



CODE OF ORDINANCES  
Saline County, KS

**CHAPTER 11**  
**Roads & Bridges**

*The resolutions in this chapter and all other chapters, sections, and appendices shall constitute and be designated the “Code of Saline County, KS”. The construction of this codebook was done for the convenience of users of the Code and shall have no legal effect. The resolutions used for the construction shall supersede and have legal effect. Reference Chapter 1: Overview of Codes for further details.*

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**ARTICLE 11-1 ROAD PETITIONS**

- a. The following requirements shall apply to all road petitions submitted to the county:



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- b. Each submitted road petition shall be accompanied by a nonrefundable application fee of \$30.00.
- c. All persons owning property adjoining the subject right-of-way shall be individually notified by public mail of the scheduled public hearing.
- d. The above requirements shall be in addition to all statutory provisions of K.S.A. 68-102 et seq.

(Res. No. 1185, 3-14-89)

## **ARTICLE 11-2 ROAD-NAMING AND PROPERTY-NUMBERING SYSTEM**

- a. The uniform road-naming and property-numbering system for the unincorporated area of the county involves first giving each road in the county, regardless of length, a name based on historical facts obtained from primary and secondary sources. Next, the entire county had to be divided into parts small enough to assure any new structure of an address regardless of its location. This was accomplished by dividing each mile of road into eight hypothetical city blocks of 660 feet each. Each of these blocks was then assigned a number depending on its location and direction from the meridian streets (Highway 81 East and West, and Country Club Road—State Street Road North and South). For instance, the first 660 feet east of Highway 81 on Mentor Road would be designated the 100 block east on Mentor Road. The second 660 feet would be the 200 block east on Mentor Road and so on. Each of these blocks is in turn divided into lots of 25 feet each, and these lots are numbered in increments of four. Using the previous example, in the first block east on Mentor Road the lot extending from 75 feet to 100 feet would be numbered 113 East Mentor Road (see exhibit B). Similarly, the lot extending from 400 feet to 425 feet in the 600 block of East Mentor Road would be numbered 665 East Mentor Road. These addresses are odd-numbered because of their location on the north side of the road in the southeast quadrant of the county. On the south side of East Mentor Road in the southeast quadrant the lots will have even numbers.
- b. This system is as uniform as can logically be expected. It is an extrapolation of the addressing system used by the City of Salina. Because of this, several adjustments had to be made to compensate for discrepancies in Salina's system. The most noticeable of these adjustments is the substitution of Country Club Road-State Street Road for Iron Avenue and Highway 81 for Santa Fe Avenue as the meridian streets. Neither Iron Avenue nor Santa Fe Avenue connect to section lines beyond the city limits. Another discrepancy is that many of the blocks in Salina are not of uniform length. For this reason, many of the sections in the county extending away from Salina do not have exactly eight blocks. Some may have as few as six or as many as 15. In these instances the lot numbers were assigned in increments of two to facilitate the property numbering system. The reason Salina's system is used is to allow that city to grow through annexation without those people being annexed having to change their address. Theoretically, the City of Salina could grow to encompass the entire county but with a minimum of address changes.
- c. Rural addresses and road names are assigned by the county planning and zoning department.
- d. The address is based upon the location of the centerline of the driveway entrance to the public road, and not the location of the house on the property. The address may be adjusted to reflect the addresses of adjoining properties or addresses already assigned.
- e. Addresses are based upon the numbering system established in subsections (a) and (b) of this section.



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- f. Addresses shall only be assigned to residences, businesses, and other occupied structures and buildings where a phone is located. Vacant property with the entrance location determined or restricted by plat may be assigned addresses prior to construction. Exceptions may be made where a utility company requests an address be assigned for utility purposes.
- g. Addresses will be assigned based upon the approved construction registration.
- h. In the case of a building with multiple tenants, separate units within the building will be assigned the same base address, with a letter after the base address. In the case of a building that is modified after assignment of the address, the first unit will receive the address and subsequent units will receive the alphabetic letter, beginning with the unit closest to the main building entrance.
- i. Private roads, except those within PUD or industrial areas, will not receive a road name, and any addresses will be based upon the intersection of the private road with the public road. Private road identification signs on private road right-of-way or private property that conflict with the approved road names and in the opinion of the county planning and zoning director would cause confusion to emergency service providers, are prohibited.
- j. Within planned unit developments and industrial areas where street names have been assigned or approved by the county, separate addresses may be assigned by the county for individual structures or units.
- k. When more than one property is served by the same entrance road, driveway, or location the base address will be assigned to the original or first structure, and any new structures shall be assigned the same address followed by an alphabetic letter (i.e.: 631, 631A, 631B). To avoid confusion, the letters I, L, and O will not be used.
- l. In those instances involving a looped street that turns back into itself, addressing shall begin at the first property at the entrance from the main road, and follow around the loop in a counterclockwise manner.
- m. For those roads that do not follow a section line, or bend around physical features, road name changes may occur where the angle of intersection is 90 degrees or greater.
- n. As a general rule, roads that are discontinuous in right-of-way for more than one mile may be assigned a different road name. Road names may also change based upon location either side of the Meridian Streets (Highway 81, Country Club/State Street).
- o. New streets outside of incorporated entities shall be assigned names by the county planning and zoning department either through the platting of property, or by the deeding or dedication of right-of-way. Duplicate or similar street names shall not be allowed.
- p. Where unnamed frontage roads are utilized, the address shall be assigned based upon the entrance location of the property with respect to the main road as if the frontage road did not exist. Where named frontage roads are utilized, all property accessing the frontage road will be addressed from the frontage road.
- q. Where a joint entrance is mandated by plat or access restriction, but the driveway separates within the right-of-way, separate addresses may be assigned for each parcel.
- r. Road names outside of incorporated areas shall only be changed through formal action by the board of county commissioners. Requests for road name changes shall be submitted in writing to the county planning and zoning department for review and scheduling for action by the board of county commissioners.



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- s. All residential, commercial, industrial, or public building sites obtaining new utility services shall be required to provide the assigned road or street numbers to all affected utilities prior to obtaining said service.

(Res. No. 878, 7-21-81; Amend. No. 8, 12-3-91; Res. No. 1256, 4-2-91)

**Cross reference**— Zoning and master plan resolution, app. A.

### **ARTICLE 11-3 SEISMOGRAPHIC OPERATIONS**

- a. No person shall conduct seismographic testing activities of any nature upon the easements and rights-of-way of the county, except by written permission conferred following application to do so on the prescribed forms on file in the office of the county engineer providing the following information:
  - 1. The name, address and telephone number of the person or entity desiring to conduct seismographic thumping operations.
  - 2. The name, address and telephone number of the actual proposed seismographic thumping operator.
  - 3. Exact location of the intended operation, including a detailed map of the area to be tested.
  - 4. Permission in writing from the landowners and operators, located within 600 feet of the intended operation.
- b. The county engineer shall, in addition to the application containing the information aforesaid, prior to issuance of a permit for seismographic thumping operations, require the following:
  - 1. That any damages anticipated to the roadbeds of the county as a result of such operation be determined and security for the cost of repair procured before commencement of any operation.
  - 2. Procure from the operator a certificate of liability insurance for his operation within the county in an amount not less than \$100,000.00 per incident and \$500,000.00 per occurrence, and a bond, which shall be posted with the clerk of the district court of the county in an amount not less than \$1,000.00 per mile for each mile to be traveled in conducting seismographic thumping operations, securing any costs to the county arising from the operations including, but not limited to, damage to county roads, culverts and access entrances and exits to county roads.
  - 3. A statement from the operator that no seismographic thumping shall occur upon any county roadbed having an asphalt or concrete surface; and that any movement on to or off of such roadbed shall only occur at existing access entries and existing exits to such roads.
  - 4. An application fee, which if the application is approved by this commission, shall be in the amount of \$100.00 per road mile over which testing activity is to be conducted, and which will be retained by the county for use in offsetting administrative costs in processing and monitoring such testing activity.
- c. Nothing herein contained shall be construed as relieving any person, corporation or business of liability for damage to county roads or other property caused by them in excess of the amount of any policy of insurance or bond required in this section.

(Res. No. 988, 5-1-84)



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## ARTICLE 11-4 UNAUTHORIZED USE OF MINIMUM MAINTENANCE ROADS PROHIBITED

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- a. *Vehicles.* In accordance with the County Home Rule Power, K.S.A. 19-101 et seq. [and] K.S.A. 19-212, any and all vehicles, four-wheel drive trucks and other mechanical devices shall be prohibited from the unnecessary and unlawful destruction or damage of minimum maintenance roads within the county. Unauthorized destruction and/or damage shall include those instances that said vehicles utilize minimum maintenance roads for purposes contrary to the intent of this section. Said minimum maintenance roads shall be utilized only by those individuals whose occupation or residence necessitates the use of said roads. The board of county commissioners finds that said prohibition is in the best interest of the public in that said prohibition will decrease the likelihood that the roads will become dangerous and will help to maintain the cost of maintenance of said roads.
- b. *Aircraft.* In accordance with the County Home Rule Power, K.S.A. 19-101 et seq., and K.S.A. 19-212, any and all aircraft as defined by K.S.A. 3-201, shall be prohibited from landing or utilizing county roads and right-of-ways unless said use is the result of an emergency. The board of county commissioners find that said prohibition is in the best interest of the public.
- c. *Penalty.* The knowing and willful violation of this order shall constitute a class C misdemeanor; and, any person convicted of such violation shall be punished as provided by law.

(Res. No. 93-1330, 4-20-93; Res. No. 93-1338, 5-25-93)

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## ARTICLE 11-5 ENTRANCE POLICY

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In accordance with K.S.A. 19-101 et seq. and Resolution No. 22-2367, the Board of County Commissioners hereby adopts the Road and Bridge Policy 2022-102 which reads as follows:

**POLICY:**

This policy is adopted by the Saline County Commission acting pursuant to the power and authority granted by Kansas State Law K.S.A. 68-543. The purpose of the policy is to establish written guidelines for the location and construction of private entrances within the unincorporated areas of Saline County.

**RESPONSIBILITY (COUNTY ROADS):**

It shall be the responsibility of the Road and Bridge Department to issue entrance permits for property owners to gain access onto county-maintained roads. No entrance from private property to a county road may be constructed, reconstructed, or widened without an approved permit from the Road and Bridge Department.



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For **new, relocated, or lengthen of existing** entrances, the landowner is responsible for all costs involved in the construction of the entrance and any required ditch cleaning. Construction may be completed by a contractor (hired by the applicant) or completed by the applicant. All ditch cleaning required, both upstream and downstream, shall be completed at the applicant’s expense regardless of who installs the entrance. Construction staking of the pipe flow lines and any required ditch cleaning may be completed by the Road and Bridge Department.

Maintenance and replacement of all **existing** entrance drainage structures and ditches within the county right-of-way is the responsibility of Saline County. However, in the event of damage to entrance pipes caused by negligence, construction activities by others, or repeated inattentive driving, the owner will be responsible for the repair or replacement. When a pipe is replaced by the Road and Bridge Department, the replacement pipe length will match that of the existing pipe length. If the property owner desires a longer pipe, the property owner must provide the additional pipe and band for the extension.

Maintenance of the existing entrance surfacing will be the responsibility of the landowner.

When an existing entrance is replaced by the Road and Bridge Department under routine maintenance, all work will be completed at the County’s expense. If an existing entrance has headwalls, those headwalls shall not be replaced. End sections shall be installed and the headwall materials shall be removed.

**RESPONSIBILITY (PRIVATE ROADS DEDICATED FOR PUBLIC USE):**

Privately maintained roads dedicated for public use are roads within platted subdivisions, benefit districts, or planned unit developments that are not maintained by Saline County Road and Bridge Department.

It shall be the responsibility of the Road and Bridge Department to issue entrance permits for property owners to gain access onto privately maintained roads. No entrance from private property to a privately maintained road that is dedicated for public use may be constructed, reconstructed, or widened without an approved permit from the Road and Bridge Department.

These entrances must meet the same requirements as entrances on County maintained roads. However, the construction of all new entrances, modification of existing entrances, and the maintenance of existing entrances is the responsibility of the property owner.

**GENERAL:**

New and reconstructed entrances require approval of the **location and size of the drainage structure** required, if any, by the Road and Bridge Department. If a drainage structure is required, the minimum pipe size will be 18 inches in diameter or the equivalent arch pipe. The minimum standard size may be increased in size, depending on the amount of drainage, as determined by the Road and Bridge Department. The location of a proposed entrance with poor sight distance will be denied or require a different location.



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If a drainage structure is required that has an opening larger than what a pipe can provide, the Applicant shall have the large drainage structure constructed by a contractor approved by the Road and Bridge Department. Plans for that structure shall be prepared by a licensed Professional Engineer and approved by the Road and Bridge Department.

Only two entrances per tract of land will be allowed unless said tract of land is separated by an impassable stream or other natural feature.

If a property owner or contractor constructs an entrance without a permit or the construction does not conform to county policy, the property owner has 30 days from the date of the county issued noncompliance letter to apply for a permit and bring the entrance into compliance. After 30 days the entrance is subject to removal by the County and all costs will be billed to the property owner. The property owner may request an extension of time to bring the entrance into compliance if the request is within the 30 day notice.

Upon request by the petitioner, the County Engineer or County Commission may consider variances to the entrance policy.

The permit applicant, his successor, or assigns, shall assume all risk and liability for accidents and damages that may occur to persons or property as a result of this work, and shall indemnify and hold Saline County harmless from any and all costs, liabilities, expenses, suits, judgements, or damages to persons or property or claims of any nature whatsoever arising out of or in connection with the work being permitted, or in the operation and performance thereunder by the applicant, their agents, employees, or subcontractors.

Installation of all mailboxes shall conform to the US Postal Service requirements. Newspaper delivery boxes shall conform to Saline County Policy No. 2001-101.

Saline County does not assume any responsibility for the removal or clearance of snow or ice, or the opening of windrows of such material, upon any portion of any entrance.

**PUBLIC SAFETY AND TRAFFIC CONTROL:**

The applicant or contractor shall be responsible for providing all necessary traffic control items during construction. All traffic control items and usage shall be in accordance with the current edition of the "Manual on Uniform Traffic Control Devices". Road Closures are not permitted without approval of the Road and Bridge Department.

Property owner/contractor must store vehicles, construction equipment, materials, tools, and debris off the right-of-way or a minimum of 10 feet from the edge of the road.



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The property owner/contractor shall maintain the roadway in good condition at all times. The repair of any damage done to the roadway shall be done immediately. If mud or dirt is tracked onto the roadway, it shall be removed immediately to ensure the roadway is safe for the traveling public.

**UTILITIES:**

Prior to commencing construction or reconstruction of an entrance and/or during the construction process, the property owner or contractor shall:

- Notify Kansas One Call and obtain utility field locates (including those utilities that do not participate in Kansas One Call) in the anticipated work area before excavation.
- Use work procedures that do not damage utilities or utility property within and adjacent to the work area.
- Coordinate and perform work to avoid interrupting utility service.
- Notify the utility owner of damage to or exposure of its utility property and not hinder the utility owner from restoring utility service.

**INSURANCE REQUIREMENTS:**

Before beginning any work, the owner/contractor performing the work within the right-of-way must provide a proof of insurance. A Certificate of Liability Insurance must be provide by a contractor while a property owner can provide a copy of their home and auto insurance policy.

The following are the minimum insurance requirements to work within the right-of-way:

- General Liability insurance for a combined single limit of minimum amount of \$500,000 for bodily injury and property damage.
- Automobile Liability insurance of a combined single limit of a minimum amount of \$500,000 for bodily and property damage that covers owned, hired, and non-owned vehicles.

**CONSTRUCTION REQUIREMENTS:**

All new drainage structures shall be a new pipe, made of aluminized (Type 2) corrugated metal. Reinforced concrete pipe will only be allowed on hard surfaced (asphalt and concrete) entrances. Flared end sections shall be required on all pipes, including the lengthening of existing pipes. Galvanized end sections may be used on aluminized (Type 2) corrugated metal pipes. Variances for pipe material must be approved by the County Engineer and will only be approved on special circumstances.

Temporary entrance pipes are not required to be new or have end sections. However, the size, location and type of pipe shall be approved by Saline County through the permanent entrance permit process. A temporary entrance cannot be in place longer than 6 months. After removal of the temporary entrance, the right-of-way shall be returned to the original condition as before the temporary entrance was installed.



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All new entrances shall have a minimum pipe length of 24 feet for residential entrances and 30 feet for agricultural and commercial entrances. However, the maximum length of pipe for any entrance is 50 feet.

Proposed entrance locations cannot be within 150 feet from the centerline of a roadway intersection.

A minimum space of 50 feet from the toe of the nearest entrance shall be required.

A minimum of 12 inches of cover material shall be required over the top of the pipe. The completed entrance surface shall be at or below the elevation of the road shoulder and shall be constructed in such a manner as to not direct drainage onto the roadway.

All entrances constructed on asphalt, concrete, and gravel surfaced roads shall have a minimum of 3 inches aggregate surfacing material placed between the edge of the road and the right-of-way line. For concrete or asphalt surfaced entrances, the entrance pavement shall stop 3 feet from the edge of the roadway. This 3-foot gap shall be surfaced with the same material as the county road.

Headwalls of any kind shall not be permitted on the ends of pipes.

All excavation shall follow OSHA regulations for sloping the sides of the excavation.

The property owner or contractor must notify the Road and Bridge Department (785-826-6527):

- No less than 24 hours prior to beginning construction; and
- No less than 24 hours prior to covering the entrance pipe for inspection of proper grade of the pipe and end sections; and
- Upon completion of final grading and installation of aggregate surfacing.

All new entrance construction shall require final inspection and approval by the Road and Bridge Department. Entrances for new homes or buildings must pass final inspection and have approval prior to any building permit being issued by the Planning and Zoning Department.

After the new entrance has been accepted by the final inspection process, the maintenance of the entrance pipe and ditch drainage shall be the county's responsibility. Maintenance of the surface material shall be the owner's responsibility.

(Res. No. 01-1688, 3-6-01; 22-2367, 7-9-2022)



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## **ARTICLE 11-6 OFFICIAL ROAD MAP**

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The GIS road centerline database and the GIS road map prepared by the GIS division of the administrative resource center is hereby adopted as the Official Road Map of Saline County, that said map shall be printed for distribution and that said map shall be updated periodically as needed.

(Res. No. 94-1403, 7-19-94; Res. No. 07-1928, 1-2-07)

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## **ARTICLE 11-7 MINIMUM ROAD DESIGN AND CONSTRUCTION STANDARDS WITHIN THE UNINCORPORATED AREA OF SALINE COUNTY, KANSAS**

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In accordance with K.S.A. 19-101 et seq. and Resolution 22-2366, the Board of County Commissioners hereby adopt the Road and Bridge Policy 2022-101 which reads as follows:

### **GENERAL**

These road standards are to advise and aid owners and promoters of platted subdivisions, benefit districts or planned unit developments who will be required to construct roads and drainage improvements in compliance with the standards of Saline County. The following guidelines have been established to create an overall uniform policy of minimum design standards.

These standards are to be minimum standards set forth for various improvements herein outlined. If conditions dictate, these standards may be varied with the consent of the County Engineer. It shall be the responsibility of the owner/promoter of the development to outline the reasons for any significant variations and, if requested, submit those reasons to the Board of County Commissioners for approval.

See “Upgrade of Existing Roads” section of this document for minimum standards regarding improvements to existing public roadways.

The “Standard Specifications for State Road and Bridge Construction” adopted by the Kansas Department of Transportation (KDOT), current edition, shall be the standard construction specifications unless otherwise noted in this document.

The “LPA Project Development Manual”, Chapter 5, current edition, as distributed by KDOT, shall be the minimum road design standards unless otherwise noted in this document.

Bridge design shall conform to the standards in the KDOT “Design Manual, Volume III – Bridge Section”, current edition, unless otherwise noted in this document.



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Drainage structure design shall conform to the standards in the KDOT “Design Manual, Volume 1, (Part C), Elements of Drainage & Culvert Design”, current edition, unless otherwise noted in this document.

Road classifications shall be as shown on the latest MPO-KDOT-FHWA Roadway Functional Classification Map, unless otherwise noted. For new roads, the proposed roadway classification and appropriate design standards will be determined by the County Engineer.

### **COST AND WARRANTY**

The owners/promoters of areas to be developed shall be responsible for all expenses for the design and construction of roads and related drainage improvements including new entrance structures that may be required. Costs to a benefit district will be on a case-by-case basis as determined by the Board of County Commissioners. The owners/promoters of roads for public dedication or road upgrades shall provide a 12-month warranty on all items constructed. After the improvements have been formally accepted by the Board of County Commissioners, the owner/promoter shall maintain the roadway during the 12-month warranty period. A surety bond shall be required to guarantee said warranty. The amount of the bond required shall be calculated by the linear feet of road improvement times \$50 per linear foot and shall be made payable to Saline County.

### **DESIGN**

#### **CONSTRUCTION PLANS**

All construction plans and specifications shall be sealed by a profession engineer licensed to do work in the state of Kansas. Construction plans shall meet the standard of practice for road construction in Kansas (e.g. title sheet, plan and profile sheets, cross section sheets, detail sheets, etc.).

#### **RIGHT-OF-WAY REQUIREMENTS**

The owners/promoters shall provide all required right-of-way. The minimum width of all road rights-of-way, public or private, shall be established in accordance with the current functional classification map. All road rights-of-way intended for future maintenance by the Road and Bridge Department shall be properly dedicated for public use and shall be on public record in the office of the Register of Deeds. Private roads shall be prohibited except within planned unit developments. The minimum right-of-way width standards are as follows (wider widths may be required to accommodate the grading section):

- ARTERIALS – 110 Feet
- MAJOR COLLECTORS - 100 feet
- MINOR COLLECTORS - 80 feet
- LOCAL (minor street or subdivision street) – 60 feet



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BRIDGES AND OTHER DRAINAGE STRUCTURES

New bridges and culverts shall be designed with HL-90 live loading (LRFD Specifications).

Crossroad drainage structures shall be designed to pass the return interval storm runoff (Q) as shown below. Design headwater elevation shall be below road subgrade elevation.

- ARTERIALS – 50-year return interval (Q50)
- MAJOR COLLECTORS - 25-year return interval (Q25)
- MINOR COLLECTORS – 10-year return interval (Q10)
- LOCAL (minor street or subdivision street) – 5-year return interval (Q5)

All crossroad and entrance pipes shall have end sections. Minimum allowable interior dimensions of any culvert used as an entrance or cross-road structure shall be 18-inches in diameter or the equivalent arch pipe. The culvert pipe material shall be new metal or concrete and shall meet the requirements of the KDOT Standard Specifications. Where reinforced concrete box structures are used, the design thereof shall be as per Kansas Department of Transportation Standards. All span structures shall require approval by the Saline County Road and Bridge Department. Entrances installed at the time of the road construction shall not require a County entrance permit, however, the installation must follow the guidelines set forth within the County entrance policy.

Reinforced concrete box structures shall have a minimum width of thirty (30) feet measured to the outside of the hubguards and perpendicular to the centerline of the road. Span structures shall have a minimum roadway width of twenty-eight (28) feet measured between the bridge rails and perpendicular to the centerline of the road. Widths of all entrance structures shall be at the discretion of the County Engineer or according to the current entrance policy for pipes.

TYPICAL ROADWAY SECTION

See EXHIBIT A in the Road and Bridge Policy 2022-101 for a diagram of the Minimum Standard Roadway Section for Bituminous Asphalt and Gravel Surfaced Roads. Depending on anticipated traffic volume, soil types, and terrain, the County Engineer may require a design section that is greater than the minimum requirements shown in this document.

If construction of an earth road is approved by Saline County, the County Engineer shall determine the roadway typical section on a case-by-case basis.



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**CONSTRUCTION SPECIFICATIONS**

**EXCAVATION AND COMPACTION**

The moisture content for roadway compaction, except for subgrade compaction, shall be within the moisture range to achieve Type B (MR-90) compaction, unless it is determined by the County Engineer that the soil is unsuitable. In this case, water shall be added to the satisfaction of the County Engineer or more suitable soil may need to be brought into the site.

Roadway embankment of earth material shall be placed in horizontal layers not exceeding eight (8) inches (loose measurement) unless otherwise approved by the County Engineer and shall be compacted as specified before the next layer is placed. Water shall be added or removed, if necessary, to obtain the required density. Construction equipment shall be routed uniformly over the entire surface of each layer. A motor grader shall be used on the embankment at all times to level and manipulate the material during the placing and compacting of the earth material.

Compacted density of soil will be such that the tamping or sheepsfoot roller, while rolling the layer or lift, will walk out of the material and ride the top portion of the lift. Compaction of low plasticity or nonplastic fine-grained materials shall be considered adequate when additional passes of the roller do not bring the tamping feet closer to the surface of the lift, provided the entire weight of the roller is supported on the tamping feet and none by material directly in contact with the drum.

**AGGREGATE BASE**

The aggregate materials to be utilized shall be combined material (AB-3) as described in the KDOT Specifications for State Road and Bridge Construction and shall be approved by the County Engineer. The aggregate shall be mixed to a specified moisture content utilizing the Central Plant Method or Travel Plant Method. The specified moisture content shall be the optimum moisture content as determined by laboratory analysis.

If the required compacted depth of the aggregate base course exceeds six inches, construction shall be in two or more lifts of approximate equal thickness. Immediately after placing the base material, the aggregate base course shall be compacted to a density of not less than 95% of maximum standard Proctor density. Final surface of base course shall be to uniform line and grade per plans.

The compacted base course shall be maintained and cured until the moisture content of the entire thickness of the base does not exceed 70 percent of optimum moisture content.

**BITUMINOUS SURFACING**

The materials shall be heated and mixed in a central plant and shall be within the recommended temperature range for compaction when compaction occurs. Paving and rolling equipment shall be of standard type suitable for the purpose and shall meet the requirements of the standard specifications and subject to the approval of the County Engineer. The owners/promoters shall submit an HMA-Commercial Grade (Class A) (SR-9.5A or SR-



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12.5A) mix design and gradation that has previously been approved for use on a KDOT project and shall have a minimum stability of 2500 lbs.

The asphalt mix may use a blend of new materials in combination with a maximum of twenty-five (25) percent reclaimed materials as part of the uncrushed aggregate. The asphalt supplier shall identify the reclaimed material as to type and source. The material shall be free of contamination and uniform in composition and shall be acceptable to the Engineer by visual inspection only.

AGGREGATE SURFACING

The aggregate material for surfacing shall meet the requirements of the Standard Specifications for SS-5 material.

SEEDING AND EROSION CONTROL

All disturbed areas within the project limits shall be seeded after completion of the embankment construction. Contact the County Engineer for the fertilizer, seed and mulch requirements.

An erosion control plan shall be submitted to the County Engineer for approval prior to construction. It is the owner's/promoter's responsibility to obtain a permit from KDHE if necessary. The owner/promoter is responsible to maintain and remove the erosion control devices according to KDHE requirements.

TRAFFIC CONTROL DEVICES

Installation of and materials for all traffic control devices shall be in compliance with the current edition of the Manual of Uniform Traffic Control Devices handbook and shall be completed at the owner's/promoter's expense. The owners/promoters shall also be responsible for the purchase and installation of all necessary street signs. Pavement marking shall also be installed at the owner's/promoter's expense. All materials used shall meet the requirements of the Standard Specifications.

Traffic control details shall be shown on the plans and submitted to the County Engineer for approval prior to construction.

FINAL ACCEPTANCE

After completion of all the items of work listed above, the Road and Bridge Department shall be informed of the same and shall notify the owners/promoters as to the acceptability of the work or shall specify to them any changes or further improvements needed.



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**FORMAL APPROVAL**

Roads within subdivisions, meeting all the above requirements, will be eligible for County maintenance upon approval by the County Commission. The owners/promoters may make a request to the Board of County Commissioners for formal approval of said roads.

**UPGRADE OF EXISTING ROADS**

The design requirements for upgrading an existing county-maintained roadway may or may not need to meet the same design requirements of a newly constructed roadway. While the goal for upgrading an existing road is to meet the minimum requirements established in this policy, the design requirements (R/W width, ditch geometry, roadway and shoulder widths, pavement section, etc.) will be evaluated and determined by the Saline County Road and Bridge Department on a case-by-case basis.

Saline County Road and Bridge Department will evaluate each road upgrade project using a “common sense” approach to the design. The goal for upgrading existing roads is to incorporate practical improvements by balancing project costs and impacts to adjacent properties while creating an efficient road system with the desired level of service. When determining a project’s minimum right-of-way width, ditch side slope grades, roadway width, etc., the Road and Bridge Department will consider relevant factors which include but are not limited to existing conditions, posted speed, traffic volumes, route continuity, projected traffic needs, right of way issues, and utility impacts.

When replacing or adding drainage structures on road upgrade projects, the goal is to design a structure with the highest level of protection that is cost effective under the existing circumstances. Therefore, a cost-effective solution should consider 1) predicted stream flows based on risk evaluation, historical observations and experience at the site and 2) the length of roadway profile change required in order to eliminate overtopping for each return interval for storm water runoff (Q). Therefore, if the existing condition provides a reasonable level of service for that particular roadway, a practical drainage structure design will convey the largest runoff flow with minimal roadway profile change. It will be the responsibility of the Saline County Road and Bridge Department to determine if the existing conditions have provided a reasonable level of service.

(Res. No. 98-1565, 4-7-98; Res. 22-2366, 7-19-2022)

**ARTICLE 11-8 NEWSPAPER DELIVERY BOX POLICY (POLICY NO. 2001-101)**

*Introduction.* This policy is adopted by the county commission acting pursuant to the power and authority granted by Kansas State Law. The purpose of this policy is to establish written guidelines for newspaper delivery box installations located along the county road system. The ultimate goal is to provide for the general health, safety, and public welfare of the traveling public keeping in mind the convenience of rural residents.



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*Newspaper delivery box installations.*

- a. *General.*
  - 1. No newspaper delivery box will be allowed to exist on right-of-way controlled by the County if it interferes with the safety of the traveling public or the function, maintenance, or operation of the county road system. A newspaper delivery box installation that does not conform to the provisions of this policy is a roadway obstruction under K.S.A. 68-545.
  - 2. The location and installation shall conform to the guidelines established by the Public Works Department.
- b. *Location.*
  - 1. The roadside face of the newspaper delivery box shall be located approximately six inches behind the edge of roadway, or the edge of shoulder on roadways with shoulders.
  - 2. No newspaper delivery box shall be located closer than 100 feet from the intersection of two roadways without prior approval.
  - 3. Newspaper delivery boxes shall be installed adjacent to mailboxes or attached to the mailbox support. If no mailbox exists for a delivery location, the newspaper delivery box shall be located adjacent to the recipient's driveway entrance.
  - 4. At no time will a newspaper delivery box be located on the opposite side of the road from a mailbox. This creates a traffic obstruction for wide farming equipment and passing traffic.
- c. *Structures.*
  - 1. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.
  - 2. A single two-inch "U"-style metal post embedded no more than 18 inches into the ground shall be acceptable as a newspaper delivery box support. However, lightweight newspaper delivery boxes may be mounted below the mailbox on the side of the mailbox support.
- d. *Relocation.* Any newspaper delivery boxes that do not conform to this policy shall be deemed to be an obstruction and/or hazard to the traveling public and the unit shall be removed or relocated upon notification.
- e. *Violations.* Any newspaper delivery box that is found to violate the intent of this policy shall be removed or relocated by the newspaper delivery box owner upon notification by the public works department. At the discretion of the public works department, based on an assessment of hazard to the public, the owner will be granted not less than 24 hours nor more than 30 days to remove or relocate an unacceptable newspaper delivery box. After the specified removal or relocation period has expired, the unacceptable newspaper delivery box will be removed by the public works department at the owner's expense.

(Res. No. 02-1733, 2-19-02)



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## **ARTICLE 11-9 JOINT ROAD-WATERWAY AND/OR TERRACE USE PERMIT**

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The joint road-waterway and/or terrace use permit described in exhibit A, attached to Resolution No. 02-1767, shall be deemed to be the joint road-waterway and/or terrace use permit for the county.

The county public works director shall be responsible for administration and enforcement of the joint road-waterway and/or terrace use permit adopted herein.

The public works director shall be responsible for providing permits for new joint road-waterways and/or terrace use pursuant to exhibit A attached to Resolution No. 02-1767.

(Res. No. 02-1767, 11-5-02)

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## **ARTICLE 11-10 IMPROVEMENT OF ROADS BY BENEFIT DISTRICTS (POLICY NO. 92-104)**

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The purpose of this policy is to establish written guidelines to be followed when there is a request for a road improvement. The procedures outlined in this policy are in conformance to Kansas Statutes Annotated, specifically K.S.A. 68-701 et seq. This policy shall supersede Saline County Policy No. 92-101 previously approved by the board of county commissioners.

- a. Any interested party making a request for a road improvement shall obtain a petition for road improvement from the office of the county clerk. The interested party or petitioner shall meet with the county engineer to prepare the contents of the petition.
- b. It will be the petitioner's obligation to insure that the petitioner meets the requirements of K.S.A. 68-701 et seq., a copy of which is attached to Res. No. 04-1845. The completed petition shall be filed with the county clerk acting on behalf of the Board of Commissioners of Saline County.
- c. A review shall be made by the county counselor of the executed petition as to the validity of said petition and a recommendation submitted to the board of county commissioners.
- d. The board of county commissioners shall set a time and place for a hearing and consideration of said petition for road improvement. The commissioners shall give notice of the time and place of the meeting by publication once in the official county paper. Notification will also be sent by certified mail to the property owners within the benefit district at the address where the owners' individual tax statements are sent. Publication and mailing of the notice shall be not less than ten days prior to the date of the meeting.
- e. The board of county commissioners reserves the right to reject any and all proposals which are not of a public utility and further reserves the right to waive all technicalities.
- f. Upon approval allowing the petition for the road improvement, the commissioners shall, by order, find the improvement to be of public utility and the county clerk shall publish such order one time in the official county paper.



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- g. After finding the improvement to be of public utility, the board shall cause an accurate survey of the road or benefit district, plans and specifications for the improvement and estimates of the cost to be prepared by the county engineer. All land required for the laying out, widening or altering of a road shall be acquired by the board of county commissioners by purchase or by donation. If any owner of land shall refuse to sell or donate the land, the board of county commissioners may exercise the right of eminent domain.
- h. Apportionment of cost for improvement of roads by benefit district shall be 40 percent to the taxable property within the benefit district and 60 percent to Saline County. The apportionment of cost for improvement is in conformance with K.S.A. 68-701 et seq.
- i. Upon denial of petition for road improvement, the interested party or parties, if they wish to proceed with the proposed improvement, shall request approval from the county commissioners, providing that the interested party or parties retain sole responsibility for the total cost of the improvement. The board of county commissioners reserves the right to reject any request for improvement which they do not find to be of public utility. Upon approval, the party or parties shall work with the county engineer to prepare the necessary documents.

(Policy No. 92-101, §§ 1.0—7.0, 2-4-92; Policy No. 92-104, §§ 1.0—9.0, 12-7-04)

**ARTICLE 11-11      MINIMUM STANDARDS FOR BITUMINOUS ROAD  
CONSTRUCTION OR UPGRADE WITHIN THE UNINCORPORATED AREA OF  
THE COUNTY (POLICY NO. 97-102) - REVOKED**

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(Policy No. 97-102, 4-7-98; Res. 22-2366, 7-19-2022)

**ARTICLE 11-12      MINIMUM STANDARDS FOR GRAVEL ROAD  
CONSTRUCTION OR UPGRADE WITHIN THE UNINCORPORATED AREA OF  
THE COUNTY (POLICY NO. 97-101) - REVOKED**

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(Policy No. 97-101, 4-7-98; Res. 22-2366, 7-19-2022)



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## ARTICLE 11-13 MINIMUM STANDARDS FOR EARTH ROAD CONSTRUCTION OR UPGRADE WITHIN THE UNINCORPORATED AREA OF THE COUNTY (POLICY No. 97-103) - REVOKED

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(Policy No. 97-103, 4-7-98; Res. 22-2366, 7-19-2022)

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## ARTICLE 11-14 HAY HARVESTING ON COUNTY RIGHT-OF-WAY (POLICY No. 4-12788)

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- a. A permit issued by Saline County Highway Department will be required before any hay is harvested on county right-of-way. The owner or interested party, hereinafter termed the petitioner, will be required to obtain a permit.
- b. Before any hay is cut on county right-of-way, the interested party shall submit to Saline County written permission from the adjoining property owner. If the landowner disapproves, no harvesting will be allowed.
- c. The petitioner agrees that an approved signed copy of the permit will be issued before any work is performed.
- d. The petitioner agrees under the permit to stay within the limits of the right-of-way.
- e. The petitioner workmanship will be done in an acceptable manner and all bales on county right-of-way will be picked up immediately after baling.
- f. The petitioner agrees to perform and complete the work within three weeks of issued date of permit.
- g. The petitioner agrees that the road traffic will be free in interference unless specifically provided for as a part of the permit.
- h. The petitioner, his successors, or assigns, shall assume all risk and liability for accidents and damages that may accrue to persons or property on account of this work.
- i. Prior to any cutting contact with county noxious weed department to determine any noxious weed infestation.

(Policy No. 4-12788, 12-7-04)

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## ARTICLE 11-15 TREE REMOVAL FROM COUNTY RIGHT-OF-WAY (POLICY No. 2-3888)

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- a. Before any volunteer trees can be removed from county right-of-way for transplanting or etc., the interested party shall submit to the county written permission from the adjoining property owner.
- b. Each hole shall be properly backfilled after the removal of any volunteer tree.



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c. The county reserves the right to approve or deny any request made.

(Policy No. 2-3888, 12-7-04)

## **ARTICLE 11-16    OVERSIZE AND OVERWEIGHT LOAD PERMIT (POLICY No. 2025-101)**

### **INTRODUCTION:**

It is unlawful for any person to operate or move a vehicle, or combination of vehicles, on any highway if its size or weight exceeds the limitations established in Article 19, Chapter 8 of the Kansas Statutes Annotated (K.S.A.), unless a special permit has been issued. Therefore, following are the rules and regulations pertaining to the permitted use of Saline County roads by oversized and/or overweight vehicles.

### **GENERAL:**

Pursuant to Saline County Resolution 25-2433, a vehicle is considered oversized or overweight on county-maintained roads when any of the following limits are exceeded:

- **Width:** 12 feet
- **Length:** 59.5 feet trailer length, or an overall combination length of 68.5 feet
- **Weight:** 20,000 lbs. per single axle; 34,000 lbs. per tandem axle; additional axle requirements per K.S.A. 8-1909. The maximum gross vehicle weight shall not exceed 85,500 lbs.

### **PERMIT APPLICATION:**

Applicants must submit a completed permit application, required fee, proposed route, vehicle diagram with axle weights and spacings, certificate of insurance, and any other documentation required by Saline County. Applications must be filed at least ten (10) calendar days prior to the proposed move.

Permits issued by Saline County are valid only on county-maintained roads and do not authorize travel on state highways, interstates, city streets, or other non-county roadways. Each permit is valid for a single-trip movement only.

Permits expire ninety (90) calendar days from the date of issuance. Extensions must be requested in writing and approved by the Saline County Engineer.

At the County’s discretion, structural evaluations of bridges or drainage structures may be required. If so, the applicant must provide a load rating prepared by a Kansas-licensed professional engineer at their own expense.



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**PERMIT FEES:**

A **\$40.00 permit** fee will be required with all Oversize & Overweight Load permits per K.S.A 8-1911.

**INSURANCE REQUIREMENTS:**

The County assumes no liability for the load-carrying capacity of any road, bridge, or drainage structure traversed under this permit. The applicant is solely responsible for the safe passage of the permitted vehicle.

Applicants must provide a Certificate of Liability Insurance with the following minimum coverage:

- General Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- Automobile Liability: \$1,000,000 combined single limit (owned, hired, and non-owned vehicles)

The applicant shall indemnify, defend, and hold harmless Saline County, its officials, employees, and agents from any and all claims, damages, or liabilities arising from the permitted move, including damage to public infrastructure.

**MOVE:**

The applicant shall:

- Follow only the approved route unless written authorization is obtained in advance.
- Contact the Saline County Road & Bridge Department at (785) 826-6527 at least three (3) working days prior to the move.
- Carry the approved permit in the transport vehicle at all times.
- Conduct all movements between sunrise and sunset. Moves on Saturdays, Sundays, or holidays require prior written approval.
- Suspend movement when visibility is less than one-half (½) mile or when roadway surfaces are determined unsafe by the County.
- Never leave the permitted vehicle or load unattended on the roadway or right-of-way.
- Yield to emergency vehicles by moving to the side of the roadway.

**REMOVAL OF OBJECTS:**

Temporary removal of traffic control devices is permitted only immediately prior to the permitted movement and must be reinstalled immediately thereafter. The permit holder is responsible for all personnel and costs associated with removal and replacement. County personnel and equipment may be used at the applicant’s expense.

Pin flags shall be placed at the location of any removed device and removed once the device is reinstalled. All traffic control devices shall conform to the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).



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Removal of guardrails, bridge rails, or other structural safety features is strictly prohibited. Vegetation removal requires prior County approval. Private property features, including mailboxes, may only be removed or adjusted with the owner's consent.

#### **PUBLIC SAFETY AND TRAFFIC CONTROL:**

The applicant shall provide adequate traffic control to ensure public safety during the move.

All vehicles exceeding 8.5 feet in width must display warning signs and flags in compliance with K.S.A. 8-1902.

When crossing bridges or drainage structures with less than 25 feet of horizontal clearance, vehicles or loads exceeding 10 feet in width must stop all other traffic until the permitted vehicle has safely crossed.

#### **Exemptions:**

The following are exempt from obtaining a Saline County oversize/overweight permit:

- Fire apparatus
- Road machinery
- Farm machinery, farm tractors, and implements of husbandry temporarily operating on county roads

The Saline County Engineer may grant additional exemptions in writing on a case-by-case basis.

(Res. No. 25-2433, 9-2-25)