

Houston County Georgia



Regulations For ACCESS MANAGEMENT AND ENCROACHMENT CONTROL

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Chapter 1

INTRODUCTION

1A PURPOSE

The purpose of this permitting process is to manage access to Houston County's roadways and rights of way. Access regulations are essential to preserving the functional integrity of Houston County's transportation system and promoting the safe and efficient movement of people and products within the county.

This document is intended to compliment "The Comprehensive Land Development Regulations for Houston County". Any real or perceived contradictions brought to light will be reviewed by the county engineering office and the office of Planning and Zoning. (See Section 7B)

This document is intended to define the process for designing and constructing a safe and efficient access point on the Houston County roadway system or performing other work along Houston County's rights-of-way. Great efforts have been made to address every possible situation, but not all conditions can be covered in the confines of this document. Good engineering judgment should be considered in order to grant approval in every situation.

1B BACKGROUND

The safety and efficiency of the Houston County roadway system is affected by the amount and character of intersecting streets and driveways. While it is recognized that property owners have certain rights of access, the public also has the right to travel on the county roadway system with relative safety and freedom from interference.

The Houston County Commissioners are committed to balancing the often conflicting interests of property owners with those of the traveling public. As the number of right of way access requests has continued to increase, the county has identified the need to develop a comprehensive set of regulations that is equitable and clearly defined.

In the process of developing these regulations, the AASHTO Green Book, AASHTO Geometric Design of Very Low-Volume Local Roads, and access practices of the Georgia Department of Transportation were considered. While Houston County's regulations do not reflect all the requirements needed for a State Highway System, the county does share similar goals.

1C AUTHORITY

The regulations and procedures described in this document are established pursuant to the approval of the Regulations for Access Management and Encroachment Control and are a part of the Code of Ordinances for Houston County and the Comprehensive Land Development Regulations for Houston County, Georgia.

1D WHEN ARE PERMITS REQUIRED

A permit is required prior in the performance of any type of work or non-routine maintenance within the rights of way of Houston County. This includes but is not limited to the following: grading, landscaping, drainage work, utility work, residential access, commercial development access, farm land access, or temporary access to undeveloped land for logging operations. Revisions to any portion of an existing driveway, i.e. widening, paving, and/or relocation that is within Houston County's Right-of-Way, shall require a permit.

A driveway permit will not be required if a development falls within the county's site review and approval process. Site plan reviews and approvals will include authorization for work on the county's right of way. The access portion of the site plan shall conform to the regulations contained in the applicable sections of this document.

1E – DEFINITIONS

The following terms, as used in this document, shall have the following meanings unless the context thereof indicates to the contrary.

AASHTO

The American Association of State Highway and Transportation Officials which publishes documents, including A Policy on Geometric Design (Green Book), and the Geometric Design of Very Low-Volume Local Roads.

Acceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate at which it can more safely merge with through traffic. Also called an "accel lane."

Access

Entrance to or exit from land adjacent to a public road.

ADA

The Americans with Disabilities Act of 1990 including all current amendments

ADT

Average Daily Traffic – The total volume during a given time period (in whole days), greater than one day and less than a year, divided by the number of days in that time period.

Angle of Two-way Driveway

The angle of deflection measured from the centerline of the nearest travel lane to the centerline of the driveway. An angle of 90 degrees is desirable.

Applicant

The person or organization that has applied for a permit.

Commercial Driveway

Any private entrance, exit, side road or other vehicular passageway to any property used for commercial purposes, Typical widths are 16' or larger (one way), or 24' or larger (two way),

Conceptual Review

A preliminary review of a site or proposed development for initial comment and discussion on access location and design considerations.

County

Houston County

Daylighting

The process of removing of vegetation from the right of way to provide visibility for an adjacent business or outdoor advertising sign without an special encroachment permit.

Deceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle that is making an exit turn from a roadway to slow to a safe turning speed after it has left the mainstream of faster-moving traffic. Also called a "decel lane"; it denotes a right turn lane or a left turn lane into a development.

Department

The Houston County Public Works Department

Design Vehicle

A selected motor vehicle using weight, dimensions, and operating characteristics for considerations in geometric design. The AASHTO green book should be utilized in making the appropriate selection for a design vehicle.

Driveway Width

The narrowest width of a driveway measured perpendicular to centerline of the driveway, from edge of pavement to edge of pavement or edge of gutter to edge of gutter.

Encroachment

The use of Houston County rights-of-way by anyone other than county personnel or county authorized agents for any purpose other than that generally intended.

Guidelines

The proper design of driveways involves a number of design elements. Due to the complexity of the interaction between these design elements, exact design criteria cannot be specified for every possible situation. Therefore some general design guidelines are included to assist the designer.

GADOT/GDOT

The Georgia Department of Transportation

Interior Driveway

A driveway that is located inside an existing or proposed development which is placed beyond the intersecting driveway that connects to a county road.

Interparcel Access

A roadway or series of connecting roads within a development, and not county R/W, providing access to interior lot frontage or other properties not connected to a county road or state route.

Island

A device used to separate or direct traffic in order to facilitate the safe and orderly movement of vehicles. An island may be a raised area that provides a physical barrier to channel traffic movements or a painted area.

ITE Trip Generation

The Institute of Transportation Engineers Trip Generation report that is intended for use in estimating the number of trips generated by a specific land use.

LTV

Traffic volume generated daily to a proposed development show as Left Turn Volumes (LTV) based on ITE Trip Generation.

M.U.T.C.D.

The Manual on Uniform Traffic Control Devices. (Current Edition)

Non-commercial Driveway

A driveway serving a school, government building, church, hospital or other non-commercial organization inviting public use. Design guidelines relating to commercial driveways will be applicable to driveways serving these and similar type land uses.

Permit

A legal document issued by the engineering department authorizing an applicant to do specific work on Houston County rights-of-way.

Permit Inspector

A member of the public works staff with the responsibility of coordinating with the applicant or the applicant's contractor while actual construction is ongoing to ensure construction is in compliance with the county's policies, regulations, and standards as stated on the approved permit plans.

Residential Driveway

Any private passageway to any property used for dwelling purposes. A private access that connects property zoned and used for a residential dwelling. Residential driveways may connect to a public street or roadway. These driveways may vary from 10 feet to a maximum of 24 feet wide for two way residential traffic. However, if a driveway provides access for more than four dwelling units, it shall be considered a commercial driveway. Driveways providing access to four or more residential units shall be considered commercial access and must comply with commercial design requirements.

Right-of-Way (R/W)

All land under the jurisdiction of, and whose use is controlled by Houston County.

Right-of-Way Line

A line that defines the limits of the R/W of a county road as it relates to adjacent property.

Right-of-Way Miter

A right-of-way line at an intersection, which is parallel to neither road but forms a triangle with extensions of the R/W lines of the adjacent sides of the intersecting roads. The purpose of the R/W miter is to provide improved visibility for vehicles approaching the intersection by enabling the county to eliminate visual obstructions. A driveway should never be allowed along the R/W miter.

RTV

Traffic volume generated daily to a proposed development shown as Right Turn Volumes (RTV) based on ITE Trip Generation

Sight Distance

As used in this document, sight distance refers to intersection sight distance, which is the distance that can be seen along the main roadway by the driver of a vehicle on the intersecting driveway. The distance is measured based on an eye height of 3.5' and an object height of 3.5'. Sight Distance should be determined to provide adequate time for an entering vehicle to accelerate to within 10 mph of the posted speed limit, prior to being overtaken by approaching vehicles. (Refer to AASHTO, Green book)

Stopping Sight Distance

The sum of two distances: the distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied and the distance required to stop the vehicle from the instant brake application begins. Stopping sight distance is measured based on an eye height of 3.5' and an object height of 2.0' or calculated based on future conditions. (Refer to AASHTO, Green book)

Travel Way

The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Utility

All privately, publicly or cooperatively owned water distribution and sanitary sewer facilities and systems for producing, transmitting or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, steam, waste and storm water not connected with highway drainage, including river gages, fire and police signals, traffic control devices, and street lighting systems, which directly or indirectly serve the public or any part thereof. The term "utility" may also be used to refer to the owner of any above described utility or utility facility.

Utility Driveways

An access facility to utility sites such as water tanks, water meters, sewer lift stations, telephone service cabinets, cell towers, power substations or gas regulator sites.

Utility Facility

The term "utility facility" shall include but is not limited to, any and all poles, wires, guys, anchors, buried cable, conduit, pedestals, pipe lines, hydrants, valve boxes, manholes, casings, river gages and related fixtures authorized in the permit or agreement.

Chapter 2

PROCEDURES

2A MAKING APPLICATION FOR ACCESS

2A-1 Application for a permit must be made in person and filed either at the Houston County Building Inspector's Office, 200 Carl Vinson Parkway, Warner Robins, Ga 31008 or the Houston County Public Works Department, 2018 Kings Chapel Road, Perry, GA. 31069. Application for a permit under these regulations will be accepted only from the property owner, lessor or an official representing the company, organization or group which owns or leases the property abutting the R/W and upon which the driveway or other permit work will be constructed. Application forms may be picked up at this location. A member of the engineering staff at that location will assist the applicant with the permitting process.

2A-2 In cases where a site with multiple owners is being developed by a single entity under a development agreement, the developer may apply for the permit. A copy of the development agreement between the developer and all affected property owners must be included with the application. This agreement imposes responsibility for developing and constructing driveways upon the entity that is making application.

2A-3 When application is made by an agent of the owner or if the owner is a limited liability company, partnership or corporation, written authorization allowing the agent to act on behalf of the owner must be provided by the applicant.

2A-4 In most instances, plans will be required to be submitted along with the application in order to make a thorough review of the geometric design, location and proposed work. The driveway plans can be a part of an overall development or site plan, but shall be shown and reviewed separately. A member of the engineering staff will review the plans and application and recommend approval or disapproval. No plans are required for a single residential access.

2A-5 *Large developments* Applicants are encouraged to consult with their engineers and site designers to develop overall site plans. Refer to GA Code Section 32-6-151 for regulations regarding planning commission requirements for approval for subdividing property. The site layout should have a central access point(s) to the overall development and provide interior driveways connecting to alternate or adjacent roadways in order to equally distribute site traffic.

Large developments should provide interior circulation which is set back adequately from the county road where it connects to the main driveway intersecting the county road in order to prevent operational problems at the driveway. The approved overall site plan will provide access to the entire site. No future driveways onto the county road will be permitted to individual lots. Future driveways will only be considered if they meet requirements.

2B BOND, ESCROW OR LETTER OF CREDIT

Depending on the scope of the work, a performance bond, escrow letter or letter of credit may be required to insure the work is completed as approved and in a timely manner. The reviewing engineer will make that determination and assign a dollar amount sufficient to insure that no cost is incurred by the county should corrective action be needed in the event the work is not completed or is unacceptable. This amount will be set prior to the approval of the application at 125% of current in-place construction unit prices.

2C LIABILITY AND RESPONSIBILITY OF THE APPLICANT

By signing the application, the applicant to whom the permit has been issued shall at all times indemnify and save harmless Houston County and/or its agents from the responsibility for any damages or liability arising from the maintenance, repair, construction procedures, parts of installation, or actual construction approved or associated with the work under the permit.

No changes, modifications, or alterations to the plans in design, location or dimension as executed under the approved permit shall be allowed without written permission of the Houston County Engineering Office or a higher authority of the county.

2D ENFORCEMENT

Failure to obtain a permit for driveway installation shall subject the property owner or contractor to revocation of his business license, work permit or other authorization for the conduct of business and associated work activities.

2D-1 Stop Work Orders Upon notice from the issuing authority, work on any project being done contrary to the provisions in the approved permitted plans, or an operation that is deemed dangerous or unsafe shall be immediately stopped. Such notice shall be in writing and shall be given to the owner of the property, his authorized agent, or the person or persons in charge of the activity. The Stop Work Order shall state the conditions requiring attention and must be corrected before the operation may resume. Where an emergency or immediate danger exists, no written notice shall be required.

2D-2 Unauthorized Installations In the event of an unauthorized installation the owner/contractor shall be given written notice of the violation. If not corrected within 10 working days from date of notice, county forces shall be authorized to correct the problem by removal at the expense of the person or persons failing to meet the conditions as outlined in the written notice.

2D-3 Final inspection and approval of the driveway will be required as a part of the new building approval or the approved operation of the driveway. The performance bond, escrow letter or letter of credit will be held and shall stay in effect for a period of 12 months from the date of final inspection.

2D-4 Houston County reserves the right to have any temporary, non-permitted ingress-egress fronting on a county road removed at the property owner's expense if deemed unsatisfactory or unsafe by county standards.

2D-5 Bond Forfeiture When applicable, the performance bond, escrow letter or letter of credit may be forfeited and any corrective work may be accomplished by county forces as deemed appropriate by the issuing authority.

2D-6 Civil Penalty A civil penalty of not less than one hundred dollars (\$100.00) per day and not to exceed five hundred dollars (\$500.00) per day shall be applicable to any person violating any provision of these regulations. Each day the violation continues shall be a separate offence.

2E TRAFFIC IMPACT STUDIES

The applicant is encouraged to conduct a traffic study in order to identify geometric essentials needed to satisfy the access requirements of the site. The county may require a traffic impact study for any site estimated to generate more than 2,000 ADT using ITE Trip Generation Rates. The county may require impact studies in other cases as deemed necessary. The studies may recommend alternative access configurations such as signalization. For studies considering signalization, the study should include a signal warrant analysis per Part 4 of the MUTCD (Current addition). For corridor efficiency, recommendation of a final access configuration should consider the types of traffic control at adjacent intersections. Modifications to adjacent intersections may be required.

Chapter 3

COMMERCIAL DRIVEWAYS

3A WHEN ARE PERMITS REQUIRED

3A-1 A permit is required prior to performing any type of work within the right of way of Houston County. This includes but is not limited to the installation of driveways to commercial businesses, commercial properties and/or subdivision streets. Modifications to any portion of an existing driveway, i.e. widening and/or relocation, redesigning, decorative entrance work, landscaping or other like additions proposed within the right of way of Houston County shall also require a permit.

3A-2 A commercial driveway permit is required when the zoning of a specific property changes or a variance is granted to property which currently has a driveway covered under another access management section. Should traffic to and from a residential driveway increase beyond a residential use or capacity (15ADT), the county reserves the right to require the owner to remove the driveway, or secure a commercial driveway permit and improve the existing driveway to adequately serve the increased volumes.

3A-3 A COMMERCIAL DRIVEWAY shall include any new ingress or egress to private or public property from a county road right of way and shall be permitted for temporary or permanent use. This definition shall also include a new subdivision street introduced into county right of way. A permit must be issued prior to the commencement of any work.

3A-4 Other information regarding driveway, roadway, or site design may be found in the Code of Ordinances for Houston County and the Comprehensive Land Development Regulations for Houston County.

3A-5 This access permit does not give any approvals for any onsite development or site design. This permit is solely for the review and approval of work to be accomplished in the rights of way of Houston County or any future R/W that may occur as a result of this access request.

3B APPLICATION FOR DRIVEWAY INSTALLATION

3B-1 Application for a permit must be made in person and filed either at the Houston County Building Inspector's Office, 200 Carl Vinson Parkway, Warner Robins, Ga 31008 or the Houston County Public Works Department, 2018 Kings Chapel Road, Perry, GA. 31069. The application will be accompanied by an initial plan submittal or conceptual review plan.

3B-2 At the time of initial contact a permit application information sheet will be completed by the applicant.

3B-3 Plans submitted will be reviewed and/or approved within 30 days of submission.

3B-4 The owner or his/her agent shall make the installation at his/her expense.

3B-5 Any damage to public or private property, pipe, right of way, or roadway caused by or as a result of construction shall be the responsibility of the owner/contractor and under no circumstances a liability of Houston County.

3B-6 The owner/applicant understands that the driveway is installed by permission from Houston County and may be modified, relocated or removed, pursuant to lawful notification to do so incidental to improvements to the roadway or right of way.

3B-7 Construction will not proceed until notified in writing to do so by the Houston County Engineer or his agent.

3B-8 The owner acknowledges that upon signing a permit application, he/she may be required to upgrade, remove and/or relocate the driveway at his/her expense.

3B-9 *The applicant/owner shall be responsible for all present and future maintenance.*

3B-10 The contractor shall keep a copy of the approved permit and plans on site at all times during construction and shall present it upon the request of an authorized county official.

3B-11 *Performance Bond* In some cases a performance bond may be required. The review engineer will set an amount at 125% the amount of construction using current construction price index values.

3B-12 The cost of obtaining a permit under this code section shall be Seventy Five (\$75.00) dollars and shall cover all inspections related to the code section.

3C COMMERCIAL PROPERTY DRIVEWAYS

3C-1 Houston County Code sec. 54-87

(a) Single business enterprises on a single interior lot:

(1) Movements confined primarily to on-site employees totaling no more than 40; one two-way drive.

(2) Movements consisting primarily of in and out customer activities where no more than 50 parking spaces are on the site or sites with less than 300 feet of frontage; one two-way drive or two one-way drives.

(3) Fast food operations, bank with drive-through service, medical offices and other facilities with more than 50 on-site parking spaces and a minimum of 300 feet of frontage; two two-way drives.

(4) Service stations and convenience stores which include gas and oil sales and which have a minimum frontage of 200 feet, two two-way drives.

(b) Single businesses on corner lot:

(1) One two-way driveway on mainline and one two-way drive on the cross road, totaling two two-way driveways. Driveways are to be located as far as practical from the intersection. Two one-way driveways may be substituted for one two-way drive.

- (c) Multiple businesses on commercial tracts:
- (1) Up to 300 linear feet of frontage; one two-way drive or two one-way drives.
 - (2) Frontages between 300 and 1,000 linear feet; two two-way drives.
 - (3) Frontages from 1,000 linear feet to 2,000 linear feet; three two-way drives.
 - (4) Frontages from 2,000 linear feet to 3,000 linear feet; three two-way driveways or two one-way driveways and one multi-lane driveway.
 - (5) Frontages of over 3,000 linear feet; driveways as determined on a case-by-case basis.

3D RESIDENTIAL SUBDIVISIONS

3D-1 Houston County Code Sec. 54-88

(a) In no event will the state highway or county arterial or collector road be used as a subdivision street with individual lot driveways.

(b) For definition of subdivision and the provisions and requirements for review of subdivision plats by the department and the responsibilities of local planning commissions and individuals to submit subdivision plats to the department for review and comment, refer to O.C.G.A. §§ 32-6-150, 32-6-151, 32-6-152, 32-6-153 and 32-6-154.

(c) Those not requiring review by the department: Driveway permits shall be issued by the district, on state highways. This authority may be delegated to the area engineer. County collector and arterial roads permits shall be issued by the building inspector's office in conjunction with the county engineer.

(d) Those requiring review by the department or county: The district, with guidance from the state transportation traffic and safety engineer, as to state highways, and the building inspector with guidance from the county engineer, shall review and comment upon the subdivision plat. Comments shall address access to the state highway or county arterial or collector road. Possible solutions shall consider one, two or three connections (depending upon frontage) to an interior road system upon which the residential lots front, a frontage road parallel and adjacent to the state highway or county arterial or collector road upon which the lots will front which will also have connections to the state highway system or county arterial or collector road, or in extreme cases, a pairing of two lots per driveway. This latter circumstance is not desirable and should be a last resort settlement limited to frontage less than 100 feet.

Where a small number of large frontage lots are involved, individual driveways may be allowed at 250 feet on center. However, the county does not encourage curb cuts or driveways on arterial or collector roads.

(e) Subdivision of property to accommodate the residential needs of family members of the owner of the tract shall be handled as private residences.

3E COMMERCIAL DRIVEWAY PLAN REQUIREMENTS

3E-1 The information contained in this section is intended to provide basic information for the formation of plans for permit approval. When presented with adequate plans the county can review the application in a timely manner and fulfill its obligation to preserve the functional integrity of the county roadway system. Every effort should be made by the designer to provide as much information in the plans as possible.

(a) Four (4) sets of the plans (24" X 36") will normally be required accompanied by the permit information sheet with the applicant section completed.

(b) The plans will include a cover sheet with a title block showing the name(s) of the property owner(s) of record as listed on the property deed, the permit applicant, if different from the property owner, and the name of the engineer or individual who prepared the plans. The Land Lot Number, Section Number, where applicable, an overall site plan and a location map, also to be included. This could be combined into one sheet.

(c) The scale should be 1"=20' or larger. A smaller scale may be used for the overall site plan, and then enlarged to 1"=20' on the remaining sheets to reflect the details of the work on the county's Right of Way.

(d) Plans should show county road name, roadway width, Right of Way width, lane widths, all lane lines, direction of travel and sight distance in both directions.

(e) All existing features and contour lines should be shown in dashed lines and proposed features and contour lines should be shown in solid lines.

(f) Location of all property lines including both sides of R/W and property owners on all sides of the development are to be shown.

(g) Plans should show the location, description and size of existing drainage structures and existing utility facilities.

(h) Show dimensions of all existing and proposed features. The narrowest width of a driveway measured perpendicular to centerline of the driveway, from edge of pavement to edge of pavement or edge of gutter to edge of gutter.

(i) A copy of the drainage information provided with the development plans should be submitted with the access plan. See Section 3E-1(v)

(j) The plans shall include an erosion and sediment control design to meet the Water Resources Protection Ordinance for Houston County.

(k) The radii of all curves on the proposed driveways shown to the edge of pavement or back of curb. (25' Min)

(l) Wheelchair ramps, designed in compliance with *Americans with Disabilities Act* and in accordance with current Georgia DOT Standards, shall be included at all driveways and streets where sidewalk exists or is proposed.

(m) The proposed deceleration lane, including length of lane, length of taper, width of lane (measured from edge of existing travel lane to edge of pavement or to face of curb). (See Section 4E-3)

(n) The difference in elevation between the roadway and the driveway at the R/W line. The slope should not be greater than +/- 6.25%, if practical. There are

situations that require greater slopes; these should be examined carefully before approving their use. (See Section 4C-3)

(o) The distance from the edge of pavement to the center of the side ditch and the direction of the flow of water within the ditch.

(p) Existing and proposed contour lines or elevations sufficient to show the existing and proposed drainage features within the property to be developed. This should include the entire adjacent roadway R/W and any elevations needed to show how water flows once it leaves the property.

(q) Cross sections for extensive grading on the right of way.

(r) Driveways on a tangent section should slope downward and away from the edge of pavement for a distance of at least 12' at a slope rate of 2.08% (1/4" per foot), generally, including any decel lane. If located in a super-elevated section, all construction should match the super-elevation for at least 12'. Shoulder cross slopes behind curb and gutter should not exceed 2.08%.

(s) Intersecting driveways and roads should generally meet at or nearly at right angles. (90 degrees).

(t) Driveways should align with other driveways located on the opposite side of the road. If offset driveways cannot be avoided, driveways should be spaced a minimum of 300 feet measured from centerline to centerline to provide space for left turns.

(u) All structures which are to be extended must be extended in like kind. All drainage structures within the R/W under a travel way must be concrete. Polymer coated CSP, HP, or HDPE or approved by county may be utilized if approved by the County Engineer for non-traffic installations.

(v) Drainage computations and design for all drainage structures are to meet the Houston County Storm Water Local Design Manual.

(w) For requests that include landscaping or irrigation, a separate plan which shows the location, size and type of any trees, shrubs, bushes or other vegetation that exist on county R/W; the location, size, quantity and common botanical names of any proposed trees, shrubs or other vegetation; the location, size, type and direction of spray of any irrigation lines and heads proposed on the R/W; and the location of a manual shut off valve behind the RW line.

Chapter 4

GENERAL DESIGN CRITERIA

4A GENERAL CONSIDERATIONS

This chapter provides a summary of the minimum design constraints that will be considered during the plan review process. All modes of transportation should be taken into consideration, cars, pedestrians, bikes and trucks.

The geometric design of an intersection is a collection of various factors including radius, width, grade, vehicle size and angle of intersection. These factors in combination provide for the satisfactory operation of vehicles that will use the intersection.

Since the operating characteristics vary dramatically for different types of vehicles, the designer must first establish a “design vehicle” on which to base the design. The designer should also check the final design to ensure the design vehicles can operate satisfactorily in and through the site. In addition, if the applicant can demonstrate that his design can accommodate the appropriate design vehicle even though one or more design elements do not meet the minimum values contained in this chapter, the county may still approve the plans.

4B TRUCK CONSIDERATIONS

The design criteria for trucks must be more stringent. Even though the general use of such guidance would result in more desirable operations for all vehicles, it is neither practical nor necessary to design all facilities to accommodate trucks.

The designer must use engineering judgment in selecting the proper design vehicle. When tractor-trailer combination trucks are expected to use the intersection on a regular basis and in numbers more than just an occasional vehicle, then the intersection should be designed to accommodate the truck movements. This includes most driveways designed for industrial use and many commercial driveways.

For commercial uses such as shopping centers, the preliminary site plan should indicate where heavy duty pavement would be provided to accommodate truck access to loading docks. Any driveway associated with access/egress for the loading docks should use the truck radii.

4C DRIVEWAY DESIGN

4C-1 Driveway Width If a traffic impact study is required the driveway shall be designed to provide the number of lanes recommended in the study. Standard lane widths are 12 feet. A one-way driveway should be a minimum 16 feet wide and a maximum of 20 feet wide. A two-way driveway should be a minimum 24 feet wide and a maximum 40 feet wide.

4C-2 Corner Radii Corner radii are generally established by the minimum path of the inside wheels of the design vehicle when making a right turn. The minimum corner radii to be used for commercial and non-commercial driveways should be 25 feet. Driveways that accommodate more than occasional truck traffic should have minimum 75 foot radii. The size of the radius is determined by the development and a typical design vehicle.

4C-3 Grade In general, the grade of the driveway should be a continuation of the cross slope of the roadway to which it connects. The grade of the driveway will be designed such that storm water is not allowed to flow into the travel way of the road to which it connects. The cross slope of the highway should be maintained for a minimum distance of 12' beyond the travel lane of the road. No grade on the right of way should exceed 10 % plus or minus. {See 3E-1 (n)}

Where the roadway pavement is super elevated, it is desirable to reduce the grade of the driveway below that of the super elevated pavement in order to reduce the amount of water draining across the roadway. The grade of the driveway will be allowed to break at the edge of pavement. However, the difference in grade change should not exceed 8%.

4C-4 Pedestrian considerations When driveways are constructed in areas where pedestrian activity is not prohibited, the design should adequately provide for pedestrian movement and interaction with vehicular traffic. Pedestrian features would include sidewalks, crosswalks, traffic control features, and curb ramps should be employed. The Americans With Disabilities Act (ADA) Accessibility Guidelines must be utilized where pedestrian traffic is expected.

4C-5 Safety End Sections are required on all commercial driveway pipes on all county roads unless requirements per design indicate flared ends may be used. **Headwalls are no longer allowed.**

4D DRIVEWAY TIE-IN CONFIGURATIONS

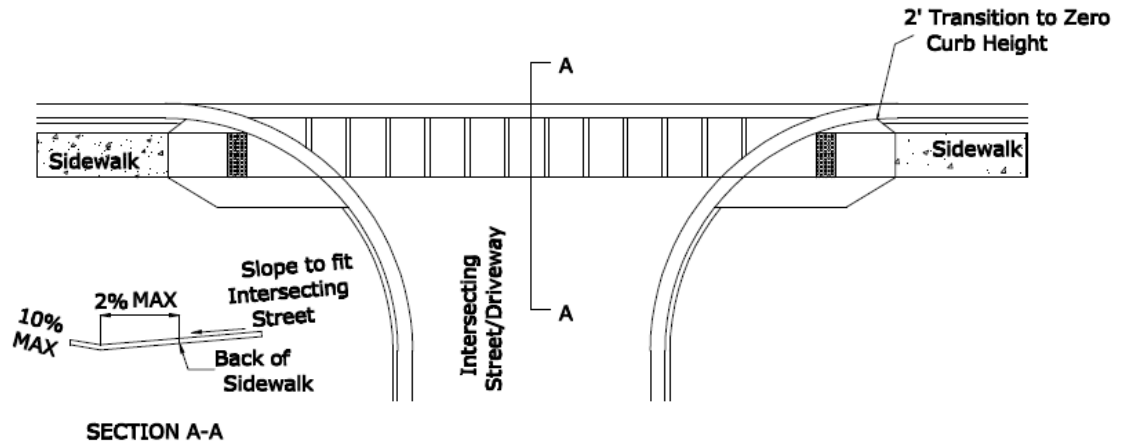
4D-1 Curb and gutter sections This section describes the requirements for constructing driveway connections to county roads with curb and gutter. Georgia DOT has two Standard Detail Drawings (A1 and A2, Figure 4-1) that describe the applicable design and construction methods for these conditions.

The design vehicle and the ADT utilizing the driveway should be considered when choosing the correct GADOT Standard Detail. Generally Detail A1 is used for residential access. However, design for commercial developments with similar traffic volumes may consider Detail A1 as an option using appropriate widths.

All current ADA requirements apply when applying Detail A1 or A2. The following figure is a simplified diagram of the details. The designer should refer to the actual GADOT Construction Details when preparing driveway plans for the most current standards. The actual dimensions of lane widths, radii, etc. should be as specified in relevant sections of the plans.

Note: Figure 4-1 does not show deceleration or turn lanes. See section 4E-3 for guidelines on deceleration lane requirements and their dimensions.

DRIVEWAY CONNECTION USING GADOT Construction Detail A2



DRIVEWAY CONNECTION USING GADOT Construction Detail A1

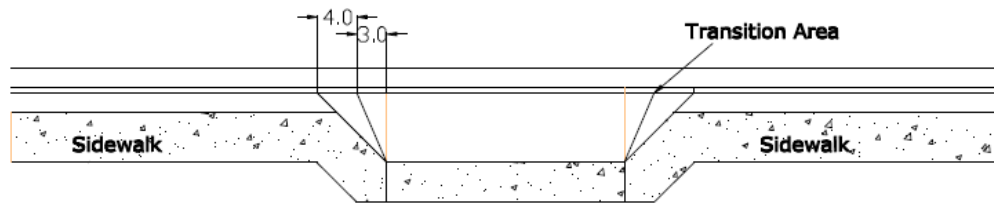
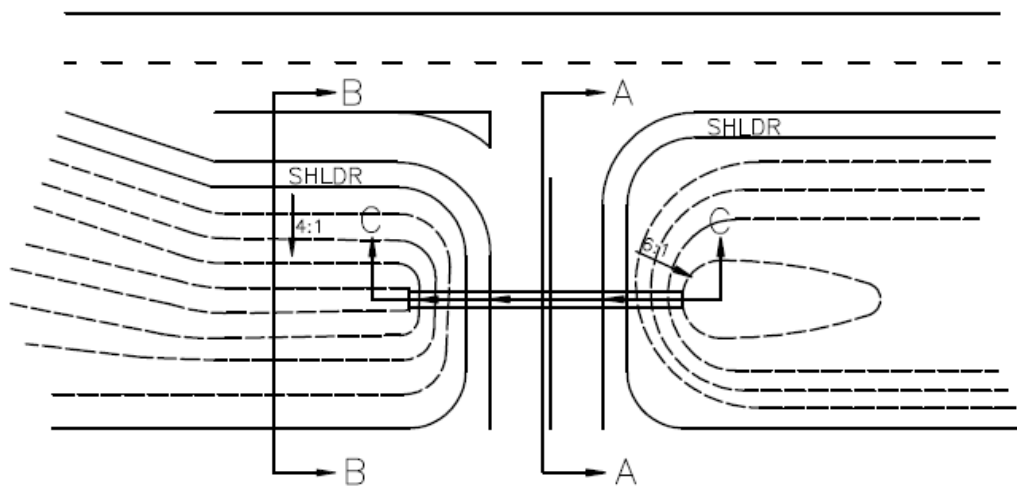
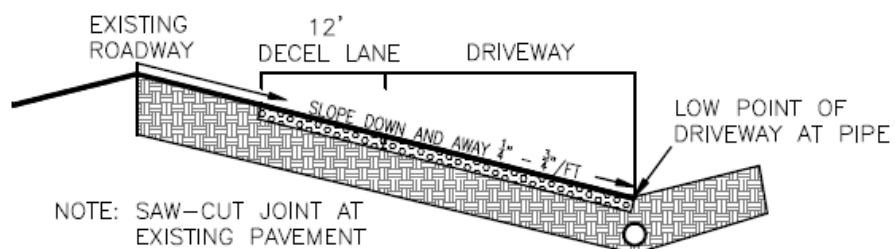


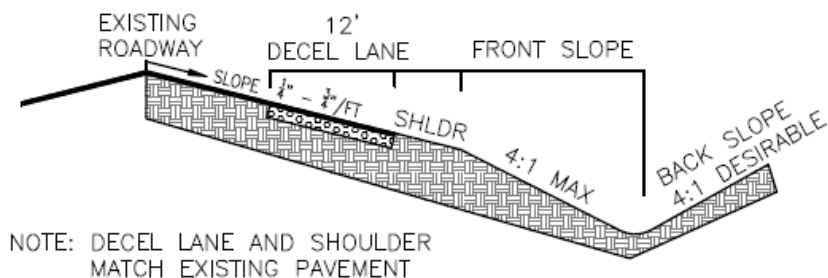
Figure 4-1



SECTION A-A AT DRIVEWAY CENTERLINE



SECTION B-B MAIN LINE WITH DECEL LANE



SECTION C-C SIDE DRAIN PIPE

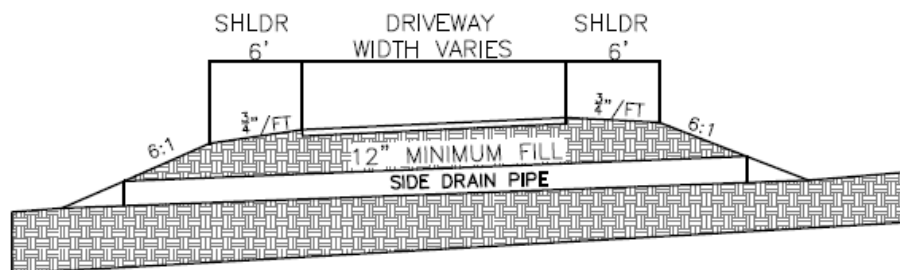


FIGURE 4-2

4D-2 The basic configuration and requirements for connecting a driveway that will not have curb and gutter into a county road that does not have curb and gutter are illustrated in Figure 4-2.

The ends of the driveway pipe should be extended to maintain a minimum six (6) foot shoulder. The road side slope should normally be less than 6:1 but should be no greater than 4:1. When ditches are constructed on the Right-of-Way, the front slope should be no greater than 4:1. Consideration should be given to the depth of the ditch and the length of the front and back slopes which can affect the aesthetics of the property frontage.

Figure 4-2 shows a deceleration lane, which in some conditions is not required. See section 4E-2 to determine if a deceleration lane will be required.

Curb and gutter should not be used adjacent to a travel lane on a road with posted speed limits above 45 MPH. A 4" mountable curb and gutter may be used along acceleration/deceleration lanes or a designated turn lane but not along the taper where curb and gutter does not already exist along the road way.

4E AUXILIARY TURN LANES

4E-1 When required, deceleration, acceleration and left turn lanes must be constructed by the applicant at no cost to Houston County. An acceleration lane may be required at a location where grade, sight distance or traffic volumes are such that the engineering department determines it is needed.

4E-2 *Deceleration and Left Turn Lanes* When a site plan is presented to the county for conceptual review, the county's review engineer will discuss the possible need for a deceleration and left turn lane. The county engineer may require a traffic engineering study to be provided by the developer or his engineer to determine if the site will require a deceleration and/or left turn lane. The traffic study should provide data to determine the need and lane design to provide adequate access to the development and minimal impact to mainline traffic flow.

4E-3 *Auxiliary Turn Lane Design* All auxiliary lanes should be designed to meet the needs of the development and the mainline traffic flow. The County will use guidance for our review primarily from the GDOT driveway access manual and other publications approved by the County.

4E-4 Should the reviewing engineer determine that field conditions or other factors indicate that it would be in the best interest of the county to waive the lane requirement, the reviewing engineer should obtain the approval of the Houston County Director of Operations.

4F RAISED ISLANDS

Islands are an important form of intersection channelization that is often needed to accomplish the following objectives:

- Prohibit undesirable movements
- Define the paths of allowed movements
- Provide a refuge area for pedestrians

Painted lines are an effective means to direct the paths of vehicular movement. However, raised islands are more effective during times when visibility is reduced. When islands are to serve as pedestrian refuge areas, they should be constructed as raised islands.

Raised islands should be large enough to command attention and accommodate wheelchairs. The smallest raised island should have an area of 75 square feet. However, 100 square feet or more is desirable. (Refer to current ADA standards)

Raised islands shall be a minimum 4 inch height with a GADOT type I or Type 7 mountable face.

4G PAVEMENT DESIGN

4G-1 All construction of surfaces within the right of way intended for travel by motorized vehicles shall be paved.

4G-2 Paving design must meet the needs of the design vehicle. As a minimum all paving sections on the right of way will be placed on compacted sub-grade and include 8" of graded aggregate base, 3" of 19 mm (binder) asphalt and 2" 12.5 mm ("E") topping. Decel lanes and driveways that will cater to more than an occasional truck will require a more stringent paving section. As a minimum, all paving sections for trucks on the right of way will be placed on compacted sub-grade and include 10" of graded aggregate base, 3" of 25 mm (asphalt base), 2" of 19 mm (binder) asphalt and 2" 12.5 mm ("E") topping. Paving specifications shall be full-depth to the right of way line.

4G-3 Subdivision entrances designed as a boulevard entrance (Raised center island) shall meet the minimum 8" of graded aggregate base, 3" of 19 mm (binder) asphalt and 2" 12.5 mm ("E") topping for a distance of 100 feet beyond the back of the center island.

4H CLEAR ZONE

Consideration is to be given to clear zone requirements per AASHTO.

4I RIGHT OF WAY

Commercial driveways typically include the addition of lanes along the roadway such as a deceleration lane or left turn lanes. If sufficient right of way exists, improvements to the county roadway will be permitted without the requirement of additional right of way.

Should the design warrant additional lanes or drainage structures associated with the road-side, sufficient right of way will be required to be dedicated to Houston County. This is to insure all auxiliary lanes and roadside drainage will be on county right of way for future maintenance.

4I-1 In urban sections, the face of curb along the roadway should be no closer than 14ft. from the right of way. In rural sections, a point located one-half way up the back slope should be on or within the right of way line.

NOTE: Right of way requirements may be reduced, if field conditions warrant.

4I-2 If additional right of way is required in order to construct the required improvements, the applicant must dedicate the right of way. The applicant must record the deed at the County Courthouse and provide the original copy to the county Public Works Department. Sufficient right of way should be donated to the county to accommodate the deceleration lane, driveway, and roadside drainage structures.

4I-3 If an existing utility easement is within the required right of way, the applicant must provide the utility company a replacement easement with written acceptance from the utility. All right of way and utility issues shall be completed prior to the issuance of the permit.

4J SIGN AND MARKING

4J-1 All traffic signs and pavement markings shall conform to the MUTCD current addition. All signs will be made using reflective sheeting mounted to aluminum panels (normally Type 1 panels) in accordance with GADOT Standard Specifications (current addition). All signs shall be fabricated using High Intensity Prismatic (HIP) reflective sheeting or greater.

(a) All sign posts being placed within concrete areas/islands shall have a 6" wide diameter space through substructure.

(b) Signs shall be installed in accordance with the requirements of the current MUTCD.

4J-2 Pavement markings are required to separate lanes of travel and should be used along all edges of pavement in accordance with the MUTCD. The following guidelines are provided for designing and installing pavement markings for driveways:

- (a) All pavement markings should be thermoplastic material.
- (b) Lane lines should be 5" (white),
- (c) Stop lines should be a minimum of 24" wide (white),
- (d) Center lines should be 5" double yellow,

(e) Deceleration lanes and left turn lanes will have turn arrows in accordance with the MUTCD

(f) Raised pavement markers (RPMs) shall be installed for all new construction on roadways with existing RPMs,

(g) Crosswalks should use the current Georgia DOT standard design and be ADA compliant.

4J-3 Proper worksite signing is required when any work is performed along the roadway or on the right of way. Worksite signing will conform to Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Chapter 5

SPECIAL ENCROACHMENTS

5A PURPOSE

This chapter describes the Houston County's process and standard of review to allow other entities to grade, landscape or otherwise conduct roadside encroachment activity within, under, or over county roadways.

5B SCOPE

Contractors working for and under a contract with Houston County are exempt from the permitting process. Utility owners are covered under a separate utility accommodation permit.

There is no real or implied commitment intended in this policy that would require the county to allow or issue a permit for encroachments on county right of way.

The responsibility for maintenance of permitted roadside landscape areas that are constructed on the R/W by entities other than the county shall be borne by the permit applicant unless agreed upon prior to permit approval.

5C ALLOWABLE ENCROACHMENT ACTIVITIES

It is the desire of the county to balance the requests of other local government agencies, organizations, and owners of property adjacent to county roads to provide a roadway that possesses the optimum of service, safety, and beauty and to support the local economy.

5C-1 Grading / Excavating The elevation of the roadway may affect the ability of the adjacent property owner to fully utilize their property. In such cases, changes to the grade of the right of way may be a less expensive option than the construction of a retaining structure outside and adjacent to the right of way. Where there is a documented benefit to the county, applicants may be permitted to grade the right of way to reduce the cost of development.

The following general requirements for grading or excavating must be adhered to:

(a) Typically, if an earth embankment is in place, it may be lowered but not totally removed. In "cut" sections a berm of 4' to 6' in height may be required between the roadway ditch or curb and the right of way line to prevent headlight glare from adjacent properties onto the roadway.

(b) All slopes associated with allowable grading on county R/W should be 4:1 or flatter.

(c) Reimbursement for soil removal from county R/W shall be at the current construction fill material rate as determined by the county.

5C-2 Landscaping, Roadside Development and Maintenance Treatment of the roadway and R/W may be considered to conserve and enhance, the environment it passes through by means of proper design, construction, and maintenance of the thoroughfare.

No encroachment on county right of way (landscaping, roadside development or maintenance) will be allowed that may interfere with the safety and operations of the roadway in which it is allowed.

5D – ENCROACHMENT PERMIT CONDITIONS

5D-1 Permit applications may be acceptable if all the following items are satisfied:

- (a) Houston County is compensated for removal of soil from the R/W.
- (b) No safety hazard is created.
- (c) Requirements for mitigation or re-vegetation for tree removal or disturbance are met.
- (d) No additional maintenance is created.
- (e) No additional liability is assumed by the county.
- (f) No transportation use restriction is created.
- (g) No unwanted easement or other permanent R/W encumbrance is created.
- (h) Activity will not be detrimental to the future use or expansion of the roadway.

5D-2 Permits will not be issued for encroachments if any of the following conditions exists:

- (a) The activity adversely affects the safety, capacity or integrity of Houston County's roadway system.
- (b) The activity compromises or jeopardizes the drainage system on the R/W.
- (c) The activity is to grade, remove or prune trees, shrubs and groundcovers when the County Engineer has determined that the activities will significantly disrupt natural systems, roadside aesthetics, or have other negative impacts on the operation of the roadway. Structural integrity and tree health as well as vegetative ground cover for erosion control are of primary importance to the maintenance of the R/W and shall not be compromised for purposes of grading to reduce development costs, day lighting, or landscaping development activities.
- (d) Tree removal and/or grading for "daylighting" purposes when there is no benefit to the R/W or traveling public.
- (e) Encroachment that devalues the right of way.
- (f) The applicant has not complied with the provisions of prior permits.

5E - SPECIAL ENCROACHMENT PERMIT PROCEDURES

Two (2) sets of plans for a Special Encroachment Permit shall be submitted to the Houston County Public Works office for review. The county will have 30 calendar days to review the plans. The plans should contain all pertinent information as described in section 3E-1.

Proper worksite signing is required when any work is performed along the roadway or on the right of way. Worksite signing should conform to Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Chapter 6

RESIDENTIAL DRIVEWAYS

6A - WHEN ARE PERMITS REQUIRED

6A-1 A permit is required prior to performing any type of work within the right of way of Houston County.

Modifications to any portion of an existing driveway, i.e. widening, relocation, or paving proposed within the right-of-way of Houston County shall also require a permit.

6A-2 This permitting process is strictly for residential driveways, utility driveways, farm land access, or temporary access to undeveloped land to include logging operations. Should the zoning of a specific property change or a variance be granted to the property which currently has a driveway covered under this section, or if traffic to and from a driveway permitted under this section is increased beyond a residential capacity (15 ADT) this permit approval is rescinded. Houston County reserves the right to require the owner to remove the driveway, or secure a commercial driveway permit and improve the existing driveway to adequately serve the increased volumes. A dwelling house is not to exceed a four-family capacity, and the driveway would lead to or from any public county road. (Code 1933, Section 95A-942, enacted by Ga. Law 1973, page 947, section 1.)

6A-3 Residential Driveway Any private passageway to any property used for residential dwelling purposes. It includes but is not limited to any private access connecting property zoned and used for a residential dwelling. Residential driveways may connect to a public street or roadway. These driveways may vary from 14 feet to a maximum of 24 feet for two way residential traffic. Driveways providing access to four or more dwelling lots shall be considered commercial access and must comply with commercial design requirements.

6B - APPLICATION FOR DRIVEWAY INSTALLATION

6B-1 Application shall be made with the Houston County Building Inspector's Office, 200 Carl Vinson Parkway, Warner Robins, GA 31088 or the Houston County Public Works Department, 2018 Kings Chapel Road, Perry, GA 31069.

6B-2 A permit application will be completed by the applicant to provide the following information: name, telephone number (daytime), exact address of proposed driveway location or a detailed description of the property to allow the inspector to determine the exact location of the installation site.

6B-3 Three consecutive business days shall be allowed for the inspector to make the initial site visit and determine specific requirements for the proposed location. The applicant will then be notified of the results by phone and followed up in writing.

6B-4 All site visits and inspections are incorporated in the application fee.

6B-5 The owner or his/her agent shall accomplish the installation at his/her expense.

6B-6 *Any damage to public or private property, pipe, right of way, or roadway caused by or as a result of construction shall be the responsibility of the owner/contractor and under no circumstances a liability of Houston County.*

6B-7 The owner/applicant understands that the driveway is installed by permission from Houston County and may be modified, relocated or removed, by Houston County pursuant to lawful notification to do so incidental to improvements to the roadway or right of way.

6B-8 No construction is to proceed until notified in writing to do so by the Houston County Director of Operations or his agent.

6B-9 The owner acknowledges that upon signing a permit application he/she may be required to remove and/or relocate the driveway at his/her expense.

6B-10 *The owner/applicant shall be responsible for all present and future maintenance.*

6B-11 The contractor shall keep a copy of the approved permit on site at all times during construction and shall present it upon the request of an authorized county official.

6B-12 Residential driveways that will access subdivision streets attaching to the back of "roll-over" curb and gutter and with posted speed limits of 25 miles per hour will be covered under a general permit for the entire subdivision. The gutter shall not be filled to accommodate the smooth transition from the roadway into the driveway.

6B-13 Care shall be taken to locate driveways and mail boxes so as not to interfere with water and sewer services. General requirements related to driveway construction covered in this ordinance will still apply.

6B-14 *Performance Bond.* In some extreme cases where the construction of a driveway or the temporary use of a driveway could cause adverse damage to the roadway or right of way, a performance bond may be required. The county engineer or his agent will discuss the performance bond requirement and amount with the applicant prior to the approval of the permit. The county engineer will set the bond amount at 125% the amount of construction using current construction price index values and not less than \$10,000.00.

6B-15 The cost of obtaining a non-commercial driveway permit shall be fifty (\$50.00) dollars and shall cover all inspections related to this section.

6C - CONSTRUCTION

6C-1 Drainage and roadside ditches shall not be temporarily filled for access to adjoining properties. No debris, excavation materials, building materials, or any other materials shall be placed/stored on county right of way.

6C-2 Any grading/dressing at a construction site requiring removal and/or placement of borrow materials on county right of way shall not be performed without prior approval by the Houston County Engineer or his agent.

6C-3 All pipe shall be either Class III reinforced concrete or 16 gauge polymer coated corrugated steel pipe (CSP), 16 GA Aluminum Type II, HP pipe, corrugated steel pipe or pipe specifically approved by county. Specific pipe applications will be defined in the review process.

6C-4 HDPE N-12 pipe or equivalent is allowed in drainage ditches where there will be no traffic crossing or load bearing requirements.

6C-5 Safety end sections are required on side drain pipes on county roads unless they are out of the clear zone. Where safety end sections are not required, flared end sections should be installed. Safety end and flared end sections may be omitted on temporary drives if approved by the County Inspector. **Headwalls are only allowed on roadways with speeds of 30 mph or less.**

6C-6 The type material, diameter, and length of pipe will be determined by the county on the initial site inspection. The minimum length of pipe is 30 feet. Additional length may be required due to site conditions related to depth of ditch, amount of fill or safety considerations. The driveway surface will be 10-24 feet wide with minimum 2 foot shoulders.

6C-7 An intermediate inspection of the pipe is required prior to any cover/back-fill being placed.

6C-8 All pipes should have a minimum of one foot of compacted earth cover or a special construction design to achieve the same. An earth cover shall consist of a sand/clay material or its equivalent and be free from debris or foreign materials.

6C-9 The pipe shall be laid on a well compacted, bed true to flow line grade, with uniform bearing throughout the length of the pipe. A minimum 0.5% grade shall be required. The ditch outfall from the pipe shall be graded to insure positive flow away from the pipe.

6C-10 The driveway shall be paved or have a 2" deep stone/gravel surface course from the edge of the pavement to the right of way limits.

6C-11 *Grade.* The grade of a driveway should slope down and away from the edge of pavement at a rate of not less than 2.0% or ¼" per foot and not more than 6.25% or ¾" per foot to the center of the ditch.

6C-12 *Curb & Gutter.* Filling in the gutter to achieve a smooth transition from the roadway across the curb is not permitted. Driveways that will access a county road that has 4" "roll over" curb and gutter will be allowed to tie directly into the back of the curb. Other curb designs will require the back of curb to be saw-cut and removed and the driveway tied into the back of the gutter.

This driveway grade shall not exceed 6.25% up or down from the back of the gutter to the right of way. While it is important to prevent water from draining directly into the roadway, it is also important not to create a driveway with a roll over or dip which causes vehicles to drag, hang up, or cause unnecessary delay while turning into or out of the driveway.

Special care must be taken to insure that only a minimal amount of water enters the gutter line and not into the travel way. The owner/applicant must also safeguard that construction does not to allow storm water from the gutter to enter the driveway.

6C-13 Locations for residential drives should be based on existing conditions. While separation from existing drives is desirable, residential drives should be located to provide the safest possible ingress and egress based on sight distance and roadway characteristics. Not only must driveways be adequately spaced from other driveways, they must also be located a minimum distance from property lines. The radius return must be a minimum of 4' from the property line or the encroachment agreed to by the adjacent property owner by signing a radius encroachment agreement.

6C-14 Some locations will require that the driveway be centered on a common property line. These are called joint-use driveways. When a driveway will be jointly used by two or more property owners, the property line separation requirements given in the above paragraph can be waived. However, a joint use agreement signed by the affected property owners must be provided to the Public Works Department. Either property owner may apply for the driveway permit.

6C-15 Knowing where underground utility lines are buried before you dig will help protect you from injury and prevent damages to utilities, service disruptions and potential fines and repair costs. Georgia law requires the owner or excavator to secure a utility locate permit prior to work commencement. Adherence to all Georgia dig laws is required and is the responsibility of the applicant. **Call 811.**

6C-16 Proper worksite signing is required when any work is performed along the roadway or on the right of way. Worksite signing should conform to Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Chapter 7

ENFORCEMENT

7A - HOUSTON COUNTY CODE Sec. 54-33

(a) Failure to obtain a permit for driveway installation shall subject the property owner or contractor to revocation of his business license, work permit or other authorization for the conduct of business in associated work activities.

(b) *Stop Work Orders.* Upon notice from the issuing authority, work on any project being done contrary to the provisions contained herein, or an operation that is deemed dangerous or unsafe shall be immediately stopped. Such notice shall be in writing and shall be given to the owner of the property, his authorized agent, or the person or persons in charge of the activity. The Stop Work order shall state the conditions requiring attention before the project may resume. Where an emergency or immediate danger exists, no written notice shall be required.

(c) *Unauthorized Installations.* In the event of an unauthorized installation the owner/contractor shall be given written notice of the violation. If not corrected within 10 days, county forces shall be authorized to correct the problem by removal at the expense of the person or persons failing to meet the conditions heretofore outlined.

(d) Final inspection and approval of the driveway will be required as a part of the new building approval or other approved use of the driveway.

(e) Houston County reserves the right to have any temporary, non-permitted ingress-egress fronting on a county road removed at the property owner's expense if deemed unsatisfactory or unsafe by County standards.

(f) *Performance Bond Forfeiture.* In the case of a driveway installation requiring a performance bond where the work violates any part of these regulations and where upon written notification the work is not corrected by the applicant, the performance bond can be forfeited and any corrective work may be accomplished by county forces if deemed appropriate by the issuing authority.

(g) A civil penalty of not less than one hundred dollars (\$100.00) per day and not to exceed five hundred dollars (\$500.00) per day shall be applicable to any person violating any provision of this article. Each day the violation continues shall constitute a separate offence. (Code sec. 54-32)

7B - CONFLICT WITH OTHER LAWS

This document is intended to complement requirements included in the Comprehensive Land Development Regulations for Houston County.

Wherever the requirements of these regulations are at variance with the requirements of any other lawfully adopted statutes, rules, regulations, resolutions, codes, or ordinances, the most restrictive or that imposing higher standards shall govern.

7C - INSPECTION

The Public Works Office will make routine inspections of all permitted work to give guidance and insure compliance with the approved plans. Should work fail to conform to the approved plans verbal notice will be given upon discovery. If corrections are not made, written notice will be issued and a STOP WORK Order may be issued until nonconforming work is corrected.

7D – APPEALS

Under this section the property owner, his or her agent, or the person responsible for the work cited in a stop work order, may initiate an appeal to the Department from which a stop work order was issued. Claimants shall appeal by letter to the code official, on which they shall state the grounds for the appeal, which shall be based on a claim that the Construction Standards or the Design Regulations, or the rules legally adopted hereunder, have been incorrectly interpreted or applied, the provisions of the Construction Standards or Design Regulations do not fully apply, or that an equally good or better form of construction could be used.

The appeal shall be filed within fifteen (15) days from the date on which the stop work order is posted. Claimants shall hand-deliver their appeal to the code official.

Within ten (10) working days of receipt of the appeals letter, the code official shall affirm, modify, or reverse the previous action or decision. The code official will render his decision by letter to the claimant. The decision of the code official shall be the final decision of the Department.

Receiving an unfavorable decision from the code official, the claimant may appeal to the Board of Commissioners by the same process.

The appeal shall be filed within fifteen (15) days from the date on the code official's letter. Claimants shall hand-deliver their appeal to the commissioner's office.

Within twenty (20) working days of receipt of the appeals form, the commissioners shall affirm, modify, or reverse the decision of the code official. The decision of the commissioners shall be the final.

**HOUSTON COUNTY PERMIT INFORMATION SHEET
APPLICANT SECTION**

APPLICANT NAME _____ PHONE NUMBER _____

ADDRESS _____ CITY STATE ZIP _____

E-MAIL _____

DEVELOPMENT NAME: _____

PROPERTY LOCATION:

ROAD/STREET: _____

PHYSICAL ADDRESS: _____

The proposed work site is located on the property on the (N. S. E. W.) _____ side of the road beginning _____ feet (N. S. E. W.) _____ of the centerline of (Nearest side street/road) _____ and fronting _____ feet further (N. S. E. W.) _____ along said county road.

CURRENT PROPERTY OWNER (if different from applicant)

APPLICANT NAME _____ PHONE NUMBER _____

ADDRESS _____ CITY STATE ZIP _____

ENGINEER:

ENGINEER NAME _____ PHONE NUMBER _____

ADDRESS _____ CITY STATE ZIP _____

E-MAIL _____

HOUSTON COUNTY SECTION

TYPE OF ACCESS:

SUBDIVISION STREET: _____

COMMERCIAL BUSINESS: _____

OTHER: _____ If other explain: _____
