

PROCEDURE

and

STANDARDS

for

- COMMERCIAL
- SUBDIVISION
- INDUSTRIAL

ACCESS TO COUNTY ROADS

Garrett County Department of Public Works – Roads Division

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## INTRODUCTION

The object of this manual is to provide information on the Garrett County Roads access regulations. Our goal is to provide the maximum protection to the motoring public through the orderly control of traffic movement to and from the County Road System.

With well-defined and properly engineered points of access, the motorist has minimal difficulty in determining quickly where he/she should enter a driveway, subdivision, or commercial establishment adjoining the road. When properly located and designed the entrance and exit allow and encourage the safe movement of vehicles in a pattern, which will minimize interference with other traffic.

Controlling access to our roads is a vital means of maintaining the safety of the motoring public. As the number of entrances onto County Roads and the intensity of roadside development increase, the accident rate increases. Research has shown that by delineating entrances with curbing and providing speed transition lanes help reduce accidents.

The Code of Garrett County, Maryland requires owners, or their duly authorized representatives (i.e. developers, constructors, tenants, lessees, etc.), of land newly being developed desiring access to a County road, to apply for a Garrett County Roads Entrance Permit.

All work done under this permit shall be performed to the satisfaction of the roads department. The roads department is granted the authority to limit the width of entrances and exits and determines the locations of access point(s) that may be used by any property owner or user into any existing section of the County road.

The purpose of the law is not to discourage or suppress development in the County, but to assure that where access to a county road is granted, it is the safest point to enter or exit the road. The various factors reviewed with each access application include speed of the road, sight distance, existing traffic on the highway, and the projected vehicular use of the site.

In reviewing a site for access, the roads department will also consider the hydraulic impact to our roadway drainage system. Proper Stormwater Management plans must be reviewed and approved by the County, Soil Conservation District and/or Water Management Administration and implemented by the permittee.

The intent of this booklet is to provide information and guidelines to anyone desiring access to a County road or otherwise needing to perform work within the County right-of-way. The entrance design guidelines discussed in this publication are based on the American Association of State Highway Transportation Officials (AASHTO). This manual does not address every situation. If more information on County Road Commercial, Subdivision, or Industrial Entrance Permit is desired, please contact:

Garrett County Department of Engineering  
Public Service Center – Suite 3  
2008 Maryland Highway  
Mtn. Lake Park, MD 21550  
Phone: (301) 334-7488

**GARRETT COUNTY DEPARTMENT OF PUBLIC WORKS-ROAD DIVISION**  
**ENTRANCE SPECIFICATIONS**

**1.0 GENERAL POLICY**

- A. The right to access a Garrett County road is a privilege granted by the Garrett County Department of Public Works - Roads Division (DPWRD) on behalf of the Board of County Commissioners and should be treated as such.
- B. Effort shall be made to provide for access onto a County Road but the safety of the motorist must not be jeopardized in doing so.
- C. The change in use of an entrance (i.e.: farm to subdivision) shall require the issuance of another entrance permit.
- D. Existing entrances without culverts may be required to install culverts, at the property owner's expense, due to increased development and water flow.
  - 1. The property owner shall be notified by letter of the required culvert with details of installation.
  - 2. The property owner shall have 30 days to install the pipe as required.
  - 3. If the pipe is not installed within 30 days, the DPWRD may install the culvert with its personnel or have it installed by a contractor. The property owner shall be invoiced for the time and materials.
  - 4. Failure to pay the invoice within 60 days will result in the amount of the invoice being turned over to a collection agency.
- E. Entrance pipes damaged by a County grading operation will be either repaired or replaced by the DPWRD.
- F. Deteriorated entrances or culverts may require upgrading or replaced periodically by the property owner.
  - 1. The property owner shall be notified by letter of the required improvements with details of installation.
  - 2. The property owner shall have 30 days to make required improvements.
  - 3. If the improvements are not made within the 30 days, the DPWRD may perform the work with its personnel or have it completed by a contractor.
  - 4. The property owner shall be invoiced for time and materials.
  - 5. Failure to pay the invoice within 60 days will result in the amount of the invoice being turned over to a collection agency.
- G. Entrance permit fees shall be established by the Department of Permits & Inspection Services and approved by the Board of County Commissioners. Fees may be adjusted periodically.

## 2.0 WHO SHALL APPLY FOR A PERMIT

The following is a descriptive listing of some of the parties required to apply for a permit. It is to be used only as a guide and may not be construed as all-inclusive. The words "commercial", "industrial", and "subdivision" used singularly or collectively in the following text, shall include all entrances other than those for an individual residence.

- A. Owners, or their duly authorized representatives (developers, contractors, tenants, lessees, etc.), of land newly being developed commercially industrially, or as a subdivision, all desiring access to a County road;
- B. Parties desiring to establish a new public street intersection or modify an existing public street intersection;
- C. Parties desiring to change existing entrances or create new entrances into existing commercial or industrial facilities, and subdivisions;
- D. Parties desiring to modify, expand, or in any other manner make improvement to an existing facility, which will increase or change the type of vehicular generation or traffic pattern;
- E. Parties desiring to do any work within or across the County road right-of-way.

## 3.0 PROCEDURE FOR OBTAINING AN ENTRANCE PERMIT

- A. Any individual or corporation desiring to construct a commercial, industrial, or street entrance connecting with a County road shall make written application to the Garrett County Department of Permits and Inspection Services office in Oakland at the address provided below. The required fee and two copies of the detailed plans shall accompany applications.
- B. Application should be mailed to the following address:

Garrett County Department of Permits and Inspection Services  
Courthouse Administrative Building  
203 South Fourth Street – Room 208  
Oakland, MD 21550
- C. No work within the County right-of-way shall be undertaken until such time as the Garrett County Department of Engineering has issued a permit.
- D. Plans
  - 1. All applicants shall submit detailed plans for review, indicating the true relationship between their planned improvements and the county's right-of-way and pavement. Registered land surveyor or registered professional engineer shall prepare plans unless the County Engineer waives the requirement. Plans shall show dimensions, existing and proposed contours, storm drain facilities, structures, parking, interior traffic patterns, typical section through the County right-of-way, proposed curbs, etc.

2. A general location map shall accompany plan submission.
  3. Plans should be prepared on an engineering scale of not less than 1 inch = 50 feet. Recommended scale is 1 inch = 20 feet.
  4. For access permits where work is required in the traveled way or where work disrupts the normal traffic pattern, an appropriate traffic control plan shall be developed by professional representatives of the permittee and approved by the County Engineer.
- E. Utility Adjustment
1. The relocation or adjustment of any public or private utility shall be the responsibility of the permittee. This includes water lines, sewers, storm drains, telephone facilities, electric facilities, etc.
  2. It is the permittee's responsibility to relocate or have relocated all utilities that are within the paving and in front of the curbs to be constructed under the permit. This relocation shall be accomplished before initiation of work stated in the permit or accomplished simultaneously with the work.
  3. Notify "Miss Utility" 48 hours in advance of any construction to have underground utilities staked and marked in the field.

#### 4.0 ENTRANCE STANDARDS AND SPECIFICATIONS

- A. All work and materials shall conform to Maryland State Highway Administration construction specifications, standards, and addenda current at the time of the permit grant.
- B. All work is subject to county's periodic inspection and final approval.
- C. Entrance Location.
  1. A maximum of two entrances may be allowed in the first 200 feet of frontage. For each additional 100 feet of frontage thereafter a maximum of one entrance may be permitted, subject to the final decision of the County. Regardless of frontage, a development may be restricted to a single entrance and exit.
  2. Entrances shall adhere to the safety criteria for acceptable intersection or stopping sight distance conditions, or both, in accordance with current County standards and engineering practices.
  3. Entrance shall be set back from side property line 15 feet.
  4. Centerlines of all entrances will be place as close as possible to a 90 degree angle, but not less than a 68 degree angle, to the centerline of the existing County road.
  5. Private driveways onto subdivision roads must be a minimum of 75' from the County road.
  6. Entrances are required to be a minimum of 150' from the intersection of two County or State roads.

7. Entrances will be placed in such a manner that sight distance is available to traffic on the County road, in addition to that available to entering traffic, is maximized. See the State Highway Administration adopted AASHTO standards.
- D. Entrance Width.
1. The maximum width of a two-way access at 90 degrees shall be 35 feet. The minimum width of a two-way access is 25 feet.
  2. Entrance width shall be measured perpendicular to the centerline of the entrance.
- E. Channelization.
1. All commercial entrances shall be channelized.
  2. The front curb shall generally be constructed on the County road Right of Way line or 8 feet to 10 feet edge of the road which ever is greater, or as determined by the County.
- F. Curb Length
1. The minimum curb length between entrances is 40 feet, consisting of a 10 foot radius - 20 foot tangent - 10 foot radius.
  2. The minimum tangent curb length between the radius point of the entrance and the property line is 10 feet.
- G. Paving shall be in accordance with current DPWRD paving specifications or as stipulated on the permit.
- H. In order that the entrances operate at a maximum efficiency, it is recommended that the minimum desirable building setback line be 30 feet. Building setback lines are subject to the regulations of the pertinent local subdivision.

## 5.0 GRADE REQUIREMENTS

- A. The gradients of intersecting streets should be as flat as possible on these sections that are to be used for storage space for stopped vehicles. Grades in excess of 3 percent may not be allowed on the landing grade (first 50 feet) of intersecting streets, unless otherwise approved by the County. This allows for a normal maximum grade break of 5% between the normal 2% county road cross slope and the profile grade of the proposed road. Grades beyond the landing grade shall be in accordance with currently accepted engineering practices.
- B. The profile grade lines and cross sections on the proposed road intersecting streets shall be designed to provide a smooth junction and proper drainage. Normally, the grade line of the county road should be carried through the intersection, and that of the intersecting street should be adjusted to it.
- C. Commercial entrances shall be guided by the criteria in Sec. A and B, above. A minimum 40-foot landing grade may not exceed 3%. For sites smaller than 1/2 acre and low traffic generators, grades up to 6% are allowed. An approved grade may not exceed

6%, with a maximum grade break of 8% allowed between the County Road and the entrance profile grade.

- D. No water will be permitted to drain from a commercial entrance onto the County road.

## 6.0 GENERAL INFORMATION

- A. It is highly recommended that all tentative plans for commercial sites be reviewed with the County Engineer before the applicant develops his completed plans.
- B. The permittee or owner is responsible for carrying storm water to an outfall in a manner acceptable to the County Department of Engineering.
- C. County approval of entrances should be obtained before finalizing the development plans and making application to the local authorities for a building permit.