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**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**

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**MEMORANDUM**

**TO:** All Interested Parties

**FROM:** Jennifer Smith, P.E, Director

**DATE:** January 18, 2012

**RE:** **Technical Memo No. 23, Entrance Sight Distance Analysis Requirements**

All entrances onto County owned public roads must be designed, permitted and constructed in accordance with approved County standards and specifications. In accordance with the Adequate Public Facilities Ordinance (APFO) and the Washington County Policy for Determining Adequacy of Existing Highways, for any proposed entrance, a sight distance analysis is required to be submitted to, and approved by, the Division of Plan Review and Permitting. The Division requirements for sight distance analysis follow the guidelines of AASHTO for intersection sight distance and stopping sight distance.

Analysis of adequate intersection and stopping sight distance requires the verification that no obstructions existing within the vertical and horizontal line of sight of both the driver entering the travelway of the County road and the driver of the vehicle traveling along the public road. In accordance with the Washington County Subdivision Ordinance, entrances proposed either at the plat stage or preliminary plat stage must be verified for adequate sight distance. In addition, in accordance with the Washington County Policy on Maintenance of Roadways and Drainage Facilities during Construction of Private or Public Developments (S-4), no entrance permit may be issued prior to approval of a sight distance analysis for the proposed entrance location.

It is the responsibility of the applicant to ensure that all requirements for adequate sight distance are met. While it is the intention of the Division of Plan Review and Permitting to minimize the cost of permit issuance, we do not have the staff resources to obtain the necessary information on behalf of the applicant. Therefore it is incumbent on the applicant to obtain the services of a licensed professional to perform the analysis. To this end, the applicant shall include the following information when submitting for sight distance analysis approval derived from County topography at 2 foot intervals:

- Vertical profile of the County road. Include the line of sight from the observer eye height to the object on the profile view. For intersection sight distance, based on AASHTO Manual, the observer eye shall be located 14.4 feet back from edge of paving of the intersecting County road;
- Minimum sight distance requirements for exiting vehicles is provided on Table IIIB of the Policy for Determining Adequacy of Existing Highways (intersection sight distance) for certain regulatory or posted speeds and on Table IIIA requirements for vehicles

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turning into the entrance. Vertical profile from center line along the County road and the line of sight must be shown. The line of sight should not go outside the right of way.

- 3 photos (turning in, exiting (looking left and right), turn lane looking straight ahead.
- Sight Distance analysis is to be signed by PE or registered surveyor.

Should you have any questions, please feel free to contact me at 240-313-2410.

Attachment

cc: Greg Murray, County Administrator (via email)  
Tim Lung, Deputy Director, Plan Review, (via email)  
Gray Hebb, Plan Reviewer (via email)  
Mark Stransky, Plan Reviewer (via email)