



## BALDWIN COUNTY COMMISSION

### POLICY #9.17

<b>Subject</b>	<del>Residential Permit</del> Procedure to Construct Driveway Turnout
<b>Date Adopted</b>	March 18, 2025
<b>Agenda Item</b>	TBD
<b>Obsolete Versions</b>	February 19, 2008 – Agenda Item H4 July 21, 1995 - Agenda Item U1 June 4, 2024 – Agenda Item CO5

### POLICY STATEMENT

This policy provides the procedural requirements for citizens wanting to obtain a permit to construct a driveway turnout to access a County owned road.

Baldwin County Forces shall not install any new driveway connections, unless the work is being performed in coordination with an active Baldwin County Project where a new driveway installation is deemed necessary in accordance with the project specifications. However, the Baldwin County Highway Department will maintain all Residential and Agriculture driveways within the right-of-way limits, including full replacement if deemed necessary upon proper installation in accordance with the approved applicable permit. For Commercial, ~~industrial, and residential multiunit type~~ driveway turnouts, the owner will be responsible for all maintenance.

For these type turnouts an “~~Industrial/Commercial/Residential Multiunit~~ Right of Way Access and Drainage Impact Permit” is required before construction.

The County Engineer, or his/her designee, shall have the authority to permit a temporary driveway turnout connection. Temporary driveway turnouts will be permitted for a period of 180 days. Temporary driveway turnout extensions may be granted on a case-by-case basis. At the end of the permitted period, temporary driveways may be transitioned into Residential or Commercial driveways if the owner or their representative submits a new Residential or Commercial driveway permit application for the location. Driveways transitioned from temporary to permanent Residential or Commercial will be required to meet

the design standards outlined in the respective permit guidelines. Driveways not transitioned to permanent shall be removed and the right-of-way restored to its original condition at the end of the permitted period.

## **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. Applicants must complete the Commercial, Agriculture, Minor Residential, or Major Residential driveway permit application online via the County's Citizenserve portal.
2. All Commercial driveways will be reviewed by Planning & Zoning and Highway Department Staff against the guidelines set forth in the *Alabama Department of Transportation's Access Management Manual, latest edition*.
3. Highway Department ~~personnel~~ Staff will evaluate all requested residential driveway locations to ensure conformity with Policy #9.23, Access Management.
4. Highway Department Staff will determine the culvert sizes and types needed for all Agriculture and Minor Residential turnouts.
5. Commercial driveway turnouts (including culvert) and Major Residential driveway turnouts (including culvert) will be designed by an Alabama registered engineer.
6. Commercial driveway turnouts and Major Residential driveway turnouts shall be constructed by a Contractor licensed in the State of Alabama to conduct the proposed type of work.
7. Minor Residential driveway turnouts and Agriculture driveway turnouts that require placement of a culvert shall be constructed by a Contractor licensed in the State of Alabama to conduct the proposed type of work.
8. For Commercial driveway turnouts a surety bond, accompanied by a Power-of-Attorney, shall be provided binding the Contractor to the Baldwin County Commission prior to commencing work. The bond amount will be determined after the review process is complete. Contractor shall also provide a copy of their general liability insurance certificate naming the Baldwin County Commission as additionally insured.
9. Applicants for all residential driveway turnouts will be issued a completed permit with a copy of the United States Postal Service mailbox regulations. No building permits or Planning and Zoning development permits will be issued without turnout approval from the Baldwin County Highway Department.
10. A final driveway inspection will be performed by the Baldwin County Highway Department prior to the issuance of a Certificate of Occupancy (CO).

## **WORDS AND TERMS DEFINED**

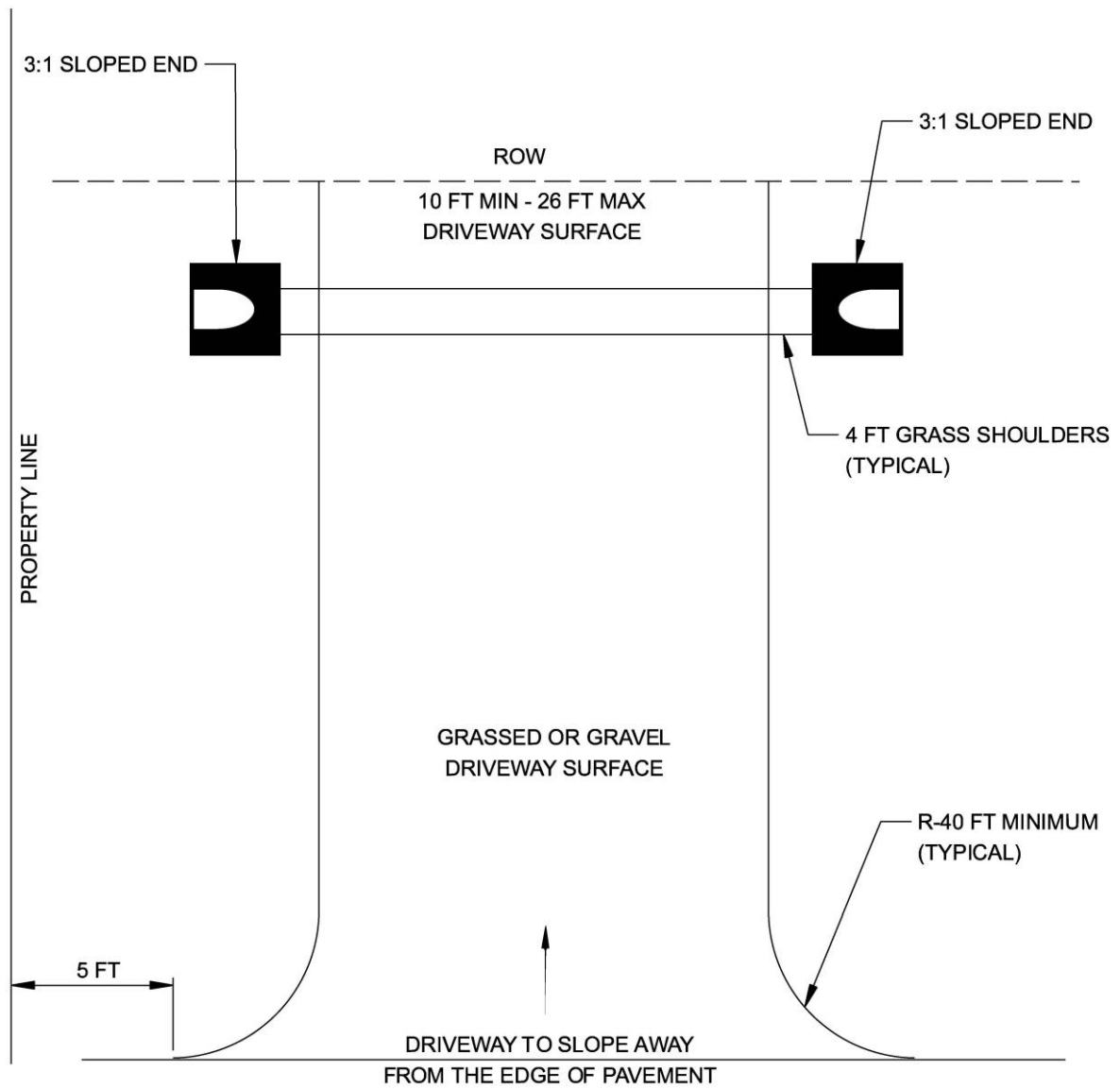
*Access (Access Point)*. Any driveway, street, turnout, or other means of providing for the movement of vehicles to or from the Baldwin County Public Road System and further defined as follows:

1. *Agriculture driveway.* Any driveway or access serving a farmyard, cultivated or uncultivated field, timberland, or undeveloped land not used for industrial, commercial, or residential purposes leading to or from a publicly maintained street.
2. *Commercial driveway.* Any private entrance, exit, ramp, tunnel, bridge, side road, or other vehicular passageway to any property used for commercial purposes or serving five or more residential lots/units leading to or from a publicly maintained street.
3. *Common driveway.* A private driveway located to provide a single access to two lots, with no more than four legally permitted dwelling units, leading to or from a publicly maintained street. Common driveways are considered Major Residential driveways and will meet all Major Residential driveway requirements.
4. *Minor Residential driveway.* A private driveway providing access to one single-family lot/unit with no more than two legally permitted dwelling units leading to or from a publicly maintained street.
5. *Major Residential driveway.* A driveway or access serving two or more but less than five residential lots/units that proposes to utilize a single drive leading to or from a publicly maintained street.

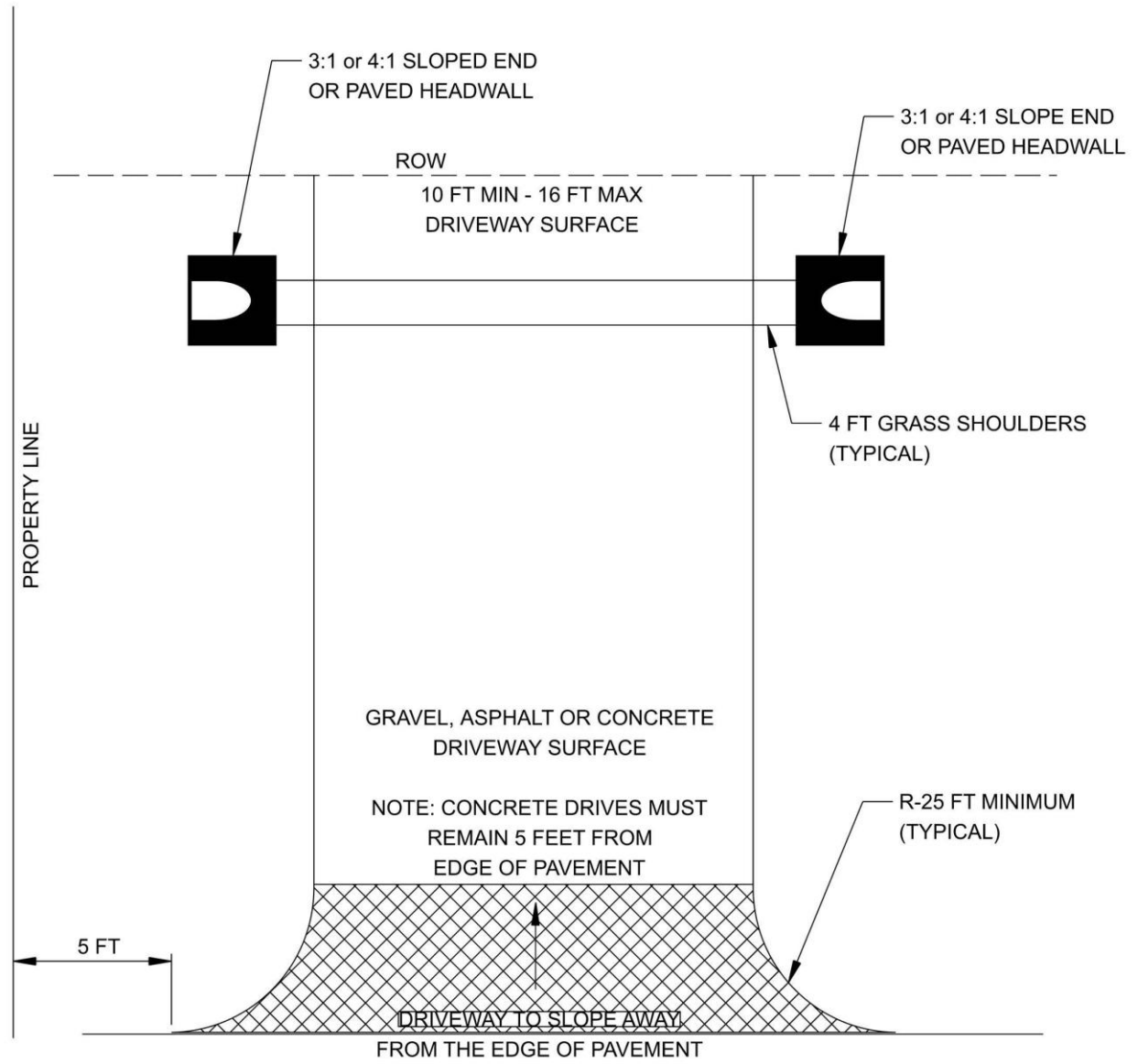
#### **FORMS/ATTACHMENTS/EXHIBITS**

- ~~1. Permit to Construct Turnout to Provide Access to a County Road (Paper Copy)~~
  1. Agriculture Turnout Detail
  2. Minor Residential Turnout Detail
  3. Major Residential Turnout Detail

## AGRICULTURE TURNOUT DETAIL

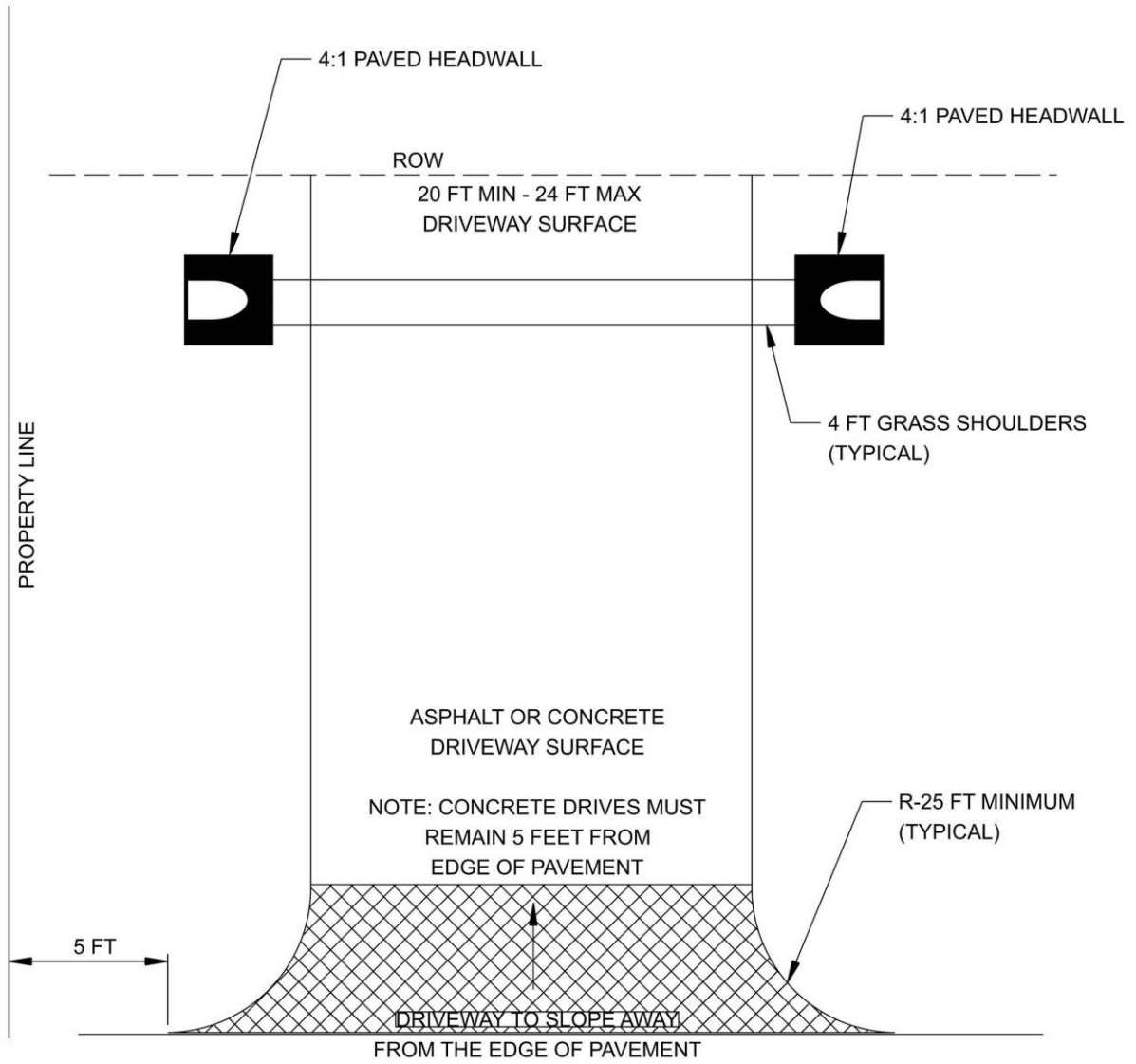


## MINOR RESIDENTIAL TURNOUT DETAILS



Slope paved headwalls shall be constructed per ALDOT Standard Drawing HW-614-SP

# MAJOR RESIDENTIAL TURNOUT DETAILS



Slope paved headwalls shall be constructed per ALDOT Standard Drawing HW-614-SP