



**RULES**

**AND**

**REGULATIONS**

**CONSTRUCTION OF ACCESS**

**DRIVEWAYS AND TURNOUTS**

**TO**

**CROOK COUNTY**

**ROADWAYS**

Adopted: November 3, 1993

Amended: September 6, 2006

Amended: January 7, 2009

RULES AND REGULATIONS  
CONSTRUCTION OF ACCESS DRIVEWAYS AND TURNOUTS  
TO  
CROOK COUNTY ROADWAYS  
State of Wyoming  
Amended January 7, 2009

I certify that the attached is a true and correct copy of the Rules and Regulations for the Construction of Access Driveways and Turnouts to Crook County Roadways; Crook County, Wyoming adopted in accordance with Wyoming Statutes §24-1-104, §24-6-101 et seq. and §18-3-504 and any amendments and supplements thereto (annotated 1977 Republished Edition).

This is an amendment to Chapter V, Section 1., e., Access, which replaces: "limited to one per quarter section." with the following:

Access Type	Field	Residential	Commercial	Major
Field	220'	220'	330'	660'
Residential	220'	440'	660'	660'
Commercial	330'	660'	1,320'	1,320'
Major	660'	660'	1,320'	1,320'

**Commercial:** An entrance to and/or exit from any business, commercial development, cultural or institutional complex, public establishment or any development with three or more family residences adjacent to a County Road.

**Field:** An entrance to and/or exit from a field or unoccupied property if the access is not used daily throughout the year.

**Major:** Any access that generates more that 50 trip ends in any hour of a typical day or is a public road or access.

**Residential:** An access adjacent to a County Road to provide entrance to and/or exit from a residential dwelling for the exclusive use and benefit of the dwellings residents.

Read this table by selecting the type of access in the column on the left side. The minimum separation distance from any other access across the top row is where the column and row intersect. For example, the minimum separation distance between a field access and either another field or residential access is 220 feet. All distances will be measured from edge to facing edge. Each access shall be placed such that it will benefit adjacent property owners where ever possible. Applicants may be required to provide an easement to benefit adjacent property when that access would, in the opinion of the County Road and Bridge Superintendent, promote traffic safety.

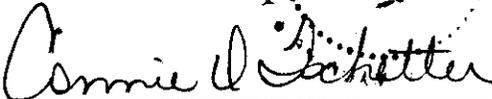
And also amends Chapter II, by adding: "change a permitted access use without written approval from the Crook County Road and Bridge Superintendent"

These amended Rules and Regulations for the Construction of Access Driveways and Turnouts

to Crook County Roadways; Crook County, Wyoming supersedes all others previously filed. Prior to adoption of these amended Rules and Regulations for the Construction of Access Driveways and Turnouts to Crook County Roadways, Crook County, Wyoming were made available for public inspection on the 20<sup>th</sup> day of November, 2008. A notice was also published in the Sundance Times, the Moorcroft Leader, and the Wyoming Pioneer at least 45 days before these rules were adopted by the Board of County Commissioners.

The attached amended rules and regulations are effective immediately upon filing with the Crook County Clerk.

Signed this 7<sup>th</sup> day January, 2009.

CROOK COUNTY CLERK  
  
Connie D. Tschetter



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## CHAPTER I

## TITLE, PURPOSE, AND AUTHORITY

Section 1. Title. This resolution shall be known as the "Rules and Regulations for the Construction of Access Driveways and Turnouts to Crook County Roadways".

Section 2. Purpose. The purpose of this resolution is to promulgate rule and regulations for the proper location and design of access driveways and turnouts to county roadways necessary to protect the safety of the motorist and maintain the physical integrity of roadway surfaces and adjacent drainage ways.

Section 3. Authority. The Authority for Wyoming Communities to manage and control county roadways is granted in Wyoming Statutes §24-1-104, §24-6-101 et seq. and §18-3-504 and any amendments and supplements thereto.

## CHAPTER II

## EFFECT OF REGULATIONS

After the passage and effective date of these regulations it shall be unlawful for any person, partnership, corporation or firm to install, construct, alter, change a permitted access use without written approval from the Crook County Road and Bridge Superintendent or use any access driveway or other turnout to any roadway owned and/or maintained by Crook County that does not conform to the requirements of these regulations. **No access or turnout construction shall be started before receiving the written approval of the Crook County Road and Bridge Superintendent on the form provided by the county.** All access driveways existing before this passage of this act are allowed but are now subject to the regulation.

## CHAPTER III

## PROCEDURE

1. The applicant for an access driveway or turnout shall obtain and complete the permit form.

2. The applicant shall deliver the completed form the Crook County Road and Bridge Superintendent who shall review the permit within five (5) days of receiving it and shall either approve, deny, or recommend a variance. In case of the latter two the superintendent shall state the reasons why.

3. If the applicant's permit is denied then he shall have thirty (30) days from receiving notice of the denial to request a variance from the Crook County Board of Commissioners.

4. If a request for a variance is made by the applicant then the Crook County Clerk shall set the matter for a hearing pursuant to the Wyoming Administrative Procedure Act at the next regular meeting of the Board and mail the notice to requesting party.

The requesting party may provide a stenographer at their own expense; otherwise the Board will tape-record the hearing.

The Board will provide a hearing officer if one is requested. Requests must be made ten (10) days before the hearing.

5. If a request for a variance is made by the Crook County Road Superintendent, then an informal hearing shall be set at the next regularly scheduled meeting of the Board. If the applicant's permit is denied by the Board then procedures set forth in paragraph #3 and #4 above shall then commence so the applicant may have a contested case before the Board.

#### CHAPTER IV

#### MATERIALS, CONSTRUCTION AND MAINTENANCE

Section 1. Materials. The property owner shall furnish all materials necessary for the construction of driveways and other turnouts. All materials shall be subject to inspection and approval by the Crook County Road and Bridge Department.

Section 2. Construction. The property owner shall do all work and pay all costs incurred in the construction of access driveways and other turnouts within the county road right-of-way, including the cost of repairing any damages to the county roadway during the construction thereof.

Section 3. Inspection and Maintenance. The Crook County Road and Bridge Department is hereby authorized to inspect all driveway and other turnout installations at the time of construction and any time thereafter and to require such changes, maintenance and repairs as may be considered necessary to provide protection of life and property on or adjacent to the county roadway.

Section 4. Roadway Construction and Reconstruction. Any existing access driveway structure or other turnouts which are destroyed or removed in the construction or reconstruction of a section of roadway will be replaced or reconstructed by the County Road and Bridge Department to a design within these regulations and a condition equal to or better than the original structures.

Section 5. Use of Roadway Right-of-Way. The property owner shall not be permitted to erect any sign, either fixed or moveable, on or extending over any portion of the roadway right-of-way, nor shall they store any product or conduct any business of any nature on the roadway right-of-way.

## CHAPTER V

## DESIGN REQUIREMENTS

Section 1. Location. Location of access driveways and other turnouts shall be selected to provide maximum safety for roadway and driveway users. The following rules shall generally apply for the location of driveways and turnouts in relationship to roadway sight distance, intersections, side property lines and other driveways.

a. Sight Distance - All driveways and turnouts shall be located so there is minimum horizontal and vertical sight distance of five hundred (500) feet in both directions along the county roadway.

b. Intersections - All driveways and turnouts shall be located a minimum of seventy-five (75) feet from the intersecting right-of-way lines of other roadways.

c. Side-Property Lines - All parts of any access driveway or other turnout, including the radii, shall be a minimum of twelve and one-half (12½) feet from the side property lines. Exceptions to this rule may be allowed when physical conditions make it impossible to comply or where such compliance will create a potential safety hazard.

d. Other Driveways - All parts of any access driveway or turnout, including the radii, shall be a minimum of twenty-five (25) feet from any other access driveway or turnout to the same roadway.

e. Access - Access to a County Road will be:

Access Type	Field	Residential	Commercial	Major
Field	220'	220'	330'	660'
Residential	220'	440'	660'	660'
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facing edge. Each access shall be placed such that it will benefit adjacent property owners where ever possible. Applicants may be required to provide an easement to benefit adjacent property when that access would, in the opinion of the County Road and Bridge Superintendent, promote traffic safety.

Section 2. Radii. Radii for all access driveways and turnouts shall not be less than ten (10) feet.

Section 3. Drainage. Drainage in roadway side ditches shall not be altered or impeded. Drainage structures a minimum of fifteen (15) inches in diameter and twelve (12) feet in length shall be installed under each driveway or turnout unless it can be demonstrated by the landowner that such structures are not needed. All shall be completed at the landowner's expense.

Section 4. Slope. The driveway or turnout slope or grade shall be so constructed as to conform to the slope of the roadway shoulder, from the edge of the roadway surface to the shoulder line and then shall be sloped downward to a point above the center line of the side ditch. Water will not be permitted to drain from the driveway or turnout onto the roadway and shoulder surface. If it does the County Road and Bridge Department may make the necessary cuts to prevent water running onto the road.

Section 5. Width. The width of access driveways shall not exceed twenty-four (24) feet for residential driveways and forty (40) feet for all other driveways. Turnout widths are not restricted.

Section 6. Angle. The angle of the access driveway from the roadway surface shall be as near ninety (90) degrees as side conditions will permit.

Section 7. Joint Driveways. Landowners of adjacent property wanting to construct a joint driveway to service both properties must meet all requirements of these regulations with the exception of side property line clearance distances, and must prepare a joint easement suitable for recording at their own expense.

Section 8. Multiple Driveways. Two driveways entering onto a particular roadway from a single commercial establishment or residence are permitted if all requirements of these regulations are met and if the minimum distance between the two driveways is twenty-five (25) feet. More than two driveways will be prohibited.

Section 9. Heavy Traffic Access Driveways. Drive-in theaters, car washes, and other heavy traffic volume businesses must make allowances for car storage on their premises to prevent stacking of vehicles on the roadway. The county roadway shall not be used as a holding area for vehicles.

## CHAPTER VI

## MODIFICATION AND VARIANCE

Where, in the opinion of the Crook County Road and Bridge Department, extenuating circumstances exist which may prohibit complete conformance with these regulations and where lack of such conformance will not create a traffic hazard, the Board of County Commissioners may modify or vary the provisions of these regulations to the minimum extent necessary to permit the construction of the driveway in accordance with the intent of these regulations.

## CHAPTER VII

## SEVERABILITY

If any provisions of these regulations be held invalid by a court of competent jurisdiction, such invalidity shall not effect other provisions which can be given effect without the invalid provisions, and to this end the provisions of these regulations are declared to be severable.

## CHAPTER VIII

## VIOLATIONS AND PENALTIES

Any person who willfully violates any provision of these regulations or any order or rule issued under these regulations, shall, upon conviction thereof by any court of competent jurisdiction, be subject to a fine of not more than One Hundred Dollars (\$100.00) or to imprisonment for a period not to exceed thirty (30) days, or both such fine and imprisonment.

## CHAPTER IX

## APPEALS

Any decision of the County Road and Bridge Department may be appealed to and reviewed by the Board of County Commissioners. Decisions of the Board of County Commissioners may be reviewed by the District Court and the Wyoming State Supreme Court as set forth in Wyoming Statutes §16-3-114 and any amendments or supplements thereto.

## CHAPTER X

## AMENDMENTS

The Board of County Commissioners may amend these regulations from time to time as the need for change becomes evident. Such amendments shall be made in compliance with all requirements of the Wyoming Administrative Procedures Act. (W.S. 16-3-101 through 16-3-115 and any amendments or supplements thereto).

CHAPTER XI

ADOPTION AND EFFECTIVE DATE

This resolution providing minimum standards for the construction of access driveways and other turnouts to county roadways shall be in full force and effect after its adoption by the Board of County Commissioners and its proper filing with the Crook County Clerk in accordance with the Wyoming Administrative Procedures Act.

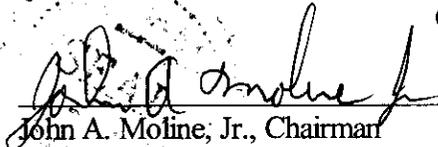
CHAPTER XII

FORMS

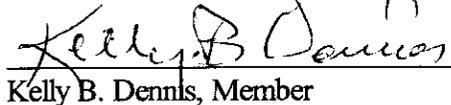
The Board of County Commissioners shall create Forms for these Rules and Regulations which shall be used for the construction of access driveways and turnouts to Crook County Roadways.

ADOPTED THIS 7<sup>th</sup> DAY OF JANUARY, 2009 A.D.

Board of County Commissioners  
Crook County, Wyoming

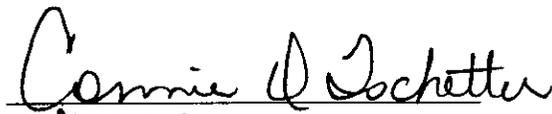
  
\_\_\_\_\_  
John A. Moline, Jr., Chairman

  
\_\_\_\_\_  
J. W. Hadley, Vice-Chairman

  
\_\_\_\_\_  
Kelly B. Dennis, Member

ATTEST:

EFFECTIVE DATE: January 7, 2009

  
\_\_\_\_\_  
Connie D. Tschetter  
Crook County Clerk



ACCESS OR TURNOUT PERMIT APPLICATION

Applicants please PRINT and complete this form:

- 1) NAME \_\_\_\_\_
- PHYSICAL ADDRESS \_\_\_\_\_
- MAILING ADDRESS \_\_\_\_\_
- PHONE (DAYTIME) \_\_\_\_\_ (EVENING) \_\_\_\_\_

2) I request an access permit/turnout permit (circle one) to the following property owned by me located at:

A) On County Road # \_\_\_\_\_ known as the \_\_\_\_\_  
County Road \_\_\_\_\_ miles from the point of beginning.

B) Legal Description: \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section

Description: \_\_\_\_\_

3) The materials to be used are the following: \_\_\_\_\_

4) Drainage will be handled in the following manner: \_\_\_\_\_

5) On the back of this form draw the location of the access or turnout requested. Use as many landmarks in the area as possible such as the road, fences, auto gates, all other accesses or turnouts in the area 500 feet in both directions of the requested access or turnout.

I, the above applicant do swear or affirm that the facts indicated above are true and accurate to the best of my knowledge and belief and that I have had an opportunity to review the rules and regulations governing access and turnouts to Crook County Roads.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved/ Variance Requested/ Denied:  
(Circle One)

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Reason why variance requested or denied (CIRCLE ONE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If variance requested after denial state reason why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice you have **30 days** after date of denial to request a variance with the Board of County Commissioners in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date