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**PLATTE COUNTY  
PUBLIC WORKS DEPARTMENT  
ROAD POLICIES MANUAL**

**Updated: February 2021**

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## **RIGHT-OF-WAY DESTRUCTION POLICY**

Any person who shall knowingly remove, tear up or otherwise destroy or damage a bridge, culvert, ditch, sidewalk, road embankment or dirt, gravel or paved road, crosswalk, stepping stones or traffic signs in or upon any road, street, avenue, thoroughfare or alley within the road right-of-way of Platte County, without having lawful authority to do so, shall be deemed to have damaged the property of the County and shall be liable for damages.

## **UTILITY R/W USE PERMIT POLICY**

Except in the case of emergencies, all utilities and other service companies needing to perform work in, on, under, over, through County road right-of-way in the unincorporated part of Platte County, must first apply for a R/W Use Permit through the Department of Public Works as per **County Ordinance, Chapter 700 – Right-of-Way Management**. Cost will be a minimum of \$80 and could increase based on the project size, number of crossings, project duration, etc. Should the permit expire prior to completing the project, a renewal fee of \$5.00 will be required to reinstate the permit for an additional one (1) year.

In the event emergency work commences without a permit, the public utility performing the emergency work shall submit an application no later than five (5) days after the emergency and include the location and type of work performed.

The Right-of-Way Manager has up to thirty-one (31) days to process the application from time of submittal, although it normally takes roughly five (5) to ten (10) business days depending on current workload. **Work shall not commence prior to issuance of the permit card. The permit card must be posted in a visible location on the project site or in a work vehicle that is on the project daily.**

**Any work performed in the County R/W before issuance of the proper permit shall be subject to civil and/or criminal penalties as further defined in current County Ordinance, Chapter 700 – Right-of-Way Management or Missouri State Statutes.**

The permit application can be found online by going to the Platte County website at [www.co.platte.mo.us](http://www.co.platte.mo.us) and then clicking on the Offices button at the top of the page. Next scroll down until you see the box with the heading Platte County Offices/Departments and click on Public Works. This will take you to the Public Works webpage where you can scroll to the bottom of the page and click the red Right-of-Way Permits button. From there click on the blue Public button and when the next page opens click the pdf “2020\_Blank\_Utility\_App” file. Print and complete the application, sign/date it, and then submit it to the Department of Public Works.

If you have questions concerning the application process or status of the issuance of a permit, please contact one of the following:

Dan McDonald - Right-of-Way Manager  
816.858.2223  
[www.dan.mcdonald@co.platte.mo.us](mailto:www.dan.mcdonald@co.platte.mo.us)

Or

Carol Tuttle - Administrative Project Assistant  
816.858.2223  
[www.carol.tuttle@co.platte.mo.us](mailto:www.carol.tuttle@co.platte.mo.us)

## **SPECIAL USE RIGHT-OF-WAY PERMIT POLICY**

All persons desiring to conduct activities defined in **County Ordinance, Chapter 700 – Right-of-Way Management** as a Special Use, shall prior to commencing such use in, on, under, over, through County road right-of-way in the unincorporated part of Platte County, shall first file an application for a Special Use Permit with the Department of Public Works. Cost will be a minimum of \$80 and could increase based on the project size, number crossings, project duration, etc. Should the permit expire prior to completing the project, a renewal fee of \$5.00 will be required to reinstate the permit for an additional one (1) year.

The Right-of-Way Manager has up to thirty-one (31) days to process the application from time of submittal, although it normally takes roughly five (5) to ten (10) business days depending on current workload. **Work shall not commence prior to issuance of the permit card. The permit card must be posted in a visible location on the project site or in a work vehicle that is on the project daily.**

**Any work performed in the County R/W before issuance of the proper permit shall be subject to civil and/or criminal penalties as further defined in current County Ordinance, Chapter 700 – Right-of-Way Management or Missouri State Statutes.**

The permit application can be found online by going to the Platte County website at [www.co.platte.mo.us](http://www.co.platte.mo.us) and then clicking on the Offices button at the top of the page. Next scroll down until you see the box with the heading Platte County Offices/Departments and click on Public Works. This will take you to the Public Works webpage where you can scroll to the bottom of the page and click the red Right-of-Way Permits button. From there click on the blue Public button and when the next page opens click the pdf “Special Use Right-of-Way Application” file. Print and complete the application, sign/date it, and then submit it to the Department of Public Works.

If you have questions concerning the application process or status of the issuance of a permit, please contact one of the following:

Dan McDonald - Right-of-Way Manager  
816.858.2223  
[www.dan.mcdonald@co.platte.mo.us](mailto:www.dan.mcdonald@co.platte.mo.us)

Or

Carol Tuttle - Administrative Project Assistant  
816.858.2223  
[www.carol.tuttle@co.platte.mo.us](mailto:www.carol.tuttle@co.platte.mo.us)

# **DRIVEWAY AND CULVERT POLICY**

## **Section 1. General**

Platte County regulates the installation of all culverts located on County roads throughout the county via the authority of a right-of-way management ordinance.

**Providing entrances from privately owned land to Platte County Roads shall be the responsibility of the landowner.**

The owner shall initially be responsible for providing all labor, equipment and materials (i.e. culverts, gravel, fill dirt, etc.) for the construction, installation and all future everyday maintenance of a new driveway entrance. Should the culvert become plugged to a point that the owner is unable to open it, the County will perform a no cost clean out. Should the culvert be deteriorated and beyond repair, Public Works will, at no cost, replace it with a double-wall plastic culvert pipe of like size and length.

It is the owner's responsibility to contact all utilities (1-800-DIG-RITE) before construction or installation begins.

## **Section 2. Permits**

A driveway construction permit must be obtained from the Platte County Public Works Department, prior to the construction of any driveway entrance (temporary or permanent). See the following Section "Driveway Application Form and Fees".

## **Section 3. Site Inspection**

An initial site inspection to determine culvert size, location, safety/site distance parameters and to ensure the culvert is located to conform to the existing ditch line(s) will be conducted by the Platte County Public Works Department.

All driveways shall be constructed in such a manner as not to direct drainage onto the roadway. Any culvert installation by the property owner not meeting the County culvert specifications and/or causing drainage problems, will be cause for the County to require the property owner to correct the violation at their own expense.

After installation, an inspection of the site will be made for final approval.

## **Section 4. Specifications**

All driveway culverts will be either corrugated plastic double wall pipe (preferred by the County) or corrugated metal, a minimum of 15 inches in diameter, a minimum of 24 feet in length and a maximum length of 30 feet. Should the owner request to have a pipe greater than 30 feet length, the owner will be required to sign a waiver letter relieving the County of all future maintenance responsibility.

## **Section 5. Construction**

All culvert installations must meet the requirements of the Platte County Public Works Department. Installations not meeting County standards are subject to removal and replacement at the owner's expense.



## **DRIVEWAY APPLICATION FORM AND FEES**

All residents, commercial businesses, farming operations etc. that wish to install a new entrance to a property in the unincorporated part of Platte County in District #1, must first apply for an Entrance Permit through the Department of Public Works and pay a \$75.00 permit fee that is good for one (1) year. Should the permit expire prior to getting the entrance installed, a renewal fee of \$5.00 will be required to reinstate the permit for an additional one (1) year.

The permit application can be found by going to the Platte County website at [www.co.platte.mo.us](http://www.co.platte.mo.us) and then clicking on the Offices button at the top of the page. Next scroll down until you see the box with the heading Platte County Offices/Departments and click on Public Works. This will take you to the Public Works webpage where you can scroll to the bottom of the page and click the red Right-of-Way Permits button. From there click on the blue Private button and when the next page opens click the "Entrance Application" file. Print and complete the application, sign/date the application, and then return it to the Department of Public Works with a check in the amount of \$75.00 for processing. The Right-of-Way Manager has up to thirty-one (31) days to process the application from time of submittal, although it normally takes roughly a week depending on current workload.

If you have questions concerning the application process or status of the issuance of a permit, please contact one of the following:

Dan McDonald - Right-of-Way Manager  
816.858.2223  
[www.dan.mcdonald@co.platte.mo.us](mailto:www.dan.mcdonald@co.platte.mo.us)

Or

Carol Tuttle - Administrative Project Assistant  
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[www.carol.tuttle@co.platte.mo.us](mailto:www.carol.tuttle@co.platte.mo.us)

## **OBSTRUCTIONS IN ROAD RIGHT-OF-WAY POLICY**

Platte County works to maintain road right-of-way in a manner that is safe for all travelers. The placement of objects or obstructions in the road right-of-way can compromise the safety of persons using the right-of-way. Accordingly, Platte County will remove objects or obstructions from the road right-of-way which, in the opinion of Platte County, jeopardize the safe use of the county road right-of-way.

## **GRADING OF GRAVEL ROADS POLICY**

With gravel roads comes the need to blade or grade them from time to time, keeping them passable and more importantly keeping them in a safe, passable condition for the traveling public. During times that moisture is present, roads may be graded as often as every three to four weeks. In times that moisture is lacking, grading on some level may be limited to every six weeks or thereabouts. The biggest factor in deciding when to grade roads will be public safety, even if it means the residents of that road will need to endure a little more dust for the time being.

## **DUST CONTROL POLICY**

Roadways in the unincorporated areas of Platte County are maintained by one of several maintenance authorities (Special Road Districts) dependent upon jurisdictional area. The gravel roadways maintained by the Platte County Public Works Department will be treated for dust once each year. This is typically done after all grading activities have been completed in May-June. Some roads may require additional treatment for various reasons as determined by the Public Works Director.

Once the dust control agent is applied, County equipment operators will not maintain the treated sections of road in order to allow the agent to accomplish its purpose. Regular road maintenance will resume when road conditions indicate normal maintenance is necessary or once the fall rains return, whichever is first.

Residents within one of the special road districts should contact their respective agency to discuss their dust control policy.

## **ICE CONTROL AND SNOW REMOVAL POLICY**

### **Ice Control**

Paved roads will be the first priority for ice control. The department uses salt and/or sand depending on the road conditions.

Sand will not normally be applied to gravel roads with the exception of some hills, intersections and curves that may present a public hazard. Platte County has successfully used aggregate materials such as (sand, Haydite, crushed limestone) on gravel roads to improve traction in icing and packed snow situations. Deployment of grit items on gravel roads will be evaluated on a case by case basis and approved by the Director or the Road Manager on duty.

## **Snow Removal Policy**

It is the policy of Platte County to initiate snow removal operations to maintain traffic as long as visibility is above minimum and weather conditions are such that plowing can be done safely and be effective for at least five hours. Should whiteout or near white out conditions exist, the affected crew(s) will be directed to return to the Public Works facility and will only return to plowing operations when conditions are safe to do so.

The Public Works Director, or his designee, has the responsibility for initiating all snow removal actions using his best judgment and considering all prevailing weather conditions, amount of snowfall, type of snowfall and what areas are affected most including the priority of which roads are plowed and in what sequence. He will also commence operations at any time when notified by the County Sheriff, due to emergencies or extreme conditions. Snow removal crews will provide necessary assistance such as opening a driveway or parking lot, to give access to the necessary emergency crews.

The general practice will be as follows: When snowfall is at least one inch, but less than three inches, hard surfaced roads will be plowed during normal working hours, provided that the prevailing winds are such that snow remains on the traveled portion of the road. With a snow fall of four inches or more, gravel roads, as well as, hard surface roads will be plowed during normal working hours. At any time, plowing operations may commence before and/or after normal working hours, as well as on weekends and holidays as determined necessary by the Director or his designee. The snow removal operations will be initiated as warranted by weather conditions and at the discretion of the Director.

County crews will not clear private driveways or private property, except in an emergency, as outlined previously. Snow placed in a driveway or on sidewalks by county plows, where the driveway or sidewalk meets the road, is the responsibility of the property owner to remove.

## **DISCLAIMER**

It shall be the responsibility of residents to make and implement plans prior to arrival of inclement weather that may prohibit them at a later time from getting out for supplies, feeding livestock, etc.

The Public Works Director request that the public refrain from parking on the streets or in cul-de-sacs, whenever possible, during snow events to aid in the removal of the snow completely to the edge of the roadway/cul-de-sac and avoid potential damage to vehicles. Vehicles that are left on the street will have snow plowed around the vehicle to the point that the owner may not be able to drive the car over the snow "windrow". The County shall not be liable for removing the stuck car for the owner or any associated costs.

This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons. All or parts of this policy may be affected by at least one or more of the following which will delay all or some of the services provided:

1. Equipment breakdown
2. Vehicles disabled in deep snow
3. Weather so severe as to cause crews to be called in from the county roads
4. Equipment rendered inadequate by the depth of snow or drifts

5. Crew rest breaks, and time required for refueling, refilling of material spreaders and installing chains and new cutting edges on plow blades.

6. Unforeseen conditions and emergencies

The County's obligation to remove snow and/or ice from the roadways of the secondary road system takes precedence over accidental damage to privately owned fences, gates, mailboxes and abandoned or stranded vehicles. Reasonable care will be used to avoid damage to private property, but due to the conditions of winter and varying weight of snow from storm to storm, the County assumes no liability in the event damage occurs unless it can be established that operator negligence was the primary reason for the damage. An example of this would be a mailbox structure is knocked over during plowing operations and upon further investigation it is determined that the structure was improperly maintained/installed by the home owner. Responsibility and repair costs would fall to the homeowner. However, if it is proven that the structure was in good condition and was damage by the driver physically striking the structure with a plow or vehicle, and not solely by the weight of the snow being pushed to the roadside, the County would be responsible for repairs. County repairs will be limited to the necessary labor and materials consisting of a standard 4x4 treated post, black or white vinyl post cover with arm, and a standard size black or white painted metal mailbox.

## **SIGN POLICY**

The Public Works Department installs and maintains regulatory, warning and informational signs within their jurisdiction in general accordance with the Manual on Uniform Traffic Control Devices (MUTCD) (<http://mutcd.fhwa.dot.gov>).

## **WEED CONTROL POLICY**

Each spring and early summer the Public Works Department will spray road right-of-way in an effort to increase visibility for the driving public and to attempt to eradicate invasive/noxious plants such as thistles, Johnson grass, etc.

In an effort to help control these invasive/noxious species, landowners are encouraged to treat their parcels to help prevent the spread of these weeds into the road right-of-way.

Road edges (gravel or pavement edges) will be sprayed with a total kill herbicide to minimize “grass balls” from being pulled into the driving area of the roadway during the grading process or grass growing out over the paved surface edges.

## **BRUSH REMOVAL POLICY**

Platte County throughout the year will clear brush from County right-of-way, excluding all privately owned fence rows; it shall be the responsibility of the landowner to clear fence rows for the landowner’s personal benefit.

Multiple means of managing brush will be used at the sole discretion of the Public Works Department. Equipment typically used, but not limited to, will consist of pull behind mowers, rotary mower, tree shear, and chain saws depending on the brush type and quantity needing to be cleared.

## **TREE TRIMMING POLICY**

Platte County Department of Public Works will trim all trees within road right-of-way where overhanging limbs obscure site lines or interfere with the traveling public and maintenance operations. If possible, the Road Manager will work with landowners to minimize the trimming process while keeping the roadway passable and safe.

If a landowner would prefer, at their own expense, to hire a tree trimming company they may do so after working out a schedule and work plan that meets the satisfaction of the Road Manager and/or the Director. If the agreed upon schedule/plan is not met by the landowner, the County will perform the tree trimming to its satisfaction

## **DEAD ANIMAL REMOVAL POLICY**

The Public Works Department only moves a dead animal off the road when it is obstructing travel, but does not pick up and/or dispose of the dead animal. The animal will be moved sufficiently off the roadway and onto the right-of-way so as not to obstruct the traveling public. If a land owner has a dead animal on their property it will be the responsibility of the owner to call a rendering company or some other similar service business to perform the removal.

## **CONVERSION OF GRAVEL ROADS TO OILED OR PAVED SURFACES POLICY**

From time to time residents will ask when their gravel road will be converted to chip & seal or asphalt. There are several determining factors before the County will make such a commitment. First, at 2020 prices, the cost of placing 3" of recycled asphalt over gravel, at twenty-two feet wide, and for one (1) mile in length, the cost will be approximately \$140,000.00. That cost does not include preparation of the gravel surface to receive pavement, preparing shoulders/ditches, replacement of cross culvert pipes if necessary, etc. Secondly, after discussion with the Commission, the Department is no longer chip sealing roadways unless a particular road will be schedule for a micro-surface or asphalt the following year. This decision was not made lightly, but it was very evident that maintenance for this type of surface is extremely time consuming and costly.

Factors the Department takes in to consideration prior to converting a roadway are as follows:

1. Average Daily Traffic (ADT).
2. Number of homes on a particular section of roadway.
3. Safety concerns (In general speeds increase when a gravel road is upgraded to an asphalt surface. In some cases if the road geometry is not upgraded as well, it can cause unsafe driving conditions – such corrections can be very expensive.).
4. Does it help reduce maintenance costs?
5. Does it serve the needs for the majority of the tax payers and not just a few?

## **UTILITIES, TRASH AND OTHER SERVICES PROVIDED BY OTHERS**

The Platte County Department of Public Works currently provides services **only** as they relate to **roads and bridges** located in the unincorporated area of the county designated as District #1. Should you reside outside of District #1, but still live in an unincorporated area of the county, road and bridge services will be provided by one of four Special Road Benefit Districts. To confirm which district your residence/property is located, there are two easy ways to make this determination:

1. Review your Platte County Tax Receipt which will contain a line item identifying the road district to which you pay taxes for road and bridge services.
2. Log in to the Platte County website at [www.co.platte.mo.us](http://www.co.platte.mo.us) and locate the Planning and Zoning Department button and click. Next scroll to the bottom of the page and click on Maps. Choose the Road Districts map and it will bring up a county map identifying the areas serviced by the respective road districts.

### **Road District Contact Numbers**

Platte County District #1	816.858.2223
Farley Special Road District	816.546.3312
Parkville Special Road District	816.891.9044
Platte City Special Road District	816.858.2342
Weston Special Road District	816.386.2280

If you are unable to make a determination, please call the Platte County Department of Public Works at 816.858.2223 and we will gladly assist you.

The Platte County Department of Public Works does not provide any other public services other than those which relate to roads and bridges. Should you need to contact a company concerning current utilities, street lighting, traffic signals, trash service, hazardous waste disposal etc., please review your service provider's monthly billing form for a contact phone number. If you are trying to establish a service please refer to the Yellow Pages or an online search service to find a list of providers and contact numbers.

As a courtesy, which shall not be construed as a recommendation or endorsement of any particular company, the following is a list (last updated 2/1/21) of known providers in the county for the most commonly requested service contacts:

Evergy (Formerly KCP&L)	888.471.5275
Platte Clay Electric	816.628.3121
Empire Gas	800.424.0427
Spire Gas	800.582.1234
Platte County Regional Sewer District	816.858.2052
Consolidated Water District #1	816.891.3457
Water District #2	816.280.3187
Water District #3	816.490.9643
Water District #4	816.858.2782
Water District #6	816.741.7790
Water District #7	816.386.2685
Water District #8	816.532.4788
Water District #9	816.992.8710
Missouri American Water Supply	816.741.2992
Waste Management/Deffenbaugh	913.631.3300
Blackshear Trash Service	816.891.0861
All About Trash	816.294.5824
Huntly Disposal	816.532.1065
St. Joseph Landfill	816.253.1120
Johnson County (KS) Landfill	913.631.3300
Recycle Spot	816.888.7945
Damon Purcell C&D/Yard Waste	816.876.8898



## **WHO TO CONTACT**

For concerns, questions or to request service please contact the Platte County Department of Public Works at (816) 858-2223 or via e-mail at [publicworks@co.platte.mo.us](mailto:publicworks@co.platte.mo.us) . **For the department to address a service request the caller must provide their name, a good call back phone number, general address of the area requiring service, and the type of service needed.**

For concerns, questions or requests regarding storm water issues and building permits/inspections, please contact the Platte County Planning & Zoning Department at (816) 858-3338.