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**TITLE 3**

**ROAD ACCESS AND UTILITIES**

**ADOPTED AND APPROVED ON DECEMBER 4, 2018**

**BY THE TETON COUNTY BOARD OF COUNTY  
COMMISSIONERS**

**EFFECTIVE AS OF JANUARY 1, 2019**

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# **CHAPTER 1 – REGULATIONS FOR OBTAINING ACCESS DRIVEWAY PERMIT**

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## **3-1-1 PERMIT FORMS**

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- a. Application for an access permit to connect a driveway or any access point onto a county road; or to reconstruct or alter any existing driveway or existing access onto a county road shall be made to the Teton County Road and Levee Supervisor. Application for access permit will be accepted only from an individual or partnership or corporation or other body recognized by law as owning the property abutting the county road right-of-way or proposed county road, that the access shall be located upon. The application shall be processed with an acceptance or denial by the Teton County Road/Levee Supervisor within 4 weeks of receipt. Delays may arise due to a proposed access that is not straight forward and/or does not meet the requirements of these rules.

## **3-1-2 INFORMATION REQUIRED**

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- a. The location of the property must be identified clearly enough for the proposed site to be located in the field.
- b. Complete names and addresses of the property owner or owners must be given on the application.
- c. The planned property use must be indicated as one of the following:
  - i. Private Residential Driveway. A private residential is defined as a driveway adjacent to a county road to provide entrance to and/or exit from a residential dwelling for the exclusive use and benefit of those residing therein.
  - ii. Commercial Driveway. A commercial driveway is defined as an entrance to and/or exit from any commercial, business or public establishment adjacent to a county highway.
  - iii. Cultural and Institutional Driveways. A cultural or institutional driveway is defined as an entrance to and/or exit from churches, schools, hospitals, etc. Design requirements are the same as for commercial driveways.
  - iv. Minor Driveway. A minor driveway is defined as an entrance to and/or exit from a field, ranch or farm property, and not frequently used.
- d. A sketch showing sufficient dimensions shall be submitted with the application which clearly indicates the character and extent of the work proposed including:
  - i. The location of all existing or purposed building, stand, pumps, retaining walls, and other physical features which affect the driveway location.
  - ii. The sketch must show property lines and dimensions and existing access driveways.
  - iii. The sketch must show all drainage which affect the driveway location.
  - iv. Off-street parking locations which may affect the driveway location.
  - v. The sketch must show the proposed access driveway.

### **3-1-3 MATERIALS**

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- a. The grantee shall furnish all materials necessary for the construction of the entrances and appurtenances authorized by the permit. All materials shall be of satisfactory quality and shall be subject to the inspection and approval by the Teton County Road Department.

### **3-1-4 DRIVEWAY CONSTRUCTION**

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- a. All new access driveways following approval of permit shall be constructed in conformance with the approved sketch.

### **3-1-5 INSPECTION MAINTENANCE**

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- a. Teton County Road Department reserves the right to inspect these installations at the time of construction and at all times thereafter, and to require such changes, maintenance and repairs as may at any time be considered necessary to provide protection of life and property on or adjacent to the roadway. Teton County has the right to remove or require to be removed, at the landowner's expense, any access that has not been permitted or approved and accepted, and does not meet the requirements set by Teton County.

### **3-1-6 CHANGES IN EXISTING FACILITIES**

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- a. No access driveway or other improvement constructed on the roadway right-of-way shall be relocated or its dimensions altered without a duly approved permit from the Teton County Road/Levee Supervisor.

### **3-1-8 LIMITATION**

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- a. These regulations shall apply on all county roads under the jurisdiction of the Teton County. A list of official county roads of Teton County are available from the Teton County Road/Levee Supervisor or the County Clerk.

### **3-1-9 SIGNS**

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- a. The grantee shall not be permitted to erect any sign, either fixed or movable, on or extending over any portion of the roadway right-of-way, or conduct any business of any nature on the roadway right-of-way except for traffic control or public address signs as may be required by county.

### **3-1-10 DESIGN REQUIREMENTS**

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- a. **Design Requirements for Driveways.**

- i. **Property Frontage.** All parts of accesses on highway right of way shall be confined within the grantee's property frontage wherever possible. Frontage is that portion confined within the limits of the grantee's property lying between the two most distant possible lines drawn perpendicular from the centerline of the highway to the grantee's abutting property.
  - ii. **Location.** Locations of accesses shall be selected to provide maximum safety for highway traffic and for users of the access. All parts of any access, including the radii, shall have a minimum clearance of 12.5 feet from the abutting property line.
  - iii. **Sight Distance.** The measured distance for the spacing shall be from the center of one access to the center for the next access. All sight distances shall meet the values in Table II – 1 attached hereto.
  - iv. **Drainage.** Drainage in highway side ditches shall not be altered or impeded unless approved by Teton County when drainage structures are required. Size and type of pipe and other design features shall be as directed by the Teton County Road and Levee Supervisor. These costs and the costs of a drainage study, if required, shall be borne by the applicant.
  - v. **Design Variations.** The Teton County Road and Levee Supervisor may authorize or require certain changes in the design limits herein when such changes are necessary to preserve the normal and safe movement of traffic or to permit reasonable access. In consideration of type, speed, and volume of highway and access traffic, larger radii than the minimum listed may be required. In all cases, curb return radii shall be confined to the grantee's property frontage wherever possible and shall not be less than 10 feet.
  - vi. **Access Elements.** The driveway slope or grade shall be constructed to drain away from the highway.
  - vii. **Joint Accesses.** Landowners of adjacent property may be asked or may want to construct a joint access to service both properties. All requirements of this manual shall be met, except for the minimum clearance restriction in **Property Frontage** and **Location** sections. If an easement is involved, a copy of the easement will be included with the access application and the landowner does not necessarily need to sign the application.
  - viii. **Multiple Accesses.** Two or more accesses entering a State highway from a single commercial or residential establishment must be justified to the satisfaction of Teton County Road and Levee Supervisor and may require a traffic impact or engineering study.
  - ix. **Paving.** All accesses which generate 50 trip ends or more per day shall be paved and all costs shall be borne by the landowner.
- b. **Residential or Field Accesses.**
- i. **Construction.** The landowner shall do all work and pay all costs for the construction of access driveways and their appurtenances on the highway right of way. Any damages to the road right of way resulting from the construction shall also be paid by the landowner.

- ii. **Width.** The width, excluding radii and special cases, shall not exceed 24 feet urban or rural, nor be less than 16 feet.
  - iii. **Angle.** The angle of the access driveway from the highway pavement shall be as near 90 degrees as site conditions will permit. The minimum angle allowed is 60 degrees.
  - iv. **Radii.** Residential driveway radii shall not be less than 10 feet nor greater than 30 feet urban, 40 feet rural. Exceptions may be allowed.
- c. **Major or Commercial Accesses.**
- i. **Construction.** The grantee shall do all work and pay all costs in for the construction of accesses and their appurtenances on the highway right of way. Any damages to the road or right of way resulting from the construction shall also be paid by the grantee.
  - ii. **Width.** The width of two-way access driveways shall not exceed 40 feet not be less than 24 feet. The width of one-way access driveways shall be a minimum of 16 feet and a maximum of 24 feet. Width shall be measured at right angles to the centerline of the driveway. Radii are not included in driveway width.
  - iii. **Driveway Angle.** Driveways connecting to streets with two-way operation shall be as near 90 degrees as site conditions will permit. Driveways that have a one-way operation and allow only right-in at the entrance and right-out at the exit may have a 60 degree minimum angle.
  - iv. **Radii.** Commercial driveway radii shall not be less than 10 feet nor greater than 50 feet.
  - v. **Vehicle Service Fixtures.** The distance from the right of way line to the near edge of service pumps, vendor stands, tanks, or private water hydrants should be a minimum of 20 feet to permit free movement of large vehicles and to ensure that they are entirely off highway right of way while being serviced. Maneuverability of large vehicles may warrant more than 20 feet.
  - vi. **Heavy Traffic Volume Access Driveways.** If Teton County determines an impact or analysis study is needed, the applicant will pay for the study. Fast food restaurants, car washes, industrial parks, residential subdivisions, and other accesses of this nature must make allowances for car storage on the premises to prevent stacking of vehicles on the roadway. It is recommended that a minimum capacity of 15 vehicles for restaurants and 10 to 20 vehicles for a car wash be provided. If needed and feasible to construct, warranted auxiliary acceleration and deceleration lanes shall be provided and paid by the landowner. No other accesses shall be permitted within the limits of the auxiliary lines.

## CHAPTER 2 – RIGHT OF WAY

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### 3-2-1 RIGHT-OF-WAY LICENSE APPLICATION PROCEDURE

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- a. An application for any installation must be filed with the Teton County Road Department if the installation is within a county right-of-way or along any county bridge structures.
- b. Application must be approved by Teton County Road Supervisor prior to any Construction.
- c. All paved surface crossings within County right-of-way shall be bored. Exceptions determined on a case by case basis.
- d. Specify the width, depth, and materials that will be used. The Teton County Road Supervisor will review, and if any special guidelines are needed, it will be stated on the application under "approval".
- e. After approval of application, the applicant must call the Teton County Road Department at 307-733-7190 with a commencement date.
- f. General Specifications:
  - i. Maximum distance from right-of-way line for any installation shall be ten (10) feet.
  - ii. Minimum depth for buried installation shall be thirty (30) inches. Stream and irrigation ditch crossing shall be measured from bottom of ditch or stream and minimum shall be forty-eight (48) inches.
  - iii. Bridge installation shall be in PVC conduit with approved attachment devices.
  - iv. Culverts and drainage devices shall have the same minimum depth as ditches and streams forty-eight (48) inches shall be measured from bottom of culvert or drainage structure.
  - v. Attached a map, topographic map, or plan sheet dated which clearly shows the alignment, grade, vertical and horizontal clearances, type of material, operating pressure and/or capacity, property ties, as well as dimensions to the roadway and/or right-of-way line, which by this reference is made a part thereof. For aerial crossing Licenses, the map shall show at a minimum the low sag design clearance above the high point of the roadway. For buried highway crossing License, the map shall show at a minimum the depth of the relative to natural ground, roadway drainage ditch, and the roadway template as well as the proposed casing type and method of installation. Pipelines require plan sheets, preferably with aerial photo backgrounds, showing proposed alignment and appurtances.
- g. If installation is done incorrectly, and damage has occurred due to this incorrect installation, the utility company will be held responsible for all repairs, materials and labor.
- h. There is no fee for this application.

- i. Any future alterations, modifications, or removals within the public right-of-way, required and requested by the county, shall be completed without delay. Adjustments will be accomplished at no expense to the county.

### **3-2-2 RIGHT-OF-WAY LICENSE RULES**

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- a. The license grants permission for the licensee to occupy a portion of the right-of-way controlled by the county. This permission is limited by the type of controlling interest held by the county. Responsibility to satisfy any other fee (dedeed) interest rests with the licensee.
- b. This license will not be modified, transferred, or assigned without the written consent of the county. This license does not allow for installation of additional facilities, nor does this license set aside a strip of land of specific width for the exclusive use by the licensee.
- c. The licensee shall agree to the standards for traffic control as outlined in the "Manual on Uniform Traffic Control Devices." Traffic control plans and road closure plans may be required by the County for approval prior to starting any work on the street right-of-way.
- d. The licensee shall agree to forever indemnify the county and save it harmless from all liability for damages to property, or injury to death of persons, including all costs and expenses related thereto, arising wholly or in part, or in connection with the existence, construction, alteration, repair, renewal, use, or removal by the licensee or his agents, for those facilities located within the county right-of-way described or noted herein.
- e. Specific construction considerations may directed by the county. The licensee agrees to incorporate the applicable requirements into the design of the and assures compliance with these requirements during the construction. Non-compliance will void the permit.
- f. The licensee is required to notify the county in writing to cancel and/or nullify an issued license if the described facility is to be abandoned in place, will be removed, or will not be constructed. The county will determine if abandonment in place will hinder the county's future operations and if the facility must be removed at the time of abandonment.
- g. This license will be null and void if construction of the described facility does not commence within six (6) months of approval unless prior arrangements have been made specifying a specific construction period. This license shall be null and void if the described facility is not in use for a period of eighteen (18) months or longer, and the licensee may be required to remove the facility.
- h. Based upon the complexity, construction methods or other concerns, the county may require part-time or full-time inspector(s) to the licensee's project. The cost of such inspection will be at the sole expense of the licensee.
- i. The licensee shall waive all claims against the county for any loss, damage or injury sustained to property of licensee which is installed on county right-of-way under the agreement due to negligence of county or its employees.
- j. The licensee shall perform any work operation in the vicinity of electric power lines in compliance with Wyo. Stat. §37-3-301 through §37-3-306, titled Wyoming High Voltage Power lines and Safety Restrictions Act, and the provisions Wyo. Stat. §37-12-301 through §37-12-304, titled Damage to Underground Public Utilities Facilities.

- k. This license shall be issued with the understanding that conventional construction methods like: trenching, plowing, boring, pole setting by truck, etc. will be used. Activities like blasting, erection of poles or structures by helicopter or other non-conventional methods will require specific prior approval by the county.
- l. Licensee shall design, construct, maintain and operate the facility so that it will not interfere with the use of the area subject to this License by the county. Licensee shall restore the surface and any damaged improvements and any disturbed adjacent areas caused by any failure of the design, construction, maintenance or operation of the facility, to a condition comparable to the condition of the disturbed or damaged areas before the failure of the facility.
- m. After repair of any asphalt or asphaltic roadways or pathways that are damaged and/or removed as a result of the construction of the facility, the licensee and county shall meet and document the post-construction condition of the roadway. This data will be used as a baseline to determine future maintenance repairs required of the licensee that result from settlement and/or other means of roadway or pathway failure caused by the failure of the design, construction, maintenance or operation of the facility.
- n. No open-trench cutting of a county controlled and maintained roadway will be allowed without prior consent of the county road and levee supervisor.
- o. Licensee must call for utility locates prior to installation of any facility
- p. All disturbed areas shall be reclaimed, by grading, top-soil placement, and seeding using an approved seed mix.



# TABLES

TABLE II – 1  
SIGHT DISTANCE (SD)

MPH	PERCENT GRADE																						
	0%	1%	-1%	2%	-2%	3%	-3%	4%	-4%	5%	-5%	6%	-6%	7%	-7%	8%	-8%	9%	-9%	10%	-10%		
20	130	130	130	125	130	125	135	125	135	125	135	125	135	125	140	120	140	120	140	120	140	120	145
25	175	170	175	170	175	170	180	165	185	165	185	165	185	165	190	160	190	160	195	160	195	160	195
30	220	220	225	215	225	215	230	210	235	210	235	210	240	205	245	205	245	205	250	200	255	200	255
35	275	270	280	270	280	265	285	260	295	255	300	255	300	255	305	250	310	250	315	250	320	250	320
40	330	330	335	325	340	320	345	315	350	315	360	310	365	305	370	305	380	300	385	300	395	300	395
45	395	390	400	385	405	380	415	375	420	370	430	365	435	365	445	360	455	355	465	350	475	350	475
50	465	455	470	450	475	445	485	440	495	430	505	425	515	420	525	420	535	415	545	410	560	410	560
55	535	525	545	520	555	510	560	505	575	500	585	490	595	485	610	480	620	475	635	470	650	470	650
60	610	600	620	595	635	585	645	575	655	570	670	560	685	555	700	550	715	540	735	535	750	535	750
65	695	685	705	670	720	660	730	650	745	645	760	635	780	625	795	620	815	610	835	605	855	605	855
70	780	770	795	755	810	745	825	730	840	720	860	710	880	700	900	695	920	685	945	675	970	675	970
75	870	855	890	845	905	830	925	815	940	805	965	795	985	780	1010	770	1035	760	1060	750	1090	750	1090
80	970	950	985	935	1005	920	1025	905	1050	890	1070	880	1095	865	1125	855	1150	845	1185	830	1215	830	1215

Sight Distance (SD)\* - Distances are based on the "2011 6<sup>th</sup> Addition, A Policy on Geometric Design of Highways and Streets, Decision Sight Distance, Avoidance Maneuver A" and rounded up to the nearest five feet. Eye height is 3.5 feet. Object height is increased to 3.5 feet to design for a driver on the major road to see a vehicle entering or exiting the access location. Large trucks have longer stopping distances but also have much better sight distances due to their height and therefore are not usually given special design consideration. If access generates heavy truck traffic, increase reaction time(t) to 4.8 s for the above values or perform an engineering study.

\* SD =  $1.47Vt + V^2/30[(a/32.2) \pm G]$ ; t is reaction time = 30 sec; V is Velocity in mph; a is deceleration rate = 11.2 ft/s<sup>2</sup>; G is percent grade divided by 100.