

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.

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 along with a **\$100 Driveway Permit Fee**. Upon receipt of the Driveway Permit Application and Driveway Permit Fee, 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 shall determine the appropriate pipe size for the requested installation and location approval. Following an approved inspection, the property owner will be contacted and provided the pipe size as well as a copy of the approved Driveway Permit Application. Once the Driveway Permit Application has been approved, the Contractor can begin work on the installation of the driveway. Installation shall be in accordance with the **terms and conditions** provided within the Driveway Permit Application. **Prior to the placement of fill material around the new driveway pipe, the property owner or contractor shall contact the Coffee County Engineers office to inspect the placement of pipe in roadway ditch.**

CONTRACTOR REQUIREMENTS: A Contractor shall be a licensed and bonded contractor. The County Engineer's office will have a preapproved 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.

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.