

GUIDELINES

For

RESIDENTIAL ENTRANCES

To

COUNTY ROADS

Dept. of Public Works – Roads Division

TABLE OF CONTENTS

INTRODUCTION 2

REGULATIONS

- 1.0 General Policy 3
- 2.0 Procedure For Obtaining An Entrance Permit 4
- 3.0 Standards And Specifications 4

INTRODUCTION

The object of this manual is to provide information on the Garrett County Roads residential access regulations. Our goal is to provide the maximum protection to the motoring public through the orderly control of traffic movement to and from the County Road System. Permits are required for all driveways to assure that entrances to County roads are made in a safe manner. This publication was prepared to explain the guidelines to be followed in obtaining a residential entrance permit.

Anyone accessing a County road from a residential property is required to obtain a residential entrance permit from the Department of Public Works-Roads Division (DPWRD). The DPWRD must approve the location, design geometrics, drainage requirements, and cross section of a residential entrance on a County road. The entrance design guidelines discussed in this publication are based on the American Association of State Highway Transportation Officials (AASHTO) standards.

Application for a permit is to be made at the Department of Permits and Inspections in Oakland and distributed to the appropriate DPWRD maintenance garage for review. The DPWRD has three maintenance garages that are controlled by an Assistant Division Chief. The Assistant Division Chief is responsible for any construction, maintenance or other activity within his assigned area of the County. He is charged with ensuring the safety of the travelling public, in part, by allowing only the safest possible access points onto county roads.

In general, the permit application procedure is as follows. Upon receiving a completed application package, the Assistant Division Chief will investigate the proposed driveway location to determine its acceptability based on sight distance, overall safety, drainage and other factors. After determining the best location for the driveway, the Assistant Division Chief will issue a residential driveway at that location. The permittee is responsible for all construction related to the driveway, including any utility relocation made necessary by the driveway construction. No County Roads cross culvert will be moved for better accessibility by applicant/permittee.

When properly applied, these residential driveway guidelines will provide for safer roadways for all motorists. This is true for the travelling public as well as the homeowner using the entrance.

These regulations apply only to residential entrances serving one home. Any change in use, or resubdivision of the land for more than five (5) homes, would require the owner/developer to obtain a commercial access permit. Any questions or comments about this publication should be addressed to:

Department of Public Works
Roads Division – Suite 3
2008 Maryland Highway
Mt. Lake Park, Md. 21550

**DEPARTMENT OF PUBLIC WORKS–ROADS DIVISION ENTRANCE
SPECIFICATIONS**

1.0 GENERAL POLICY

- A. The right to access a Garrett County road is a privilege granted by the DPWRD on behalf of the Board of County Commissioners and should be treated as such.
- B. Effort shall be made to provide for access onto a County Road but the safety of the motorist must not be jeopardized in doing so.
- C. The change in use of an entrance (i.e. residential to commercial, farm or logging to a subdivision, etc.) shall require the issuance of another entrance permit.
- D. Existing entrances without culverts may be required to install culverts, at the landowner's expense, due to increased development and water flow.
 - 1. The property owner shall be notified of the required culvert with details of installation.
 - 2. The property owner shall have 30 days to install the pipe as required.
- E. Entrance pipes damaged by a County grading operation will be either repaired or replaced by the Dept. of Public Works-Roads Division.
- F. Deteriorated entrances or culverts may require upgrading or replaced periodically by the landowner.
 - 1. The property owner shall be notified of the required improvements with details of installation.
 - 2. The property owner shall have 30 days to make required improvements.
- G. Entrance permit fees shall be established by the Dept. of Permits and Inspections and approved by the Board of County Commissioners. Fees may be adjusted periodically.
- H. The Assistant Division Chief has the right to reject an entrance application if the location is determined to be unsafe.
- I. County manpower, equipment, or materials will not be used in the construction, bank sloping, or tree removal for an entrance.

2.0 PROCEDURE FOR OBTAINING AN ENTRANCE PERMIT

- A. Work within the County right-of-way may not be undertaken until the Dept. of Public Works-Roads Division has issued a permit.
- B. Any individual or corporation desiring to construct an entrance to serve a private residence shall make written application at the office listed below:

Dept. of Permits and Inspections
203 South 4th Street
Room 208
Oakland, Md. 21550
Phone: (301)-334-7470

- C. Plans. The County Engineer has discretion to request a formal plan. If plans are required, submit three (3) copies drawn to an appropriate scale (recommended scale is 1 inch = 20 feet).
- D. Utility Adjustment. The permittee shall relocate or have relocated all utilities that are within the area the entrance is to be constructed. The permittee shall obtain, from the appropriate party or agency, all other permits or approvals necessary to conform to the requirements of the permit.

3.0 STANDARDS AND SPECIFICATIONS

- A. All work and materials shall conform to Maryland State Highway Administration construction specifications, standards, and addenda current at the time of the permit grant.
- B. All work is subject to county's periodic inspection and final approval.
- C. The number and location of entrances, which may be granted, shall be based on usage, interior and exterior traffic patterns, and current design policy of the DPWRD.
- D. Circular drives require a minimum of 100 feet between their centerlines.
- E. Entrances will be located a minimum of 75' from an intersection of two County or State roads.
- F. An entrance will not be granted to a lot that is part of a subdivision, which has access via a subdivision road.
- G. The minimum width of a residential entrance is 10 feet, and the maximum width is 20 feet unless other permitted by the DPWRD. Any such exception shall be made by permit signed by the Assistant Division Chief. The width shall be measured at a distance of 20 feet from the edge of County road pavement.

- H. Centerlines of all entrances will be placed as close as possible to a 90 degree angle, but not less than a 68 degree angle, to the centerline of the existing county road. If it is impossible to meet these standards, the Assistant Division Chief must be notified.
- I. Entrances will be placed in such a manner that sight distance available to traffic on the County Road, in addition to that available to entering traffic, is maximized. Refer to the State Highway Administration adopted AASHTO standards.
- J. The grade slope will be 3/4" to 1'-0" for at least 6'-0", but not more than 20'-0" from the edge of the existing pavement.
- K. A shoulder constructed to at least the same standards as the county road must be installed for a minimum distance of 8'-0" from the edge of the existing shoulder. The minimum radius of the shoulder will be 8'-0".
- L. The entrance must be constructed in such a manner that when completed, County road traffic will not be restricted in any way.
- M. No water will be permitted to drain from the entrance onto the County road.
- N. Entrances will be constructed at the expense of the property owner. No county labor, equipment, or materials will be used.
- O. Positive drainage must be maintained. Culverts will have a minimum diameter of 15", or larger if the reviewing personnel determine that existing water in the ditch requires additional capacity.
- P. Culverts will be placed a minimum distance of 6' from the edge of the existing shoulder in cut areas, or at the toe of slope in fill areas.
- Q. Culverts will be placed with a minimum fall (slope) of 1/2" to 1'-0" to facilitate proper drainage.
- R. Culverts shall have a minimum length of 20'. If the entrance is in a fill situation or if the required setback is not available, the reviewing personnel may require additional pipe length.
- S. All culverts will have at least 12" of cover over the top of the pipe, unless slotted.

