

# COFFEE COUNTY COMMISSION

## DRIVEWAY POLICY

EFFECTIVE DATE: June 12, 2023

PURPOSE: This policy has been prepared in the interest of public safety, efficient maintenance operations and as a guide for public agencies and private owners in preparing plans and applications for driveway access to roads maintained by the Coffee County Commission. Reviewing, inspecting, and authorizing these driveways will be on a case-by-case basis, determined by the Coffee County Highway and Engineering Departments.

ALLOWABLE MATERIALS: Per this policy, the following driveway pipe materials shall be used. No other materials besides those listed below are approved for installation in driveways accessing Coffee County maintained roads and rights-of-way.

- Aluminized Corrugated Metal Pipe (16 Gauge Minimum)
- Reinforced Concrete Pipe
- High-Density Polyethylene (HDPE), meeting the requirements of AASHTO M294, Type S

All pipe utilized in the construction of a driveway shall be in NEW condition, no used pipe shall be allowed.

PIPE LENGTHS: Pipe for driveway installation shall be a minimum of 30-feet (20-feet minimum for 15-inch diameter pipe) with a maximum length of 100-feet. All lengths shall be in 10-foot increments. Pipes greater than 100-feet in length must be approved by the County Engineer's Office to ensure that proper roadway drainage is provided. In cases where pipe installed by contractor has a beveled end, the top length shall meet the County's minimum length policy. The County will not bevel ends of County installed pipe.

PROCEDURES: The property owner requesting a driveway pipe shall contact the Coffee County Engineer's office at (334)894-6112. Property Owners shall choose between one of the following two options for the driveway installation.

1. **County Forces Installation-** Should the property owner choose to have a new driveway installed by County Forces, their request will be taken by the County Engineer's offices. At that time a representative from the Engineer's office will conduct an onsite inspection of the proposed driveway location, previously flagged by the property owner, to determine the appropriate pipe size for the requested installation and location approval. Following the on-site inspection, the property owner will be contacted and provided the pipe size and cost for the County Forces installation. The current rate of install shall be the **cost of pipe (if county supplied) plus an additional \$60 per pipe foot installation fee. In the case of a dry ramp, where a pipe is not required, a \$1,200 flat installation fee shall apply.** If the property owner wishes to supply their own pipe, the pipe shall meet the requirements of this policy and size requirements, the

property owner shall only pay the installation fee of \$60 per pipe foot. If the County supplies the pipe, the installation should begin within three (3) weeks of receiving full payment. If the property owner supplies the pipe, the installation should begin within three (3) weeks on receiving full payment and notification to the County that the supplied pipe has been delivered to the installation site. County Forces will provide gravel surfacing on new driveways.

2. **Contractor Installation-** Should the property owner choose to have a new driveway installed by a contractor, a **Coffee County Driveway Permit Application** shall be filled out and supplied to the Coffee County Engineers Office. **All Coffee County Driveway Permit Applications shall be completed and signed by the homeowner, contractor, and/or homebuilder** (a fillable Coffee County Driveway Permit Application is available online at [www.coffeecounty.us](http://www.coffeecounty.us)). Upon receipt of the completed Driveway Permit Application, a representative from the Engineer's Office will conduct an on-site inspection of the proposed driveway location, previously flagged by the property owner. This inspection will determine the appropriate pipe size and confirm location approval.

Following the sizing inspection, the applicant will be contacted and provided with the required pipe size and a copy of the approved Driveway Permit Application. At that time, a **\$100 Driveway Permit Fee** shall be submitted prior to disturbing the Coffee County right-of-way. The Coffee County right-of-way shall not be disturbed by the contractor prior to the payment of the \$100 Driveway Permit Fee. **If the right-of-way is disturbed prior to the permit fee being remitted to Coffee County, it shall constitute a failed inspection and shall be subject to re-inspection fees as outlined in this policy.** The permit fee shall be submitted by check or exact change to the Coffee County Engineer's Office by the homeowner, contractor, homebuilder, or their designated representative.

Once the \$100 Driveway Permit Fee has been received, the contractor or Licensed Homebuilder may begin driveway installation. Installation shall be completed in accordance with all terms and conditions specified within the Driveway Permit Application. Prior to placement of any fill material around the newly installed driveway pipe, or prior to pouring any concrete driveway in the case of a dry-ramp installation, the homeowner, contractor, or Licensed Homebuilder shall contact the Coffee County Engineer's Office to schedule an inspection of the pipe placement or dry-ramp preparation within the roadway ditch. Any failed inspection shall be subject to the re-inspection fees as outlined in this policy.

**CONTRACTOR REQUIREMENTS:** A Contractor shall be a licensed and bonded contractor. The County Engineer's office will have a pre-approved list of contractors that are authorized to install driveway pipes in Coffee County. The owner may nominate another contractor to install the driveway, however the nominated contractor shall be reviewed for approval by the County Engineer's office. A Licensed Homebuilder in the State of Alabama may install the Driveway as a "Contractor" on only those new construction homes he/she is contracted to build and are subject to the same regulations provided within this policy.

REINSPECTION FEE: If the initial inspection of pipe placement or dry-ramp preparation fails, the installation shall be subject to a \$50 re-inspection fee, payable to the Coffee County Engineer's Office prior to reinspection. If the second inspection also fails, the required reinspection fee shall increase to \$100 and must be paid prior to any additional inspections.

DRIVEWAY MAINTENANCE: The Coffee County Highway Department shall maintain all driveways located on the County's right-of-way to the back of the County right-of-way (deeded or prescribed). This maintenance shall include the maintenance of the pipe and gravel surface. Also, Coffee County Highway Department shall repair erosion around the driveway located on the County's right-of-way, except when erosion is caused from stormwater runoff from off right-of-way (ie. water running down the driveway towards the County Road). **THE COUNTY SHALL NOT MAINTAIN OR REPLACE ANY CONCRETE OR ASPHALT SURFACED DRIVEWAYS.** All driveway maintenance request shall be provided to the Coffee County Engineer's office at (334)894-6112.

FEE EXCLUSION: Property owners who meet the exclusion of fees in the Alabama's Solid Waste Disposal Act Section 22-27-3(3) and the exemption paperwork is on file with Coffee County Solid Waste, shall be exempt from paying the per pipe foot installation fee. The property owner shall **ONLY** pay for the cost of the pipe.

ENFORCEMENT: Any driveway pipe installed on County Right-of-Way outside of the guidelines set forth in this policy shall be considered illegal. Any such driveway pipe shall be removed by County forces. Removed pipe shall be placed at the top of the backslope. Coffee County shall not be responsible for any damage due to the removal of an illegally placed pipe or any other associated costs of replacement.