

**FRANKLIN COUNTY HIGHWAY DEPARTMENT  
ACCESS APPLICATION/PERMIT  
INSTRUCTIONS TO APPLICANT**

The following list is the minimum requirements to enable our department to expedite our review of your submittal.

1. Access Application/Permit form (give name, complete mailing address and telephone number of property owner).
2. Location Map.
  - a. Give distance from proposed access to the nearest cross street (show name of street).
  - b. North arrow.
  - c. Name of development, if applicable.
  - d. Site improvement plan of property involved, showing property lines at roadway.
  - e. Distance to nearest driveways on both sides of the property and across the road.
  - f. Plan should show what is proposed to be done within the road right of way, and within applicant's property, including width and surface material of access. Proposed access must be staked in the field with a County provided stake.
3. An access that is to have a gate across it shall be designed so that the longest vehicle using the entrance can completely clear the traveled way when the gate is closed.
4. Construction of the access shall be substantially complete prior to the permit expiration date. Final surfacing may be delayed until building construction is complete, if applicable, at the option of the owner. Final surface must be in place prior to occupancy inspection, if applicable.
5. A copy of the permit, when approved, shall be available for review at the construction site.
6. A check in the amount of \$60.00 made out to Franklin County Highway Department must accompany the submittal. This fee will be applied toward the costs incurred to process this application.
7. Applicants are to notify the Highway Department (636-583-6361) when the access has been completed for a final inspection.

**FRANKLIN COUNTY HIGHWAY DEPARTMENT  
ACCESS PERMIT FOR APPLICATION FOR EXISTING PARCEL**

**APPLICANT PROVIDED INFORMATION**

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

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

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

Parcel I D #: \_\_\_\_\_

Telephone: \_\_\_\_\_

Proposed Access Address: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Distance from Intersection: \_\_\_\_\_

Proposed Access

- Residential
- Farm/Field
- Commercial/Industrial
- Modify Existing

Sketch with Proposed Location

Estimated Completion Date: \_\_\_\_\_

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**HIGHWAY DEPARTMENT INFORMATION**

Permit# \_\_\_\_\_

Speed Limit: \_\_\_\_\_ ROW \_\_\_\_\_

Minimum Entering Sight Distance \_\_\_\_\_

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**FIELD INFORMATION**

Culvert: Length: \_\_\_\_\_ Diameter: \_\_\_\_\_

**Proposed Location:** Approved/Denied  
Reason for Denial: \_\_\_\_\_

Sight Measurement: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Acknowledging Statement: Applicant is aware that the sight distance is severely restricted. The sight distance is the minimum distance necessary for a vehicle traveling at the posted speed to complete a stop prior to the driveway.

Signature: \_\_\_\_\_

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

**Final Construction:** Approved/Denied

Reason For Denial: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

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

Administrator's Signature: \_\_\_\_\_

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

# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

..... February ..... Term, 20..02.....

In the County Commission of said County, on the ..... 12th ..... day of

..... February....., 20.02....., the following among other proceedings, were had, viz.:

### IN THE MATTER OF ADOPTING THE FRANKLIN COUNTY HIGHWAY ENTRANCE ACCESS POLICY

**WHEREAS**, it is in the public interest to preserve and protect the serviceability of and public investment in Franklin County public roads; and

**WHEREAS**, Franklin County is authorized pursuant to Section 229.150 RSMO to regulate vehicular access to or from any public highway under its jurisdiction from or to property adjoining a public highway, and

**WHEREAS**, it is necessary and desirable that any improvements or construction within Franklin County rights-of-way be performed in accordance with uniform standards, specifications and procedures, to protect the health, safety and welfare of the public; and

**WHEREAS**, it is in the interest of the public health, safety, welfare that access to Franklin County public roads be regulated and controlled in accordance with the policy described below; and

**WHEREAS**, it is necessary to adopt appropriate fees to implement such policy; and

**WHEREAS**, a copy of the proposed policy is marked Exhibit "A", is attached hereto and incorporated by reference herein.

**NOW, THEREFORE, BE IT ORDERED** by the Franklin County Commission that the "Franklin County Highway Entrance Access Policy", attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved and adopted for application in the unincorporated areas of Franklin County, Missouri.

**IT IS FURTHER ORDERED** as follows:

1. The application permit is hereby established at \$60.00.
2. The fee to appeal a decision to the Review Board is hereby established at \$25.00.

# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

February Term, 2002

In the County Commission of said County, on the 12th day of

February, 2002, the following among other proceedings, were had, viz.:

- Commissioner Terry O. Wilson is hereby appointed as the County Commission representative to the Review Board established by the subject policy.

**IT IS FURTHER ORDERED** that certified copies of this order shall be provided to Steve Carey, Highway Administrator, Bill Placht, Building Commissioner, Robert C. Hall, Planning & Zoning Director and Mark S. Vincent, County Counselor.

resolution\road\wpd

*Gene Scott*  
Presiding Commissioner

*Terry Wilson*  
Commissioner of 1st District

*Bill Schroeder*  
Commissioner of 2nd District

## EXHIBIT "A"

# FRANKLIN COUNTY ENTRANCE ACCESS POLICY

## SECTION I

### INTRODUCTION

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#### 1.1 Authority

Pursuant to Section 229.150 RSMO, Local governments are authorized to regulate vehicular access to and from any public highway under their respective jurisdiction from or to property adjoining a public highway.

#### 1.2 Purpose

It is the purpose of this policy to provide the procedures and standards necessary to protect the public health, safety, and welfare, to maintain smooth traffic flow, to maintain highway right-of-way drainage, and to protect the functional level of the public highways while meeting state, regional, local, and private transportation needs and interest.

#### 1.3 Implementation

1. From and after the effective date hereof, all access providing direct movement to or from any Franklin County maintained highway or road from or to property adjoining such highway shall be subject to the requirements and provisions of this policy.
2. All real property within the unincorporated portions of Franklin County shall be subject to the provisions of the classifications set forth below. The classification applicable to a given tract may change if the use to be made of the subject property by the owner is changed. The classifications are:
  - A. Tracts With Existing Access Onto A County Road or Highway: The property owner and their successors shall have a vested right in any access as such exists on the effective date of this policy. Provided further, however, that any change or modification of any existing access or the addition of another access shall be subject to the provisions of paragraph B hereof.
  - B. Existing Tracts Which Adjoin County Highways or Roadways But Which Have No Existing Access Onto Such Highways or Roadways: If any such tract has an existing access from a private roadway, whether or not to allow access onto the adjoining County highway or roadway, shall be in the sole discretion of the County Highway Administrator. In making such determination, the

County Highway Administrator shall take into consideration the use to be made of the property, the location of the proposed access and the affect thereof on vehicular safety. If access is approved, the construction and location thereof shall be subject to all provisions of this policy. In the event such tract does not have an existing access onto an existing private roadway, the owner of such tract shall be entitled to one access, the location and construction thereof to be in accordance with all other provisions of this policy. Whether or not to grant permission for more than one access shall be in the sole discretion of the County Highway Administrator using the parameters as set forth above in this paragraph B concerning tracts which have existing accesses to private roads.

C. Tracts Created As A Result Of Subdividing After The Effective Date Hereof: Access permits shall be subject to all requirements and provisions of this policy. In no event shall an access be allowed or permitted if it is detrimental to the public health, safety and welfare. All proposed accesses must be approved by the Franklin County Highway Department prior to any subdivision plat being given final approval. The County Highway administrator reserves the right to deny access to newly created lot onto a County Highway or roadway in the event such access cannot be constructed safely and in accordance with all other provisions of this policy.

3. Vehicular access to or from property adjoining a Franklin County highway shall be provided to the general street system, unless such access has been acquired by a public authority. Police, fire, ambulance, and other emergency stations shall have a right to direct access to County highways. Direct access from a subdivision to the highway shall be permitted only if the proposed access meets the purpose and requirements of this policy.

## SECTION II ADMINISTRATION

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### 2.1 Obtaining a Permit

1. Persons wishing to apply for direct access to a County highway should contact the Franklin County Highway Department. The Department may require any of the following items, when relevant to the evaluation of an access: A) Highway and driveway plan and profile, B) A subdivision zoning or development plan, C) Property map indicating other access and abutting public roads and streets, and D) Proposed access design.
2. Upon receiving the request for access, the Department shall use this policy

for evaluation of the request. The Department shall work cooperatively with the applicant and attempt to resolve all requests. The Department shall act upon the request within 15 days by transmittal of a completed permit or of a denied request.

3. A completed access permit shall conform to all sections of this policy. Before denying an access request, the Department shall discuss the reasons for the denial with the applicant and attempt to resolve the reasons for the denial. Where the access design standards are not entirely applicable, the Department shall consider site specific and local conditions. Any appeal by the applicant because of denial of an access permit shall be directed to a Review Board, which shall be comprised of the Highway Administrator, Planning & Zoning Director, Building Department Commissioner and a member of the Franklin County Commission.

## **2.2 Construction of Access**

1. The permit shall be deemed expired and null and void if the access is not under construction before the expiration of any time limits noted on the permit. When the permittee is unable to begin construction within the authorized time limits of the permit, he may request an extension from the Department. Any request for an extension must be submitted to the Department before the permit expires.
2. The expected dates of construction and use of the access shall be included on the request for an access. The access shall be completed in an expeditious and safe manner and shall be finished within the time limits established on the permit.
3. The Department, or its agent shall inspect the access during construction and upon completion of the access to ensure that all terms and conditions of the permit are met.
4. The construction of the access and its appurtenances as required by the terms and conditions of the permit shall be completed at the expense of the permittee.
5. It is the responsibility of the permittee to complete the construction of the access according to the terms and conditions of the permit. The Department may order a halt to any unauthorized construction or use.
6. Adequate construction signing, in conformance with the Manual on Uniform Traffic Control Devices for Streets and Highways, prepared by the U.S. Department of Transportation, Federal Highway Administration, is required at all times during access construction. This may include, but is not limited to, the use of signs, flashers, barricades, and flaggers. The Department and its duly appointed agent and employees shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise of the permit.

7. The hours of work on or immediately adjacent to the highway may be restricted due to peak hour traffic demands and other pertinent roadway operating restrictions.
8. A copy of the permit shall be available for review at the construction site. If necessary, minor changes and additions may be ordered by the Department to meet unanticipated site conditions.

### **2.3 Use of Access**

1. Where, in the course of construction by any Franklin County Department it is necessary to reconstruct, relocate, or bring into conformance with this policy an existing access, that Department, shall initiate the appropriate procedures and agreements.
2. It is the responsibility of the property owner to ensure that the use of the access to the property is not in violation of the policy, permit terms and conditions. The terms and conditions of the permit are binding upon all assigns, successors-in interest and heirs.
3. When there are changes in property use which result in changes in the type of access operation and the access is not in conformance with the policy, the reconstruction, relocations, and conformance of the access to this policy may be required.

### **2.4 Conformance of Subdivisions**

After the date of this policy, no person or persons may submit an application for the subdivision of property abutting a highway to a local authority unless the subdivision plan provides that all lots and parcels created by the subdivision will have access to the highway system in conformance with this policy. Direct access from the subdivision to the highway shall be permitted only if the access approach meets the requirements of this policy, and the Unified Land Use Regulations of Franklin County. Depending upon the proposed location of the access, direct highway access may not be permitted to individual lots or parcels created by a subdivision; newly created subdivision lots would access onto internal subdivision streets and not directly onto the highway system. This shall be noted on the subdivision plat.

### **2.5 Permit Fees**

The Franklin County Commission shall establish a reasonable schedule of fees for access permits issued pursuant to this policy.



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## SECTION III

### ACCESS CONTROL

#### 3.1 Direct Access

Private direct access to the highway system shall be permitted only when the property in question has no other reasonable access to the road system. When direct access must be provided the following shall be considered:

No more than one access shall be provided to an individual parcel or to contiguous parcels under the same ownership unless it can be shown that, 1) additional access would be beneficial to the safety and use of the highway, or 2) allowing only one access would be in conflict with local safety regulations, and the additional access would not be detrimental to the public health, safety and welfare.

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## SECTION IV

### DESIGN STANDARDS

When a request for access to a highway meets the necessary criteria of Section III of this policy, Section IV shall be used to precisely locate, design and construct the access with the limitations set forth in Section III.

#### 4.1 Access Width

1. Access width for any rural type access without curbs shall be measured without radii or flares. Access with a street style curb return entrance and driveways with curb cuts, shall be measured behind the flared section.
  - a. Single Family - Or Field Entrance. Twelve to twenty-four feet of width shall be used for any access when the intended use is for a single family residence, or field entrance.
  - b. Subdivision - Eighteen to thirty feet of width shall be used for any two-way access when the intended use is for multi-family and/or two-way vehicle access.

- c. Commercial - Industrial. Thirty five to sixty feet of width shall be used for any access, when the intended use is for commercial and/or industrial.

#### **4.2 Access Radii**

1. No access shall have a radius of less than 10 feet.
2. A 50 foot minimum radius shall be used for an access when the access is intended for commercial or industrial use.

#### **4.3 Access Surfacing**

Surfacing material whether stone, asphalt or concrete shall be at the owners discretion, or as may be required by other county regulations. The access shall be designed and installed so that the elevation of the final surface course is equal to that of the edge of pavement of the road being accessed.

#### **4.4 Sight Distance**

1. Permits shall not be issued that include any design element or allow any turning movements where the sight distance is not adequate to allow the safe movement for any motorist using or passing the access.
2. The following table shall be used to determine the minimum sight distance necessary as measured from the vehicle traveling on the highway to the access.
  - a. This table is based on the average vehicle maintaining the posted speed limit.
  - b. For calculating this sight distance, a height of 3.5 feet shall be used for the drivers eyes and a height of 4.25 feet shall be used for a vehicle assumed to be on the centerline of the access five feet from the edge of the traveled way. The driver's eye shall be assumed to be at the centerline of the inside lane for measurement purposes.

##### **4.4.1 Table**

See Page 7

# Sight Distance Requirement

BELOW

BETWEEN

ABOVE

**DENY PERMIT**

Add  
Statement

No  
Statement



Posted Speed	Minimum Entrance Stopping Sight Distance	Minimum Entering Sight Distance
MPH	Feet	Feet
30	200	310
35	225	360
40	275	410
45	325	445
50	375	510
55	425	560

*The above distances are based on Table III-I and Figure IX-41 of the AASHTO Green Book 1994 edition and the MHTD Design Manual.*

With less than “Minimum Entering Sight Distance” add Statement as follows:

Applicant is aware that the sight distance of this driveway is severely restricted. The sight distance is the minimum distance necessary for a vehicle traveling at the posted speed to complete a stop prior to the driveway.

**IF** the proposed driveway location has a sight distance that is less than “**Minimum Entrance Stopping Sight Distance,**” then the permit is to be **DENIED.**

Provided, however, with regard to any tract in existence as of the date of adoption of this Policy which has no existing access and for which an access is hereafter requested but which does not meet the “Minimum Entrance Stopping Sight Distance”, the Highway Administrator shall direct the location and width of such access.

#### **4.5 Drainage**

The roadway drainage system is for the protection of the Franklin County highway right-of-way. It is not designed or intended to serve the drainage requirements of abutting properties beyond the levels which historically flowed to the County right-of-way. Drainage to the County highway right-of-way shall not exceed the undeveloped historical flow. The use of controlled flow detention ponds shall be considered to control the flow from developed properties. When curb and gutter are required, the drainage ditch should be eliminated by installing a storm sewer system, subject to the approval of the Department.

1. Drainage structures shall not restrict the existing drainage system and shall be in conformance with any adopted drainage plan. Drainage pipes shall be a minimum of 12 equivalent inches in diameter under access roads.
2. Each access shall be constructed in a manner that shall not cause water to enter onto the roadway, and shall not interfere with the drainage system on the right-of-way.
3. The access owner shall provide, install and maintain at his own expense, drainage structures for his access. The type, design and condition of these structures must meet the requirements of the Department.
4. Nothing shall be placed within the roadside drainage areas which would significantly block or hinder drainage in the ditches including, but not limited to bushes, railroad ties, berms or other landscaping items. This does not apply to naturally occurring items not placed by the owner or previous owners such as existing bushes, ridges, rock outcroppings, ect. Any items blocking or hindering drainage may be removed by Franklin County.

#### **4.6 Other Design Elements**

1. The access shall meet the highway at right angles to the centerline of the highway. An angle of between 90 and 60 degrees may be acceptable only if significant physical constraints require a skew angle less than 90 degrees and is approved based upon site specific conditions.
2. An access that has a gate across it shall be designed so that the longest vehicle using the access can completely clear the traveled way when the gate is closed.
3. Fill slopes and cut slopes shall be constructed either to Department standards, or to the slope of the existing highway near the access. It is desirable that all side slopes have a slope no steeper than 3.1.

4. Access design shall provide for the safe movement primarily to motor vehicle traffic and including, but not limited to, pedestrians, bicyclists, and the handicapped. Sidewalks may be required where appropriate or when required by local authority.
5. The permittee, his heirs, successors-in-interest, and assigns, of the property serviced by the access shall be responsible for meeting the terms and conditions of the permit and the removal or clearance of snow or ice upon the access even though deposited on the access in the course of Highway snow removal.

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