \_\_\_\_\_

Signed \_\_\_\_\_ By \_\_\_\_\_  
(Applicant)

Title \_\_\_\_\_ Address \_\_\_\_\_

JASPER COUNTY ACTION ON APPLICATION:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

(County Engineer)

COMPLETED WORK INSPECTION

Date Work Reported Completed: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date Work Site Inspected: \_\_\_\_\_ By Whom: \_\_\_\_\_

Right of Way Condition: Acceptable \_\_\_\_\_ Not Acceptable \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

Date Applicant Notified of Problem: \_\_\_\_\_ Twenty-Day Expiration: \_\_\_\_\_

Corrective Action Take by Jasper County: \_\_\_\_\_

Cost owed by Permit Holder: \_\_\_\_\_

**Jasper County Specifications  
To Work Within  
Jasper County Secondary Road Rights of Way**

The following policy shall cover work within the Secondary Road rights of way in Jasper County.

General Requirements per Iowa Code:

1. A person shall not excavate, fill, or make a physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. At the request of a permittee, a modification may be granted in the discretion of the highway authority. Work performed under the permit shall be performed in conformity with the specifications prescribed by the highway authority. If the work does not conform to permit specifications, the person shall be notified to make the conforming changes. If after twenty days the changes have not been made, the highway authority may make the necessary changes and immediately send a statement of the cost to the responsible person. If within thirty days after sending the statement the cost is not paid, the highway authority may institute legal proceedings to collect the cost of correction. A violation of the permit specifications shall be considered a violation of section 318.3. A public utility subject to section 306A.3 is exempt from this section. (318.8)  
2006 Acts, ch 1097, §8
2. 318.3 A person shall not place, or cause to be placed, an obstruction within any highway right-of-way. This prohibition includes, but is not limited to, the following actions:
  - The excavation, filling, or making of any physical changes to any part of the highway right-of-way, except as provided under section 318.8.
  - The cultivation or growing of crops within the highway right-of-way.
  - The destruction of plants placed within the highway right-of-way.
  - The placing of fences or ditches within the highway right-of-way.
  - The alteration of ditches, water breaks, or drainage tiles within the highway right-of-way.
  - The placement of trash, litter, debris, waste material, manure, rocks, crops or crop residue, brush, vehicles, machinery, or other items within the highway right-of-way.
  - The placement of billboards, signs, or advertising devices within the highway right-of-way.
  - The placement of any red reflector, or any object or other device which shall cause the effect of a red reflector on the highway right-of-way which is visible to passing motorists.  
206 Acts, ch 1097, §3

Prior to Construction:

1. A representative of the firm (known hereafter as the "applicant"), that will be doing the actual tile line installation work, shall secure the approved Application and Permit to work within Jasper County Secondary Road right of way at the Jasper County Engineer's Office, 910 N 11<sup>th</sup> Ave E, Newton, Iowa. The application forms will e available in said office, and no other forms will be deemed acceptable. The permit, when approved and issued, will be made out in the name of the firm that will actually be performing the work, with any subsequent reimbursement payment from Jasper County being made directly to the firm securing the permit and performing the work.
2. Before the permit is listed, a representative from the Jasper County Secondary Road Department shall conduct an on-site inspection of the proposed site, with the applicant's representative present, to verify the need for the work, the location of the work and the method of operation. It is at this time that any additional information to be considered would also be collected and specifications for each job shall be laid out.
3. Prior to the approval of any permit, the applicant shall provide the Jasper County Engineer's Office with a Certificate of Insurance verifying that public liability insurance will be in effect throughout the duration of the installation and will remain in effect until the date of acceptance by Jasper County. The public liability insurance shall be a minimum amount of one million dollars (1,000,000.00), with Jasper County named as an also insured. The statement "The above numbered policy has been endorsed to add Jasper County, Iowa, as an additional insured" shall be shown on the face of the certificate.
4. If the work is being performed by someone other than the landowner or tenant, the applicant shall also provide the Jasper County proof that Workman's Compensation insurance is in effect for the period of the work being done, and Jasper County shall be held harmless by the applicant from any claims made by employees of the applicant.
5. The applicant shall have the responsibility of notifying all affected utility companies having facilities located within the county road right of way. Said notification shall be made at least forty-eight (48) hours prior to the commencement of construction, to assure adequate time for location, marking, and protection (if necessary) by the affected utility company. The Jasper County Engineer's Office shall also be notified at least forty-eight (48) hours prior to the commencement of work. Said notice shall be made in person or by telephoning 641-792-5862 between the hours of 7:30 a.m. to 4:30 p.m., Monday thru Friday, excluding holidays.
6. Should it be determined by the Jasper County Engineer's Office that the proposed work is needed. A copy of the approved permit will be provided to the applicant, and the work may proceed as set forth in these specifications, with any special provisions being noted on the permit. Should the need for the work itself, be questionable or seem unreasonable, the application shall be denied.

Construction:

1. Before any work within the county road right of way commences, and while any work is being performed in the County right-of-way, the applicant shall meet the current MUTCD rules for signing. A copy of the typical applications from the MUTCD shall be supplied by Jasper County concerning different operations.
2. No excavation shall be made within the Jasper County right-of-way except as indicated on the approved permit. All trenching shall be completed within daylight hours, tamped, leveled, and resurfaced before the applicant leaves the site. The roads shall be left in as good condition as it was before work being completed. Any surfacing material removed, covered up, or mixed with earth shall be replaced by the applicant, at his own expense.
3. Applicant will not park construction equipment on the roadway that is not necessary for the actual work being performed at the time. All equipment on the roadway, needed for the construction, will have proper signing. Overnight equipment storage is to be outside the Jasper County right-of-way.
4. A copy of the work permit shall be on the job site at all times.
5. The applicant shall apply special care in working under or near existing surface or subsurface drainage structures, and shall replace in kind, any tile broken during construction.
6. Crawler equipment with lugs will not be allowed on oiled or paved surfaces. Bridging, utilizing planks or old tires, will be required.
7. The applicant shall maintain natural drainage, at all times. All material shall be removed from in front of the openings of all culverts and will not be left in place to be removed during subsequent periods of rainfall runoff.
8. The applicant shall be responsible for the care and maintenance of partially complete work in the right-of-way. Silt basins may be required in possible erosion areas. Should such be deemed necessary, they shall be installed at the applicant's expense.
9. The applicant shall place backfill in the trenches in six (6) inch layers, mechanically compacting by tamping or rolling into place. Any settlement occurring after the backfilling has been completed shall require placement of additional granular material, as directed by the Jasper County Engineer, with the cost to be at applicant's expense.

Clean-up:

1. The applicant shall replace any resurfacing material removed, covered up, or mixed with earth.
2. Applicant shall restore to their original condition, or better, any improvement removed or damaged during the construction process, such as fences, driveways, utility poles, signs, roadways, structures, etc.
3. Upon completion of the work a representative from Jasper County Secondary Road Department shall visit the site and inspect the condition of the road and the right-of-way, as left by the applicant. This inspection may be deferred until at least one rainfall has been experienced to ascertain whether or not settlement of the area is likely. Should problems be discovered, the applicant shall be notified of same and provided twenty (20) calendar days in which to correct the noted problems. However, should deficiencies be found that are deemed to be hazardous to safe travel by the public, Jasper County shall make the necessary corrections immediately, with all associated costs to be charged against the applicant. Should applicant not make, or prefer not to make, the necessary corrections within the allotted twenty (20) day period, Jasper County shall make the necessary corrections, with all associated costs being charged to the applicant. Applicant shall make direct monetary reimbursement to Jasper County.

Required signs:

1. Signage shall be as required by the current Manual on Uniform Traffic Control.

HIGHWAY AND TRANSPORTATION MAP

# JASPER COUNTY

# IOWA

Prepared By



Iowa Department of Transportation

Phone (515) 239-1282

In Cooperation With

United States

Department of Transportation



JANUARY 1, 1999



### LEGEND

- UNIMproved HIGHWAY
- PRIVATe ROAD
- UNPAVED ROAD
- SHALLOw ROAD
- BARRIeD ROAD
- UNIMproved HIGHWAY
- UNPAVED ROAD
- SHALLOw ROAD
- BARRIeD ROAD
- STATE HIGHWAY
- COUNTY HIGHWAY
- RAILROAD
- PRIVATe AIRPORT
- PUBLIC AIRPORT
- BRIDGE
- STATE BOUNDARY
- COUNTY BOUNDARY
- CONGRESSIONAL DISTRICT
- TOWNSHIP LINE
- SECTION LINE

