Residential Access Permit Handout

Things you'll want to know…

Please read your permit package carefully! It includes requirements or restrictions that can be expensive and time consuming to correct.

Access Permits

An access permit is required for any new driveway, modification to an existing driveway, or for any change in property use (single family residential to multi-family, residential to commercial, etc…). An access permit can also cover limited uses of the public right-of-way, such as driveway construction, landscaping, or temporary construction access.

Permit Holder

HD4 will issue an access permit to the property owner, homebuilder, or contractor. Conditions established for access permits run with the land, and are binding on subsequent property owners. It is the responsibility of the permit holder to notify all subcontractors or subsequent land owners of the terms and conditions of an access permit. Copies of previously issued permits can be obtained from HD4 at no charge.

Access Location- Get it Right the First Time

Location of the approved driveway access, (or any restrictions on the location, such as distance to an intersection or sight restrictions from a hill) are clearly shown on the permit. The access location shown on the site plan included with the permit is the approved location. It is the responsibility of the permit holder to locate the access correctly. Changes to the permitted access location must be approved by HD4 prior to construction. If additional access points are desired, such as circular driveways, secondary access for shops or pasture, or temporary access for construction, these must be included on the permit application. Failure to locate the driveway access at the approved location, or unpermitted access points may require correction at permit holder expense. If a roadside sign conflicts with your approved approach location let us know, they can typically be adjusted to provide access at the permitted location.

Access Width is 36-feet Maximum within Public Right-of-Way

Limits to approach widths are required to provide roadside borrow ditches and for maintenance of driveway culverts in rural areas. Maximum access width for residential permits in a platted subdivision is 36-feet between the roadway and the property line. A 10-foot radius may be installed at the roadway. Driveways can be flared to any desired width on the house side of the property line. See ACCHD Standard Drawing 105. Lesser maximum widths may apply to driveways fronting rural arterial or collector roadways. See your permit for details- the permitted approach width is included.

Culvert Materials- Corrugated Metal or Concrete Pipe Only 12" minimum diameter

Only corrugated metal pipe or reinforced concrete pipe culverts are allowed for driveway approaches. Minimum size is 12" unless a larger culvert is indicated on the permit. Culverts should be a minimum of 4-feet longer than the approach width unless headwalls are provided.

If in doubt, call to clarify permit conditions or request an inspection (especially prior to pouring concrete or paving)

Landscaping and Amenities- If you want to keep it, put it on <u>your</u> property

HD4 permits certain landscape features and plants within the public right-of-way (between the road and the property line); these can be found on ACCHD Standard Drawing 110 included with your permit. All plants or landscape materials not specifically included on SD-110 are not allowed, and may be removed by HD4 without notice or reimbursement. These include trees, large bushes, irrigation systems, lights, rocks larger than 4" diameter, yard art, etc… If you want to keep it, put it on <u>your</u> property, not the public right-of-way. Public right-of-way is reserved for public travel, maintenance and drainage of public roads, and public utilities.

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Use of Public Roadways During Construction

Public roadways are open to public travel, and serve to provide property owners access to their land, to provide for commercial transactions such as deliveries, and to allow emergency services providers to meet the communities' needs. It is illegal to obstruct a public roadway, including public residential streets under Idaho Code 18-3907.

1. Vehicle parking along residential streets in subdivisions is permitted during working hours. Maintain a minimum 16-feet clear path on the roadway for passage of other vehicles and emergency services providers.
2. Vehicle parking along arterial or collector roads under the jurisdiction of HD4 is prohibited at all times within 8-feet of the edge of pavement.
3. Material and equipment storage, including lumber packages, earth, rock, construction trailers, etc… is prohibited within the public right-of-way at all times. Material stockpiles belong on private property. Improperly placed materials or equipment may be removed or towed without notice.
4. Temporary road closures may be permitted by separate permit for certain construction activities; these typically require detours, traffic control signage, or flagger operations.

Roadway obstructions may be towed, removed, or relocated without notice. Ongoing, habitual, or non-responsive obstructions may be mitigated under Idaho Code 40-2319 which provides for daily fines of up to $150 and recovery of costs relating to abating the obstruction.

Permit holders may be responsible for damage to pavement, curbs, signs, drainage features, etc…

Stormwater and Stormwater Permitting

Residential construction activities may fall under one (or more) of several stormwater permits, including the MS4 permit that HD4 holds, a separate SWPPP plan for the underlying subdivision, or an individual stormwater permit for construction sites disturbing one or more acres. HD4 will provide notice of violations of the following activities under the MS4 Stormwater permit:

1. Housekeeping violations (trash, debris, construction materials entering the roadside drainage system(s);
2. Tracking of mud, dirt, or construction materials onto the public roadways (should be removed daily at a minimum);
3. Placing portable outhouses within the public right-of-way;
4. Obstructing roadside ditches or drainage ponds with materials, vehicles, well cuttings, driveway approaches without culverts (including temporary construction access);
5. Illicit discharge to roadside ditches or ponds, including roof drains, construction dewatering, irrigation diversions or overwatering, septic leakage, or other non-stormwater discharges.

Violations will result in escalating enforcement actions, including warnings, fines, stop work orders, and reporting to Idaho Department of Environmental Quality.

Please clean up after yourself and be kind to your neighbors!