



Driveway and Approach FAQ's

Permit Requirements:

A new encroachment permit is required for the installation, modification, or removal of any driveway or approach on a county road.

Driveway Design:

Where feasible, all approaches will enter the county road with a negative degree of slope not more than three percent (3%) for a minimum of 30 feet back from the edge of roadway of the county road. Under no circumstance shall an approach exceed a positive slope of three percent (3%) for a minimum of 30 feet back from the edge of the roadway of the county road.

Approaches should connect to the county road at as close to a 90° angle as possible.

All residential approaches shall be a minimum of 20 feet wide.

Approaches must match the existing county road surface, i.e. gravel or asphalt. Asphalt or concrete driveways must end at least 3 feet from the road edge of a gravel road. Gravel driveways that connect to an asphalt road must have an asphalt apron a minimum of 3 feet wide from the road edge.

New driveways and approaches must have a minimum of 250-foot clear sight distance in each direction on a 35-mph road. Driveways must also have a minimum of 100-foot separation from other driveways. Exceptions will be made for driveways within subdivisions.

Drainages and Culverts:

Residents will be required to install a minimum 15" round culvert, or 12" arch culvert during driveway construction. Culverts must extend a minimum of 4 feet beyond both edges of driving surface. Culvert size requirements will be determined by Road Supervisor during preliminary inspection. Modification to the county road ditch may be required to ensure proper drainage, if so, this will be done at the permittees' expense.

The maintenance of driveway culverts is the sole responsibility of the property owner.

Signs, fences, landscaping:

No private signs, devices, fences, landscaping or other permanent structures, etc. will be constructed or installed within the County Right-of-Way.

Mailboxes:

Mailboxes must be installed in accordance with Federal Postal Service standards and County Road standards. Mailboxes should be installed on crash rated posts.

Construction and Permitting:

No work in the County Right-of-Way shall begin until the Permittee has received the Preliminary Encroachment Permit and has notified the Road & Bridge Department of the proposed start date.

Failure to obtain a permit prior to any construction may result in a one hundred dollar (\$100.00) per day fine from the time of notice until the encroachment is either removed, or a permit has been approved, as well as any cost to the county for repairs or removal of the right-of-way. (MCA 7-14-2136,2137)

Upon completion of the permitted approach, the Permittee must contact the Road & Bridge Department to schedule a final inspection. Approaches not inspected by the permit expiration date will require a new permit.

Any person or contractor working within a County Right-of-Way is responsible for providing a traffic control plan in accordance with MUTCD standards.

Upon completion of construction, all rubbish and debris shall be immediately removed, and the roadway and roadside left in the same or better condition than before the project began.

Any cost associated with repairs to the roadway or roadside that must be done by the county due to damage from construction will be billed to the permittee.

Jefferson County is not responsible for any damage to driveways, approaches, or other encroachments that do not meet the requirements outlined in the permit or road standards.

More information is available in the Jefferson County Road standards.