



Access Reviews

Access Review Requirements

Marion County Department of Public Works has been given the responsibility to oversee the operations of the County road system, and safety is always the most important consideration. Driveway accesses are a major factor in the road system. Some accesses were constructed prior to the access permit requirement. Others were constructed in recent years without permits. Still, others have not been properly maintained. Public Works is working toward bringing accesses into conformance to the County standards for the safety of the access users and traveling public on the roads. These standards for accesses were developed with careful safety considerations.

The major considerations used when reviewing an access are lines of sight for safe stopping distances and proper drainage handling. Typical required revisions may involve culvert pipes, vegetation removal, gradient of the driveway, and the surface of the driveway.

There are often driveway access changes desired by owners when significant building construction or remodeling changes are being made on property.

Therefore, Public Works had found it beneficial to review accesses at the time of application for building permits. When property owners make application for building permits, Public Works is notified. Building permit applicants have an option of either making out an Access (Driveway) Permit Application or requesting an Access Review.

Common Questions About Access Review

Q: What happens after I apply for a review?

A: Within the next few days after application is made for a review, an inspector will review the condition of your driveway access.

- If the access meets county standards, Building Inspection will be notified that the access is all right.
- If the access does not meet County standards, you will be notified that a permit is required and it will automatically be prepared. Then once the fee is received, the permit will be issued. The permit will explain what work needs to be done on the access.

Q: If I trim back the vegetation at the access, is it possible I may not need a permit?

A: Yes, if the vegetation is trimmed and the minimum sight distance is achieved, the review approval will not be denied for inadequate sight distance.

However, the work must be done before the inspector visits the site. The inspector will not visit the site a second time unless a permit application is submitted.

- You may wish to delay the inspector's visit until you are able to trim the vegetation. You may indicate on the review request a date when the site will be ready for inspection.
- It is desirable to obtain as much sight distance as reasonably possible using every means such as locating the approach, brush removal, widening cut-banks, etc., to obtain the following minimums from a point 10' back of the edge of the roadway pavement:

Speed, MPH	20	25	30	35	40	45	50	55
Sight Distance	125'	150'	200'	250'	325'	400'	475'	550'

- Property owners are responsible for the continual maintenance of safe sight distances. Specific vision clearance may be required to establish the initial proper unrestricted line of vision. No trees may be planted in the public right-of-way without written approval.

Q: Should I make drainage changes before the inspection?

A: No. "Changes" are not appropriate without a permit, but normal maintenance such as cleaning out the pipe ends should be done and may help to get the review approval.

Q: Does this review of my access affect my building permits?

A: Yes. The Building Department typically does not issue the building permits until an Access (Driveway) Permit Application is received by Public Works or until the access is given a field review to determine if the existing access condition is acceptable.

Access (Driveway) Permit Applications are *typically* processed in about 10 days. The permit is mailed back to the applicant with specific construction requirements on the access.

Requests for Access Review require a field review at the site. If the review indicates the access is acceptable, Public Works "signs off" on the building permits. If changes are needed on the access, the applicant is informed that a permit is required and after the application is received, Public Works "signs off."