

## CROW WING COUNTY HIGHWAY DEPARTMENT APPLICATION FOR PERMIT TO CONSTRUCT DRIVEWAY ACCESS TO ROADS UNDER COUNTY JURISDICTION

Crow Wing County Highway Department  
16589 CR 142  
Brainerd, MN 56401  
Phone (218) 824-1110 / Fax (218) 824-1111

Crow Wing County Highway Department  
Attn: County Engineer

Application is hereby made for permission to construct a driveway in the right-of-way connecting to

CSAH No. \_\_\_\_\_ CR No. \_\_\_\_\_ Unorganized Territory Township Road No. \_\_\_\_\_

also known as \_\_\_\_\_, in accordance with the sketch and policy attached hereto.

Applicant:		
Address:		
City, State:	Zip Code:	Telephone No:
Property Owner:	Telephone No.:	
Section:	Township:	Range:
Contractor/Installer:		
Address:		Telephone:
City:	State:	Zip Code:
Contact Person:	Telephone No.:	Pager:
<b>CONSTRUCTION INFORMATION</b>		
Location (example: 500 feet east of address #30838, CSAH #10)		
Width: _____	Commercial or Residential:	Number of Present Driveways:
Number of Construction Days:	Proposed Completion Date:	

The Applicant hereby agrees that the said driveway to be constructed will conform with the design and construction standards of the Crow Wing Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon the restoration of the road to its original condition and satisfaction of the Highway Department.

**SPECIAL PROVISIONS:**

1. A deposit of \$500.00 (residential) or \$750.00 (commercial), payable to the Crow Wing County Highway Department, must be made at the time of application. After final inspection and approval by the Highway Department, the deposit will be refunded less 70% of the driveway culvert cost (if applicable) plus a \$25.00 inspection fee.
2. The County will deliver a \_\_\_\_\_ culvert with \_\_\_\_\_ bands and \_\_\_\_\_ aprons.

Applicant \_\_\_\_\_ Cash Amount \_\_\_\_\_  
(Date)

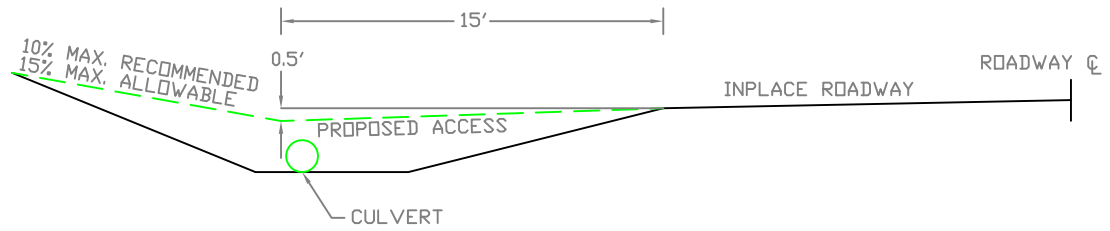
Check No. \_\_\_\_\_

Approved by \_\_\_\_\_ Deposit Made by \_\_\_\_\_  
(Date)

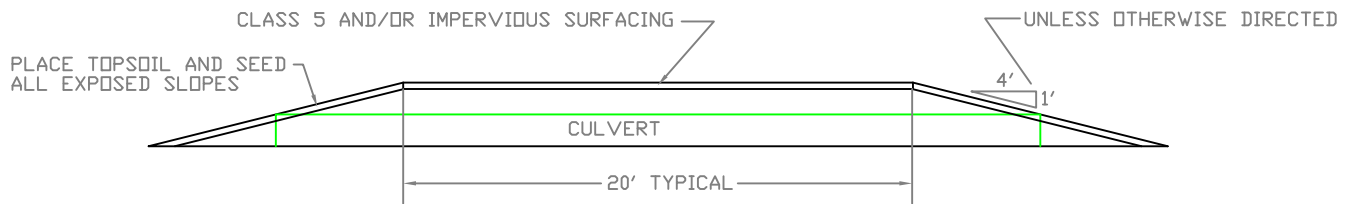
Special conditions/comments attached (to be filled out by office) \_\_\_\_\_ yes \_\_\_\_\_ no

# CROW WING COUNTY HIGHWAY DEPARTMENT ENTRANCE CONSTRUCTION INFORMATION

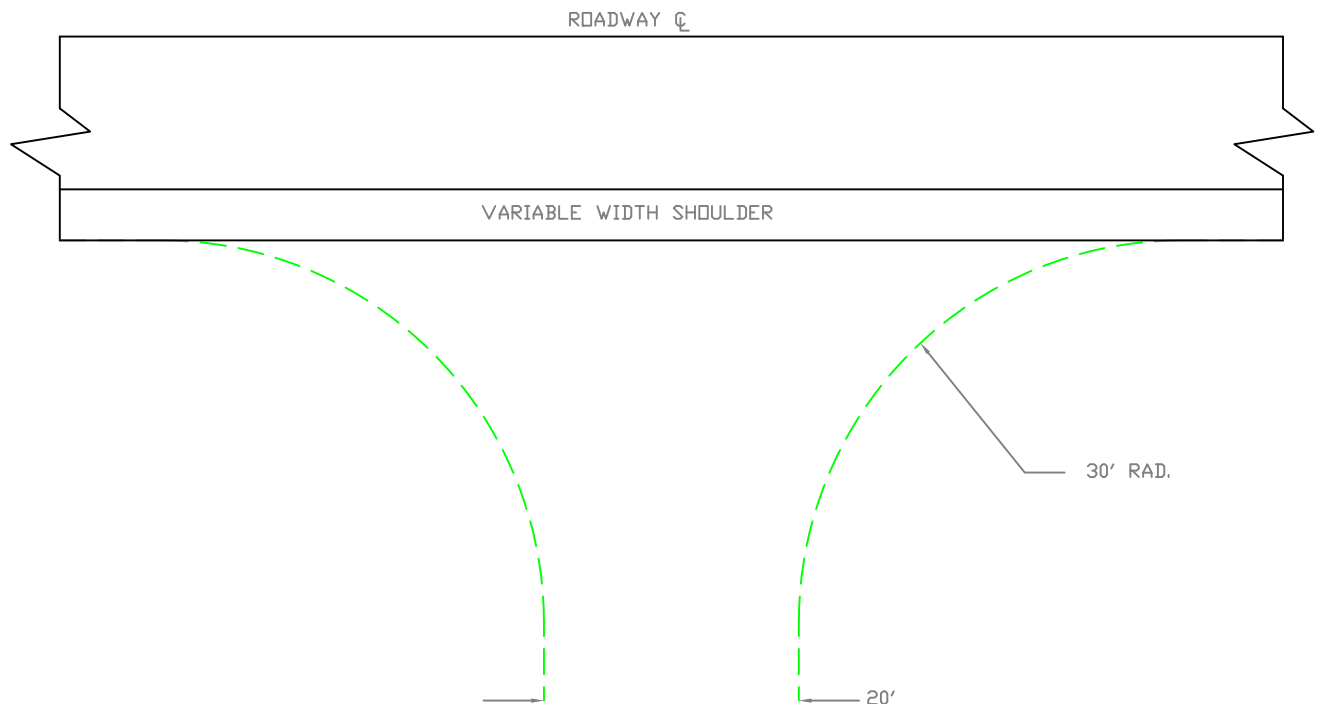
## COUNTY JURISDICTION ROADWAY CROSS-SECTION



## ENTRANCE CROSS-SECTION



## PLAN VIEW



**CROW WING COUNTY**  
**POLICY**  
**DRIVEWAY ACCESS TO ROADS UNDER COUNTY JURISDICTION**

**County Board Approved: July 8, 2008**

Revised: May 27, 2014

This policy has been prepared in the interest of safety and public welfare as a guide to public agencies and private owners in preparing plans and applications for driveway access to roads under Crow Wing County jurisdiction. This policy does not cover applications for new roadway connections. Roadway connections will be reviewed on a case by case basis. Also, driveway applications for commercial properties may require additional information including a traffic study if deemed necessary by the County Engineer. The permit may be filled out and submitted electronically online by using the Crow Wing County Highway Department's website, [crowwing.us/index.aspx?NID=157](http://crowwing.us/index.aspx?NID=157). You may also print out the permit, hand deliver or mail it to the Highway Department at 16589 CR 142 Brainerd, MN 56401 with the deposit. A permit can also be mailed to requesting applicants by contacting the Highway Department at (218) 824-1110.

The County has acquired controlled rights of access on many sections of the Highway system. Anyone contemplating acquisition or development of property adjacent to a County Highway which will require access to the highway should determine what limitations are in force before proceeding with plans. Application for permission to construct entrance or exit driveways along County Highways shall be made on forms supplied by the Crow Wing County Highway Department and shall be submitted to the County Engineer's Office.

It is the applicant's responsibility to verify that the chosen location is in fact on their property. The County's approval of an access location is by no means an authorization to utilize another individual's property for access. If another land owner's property is to be utilized, a recorded easement and/or Certificate of Survey showing such approval shall be provided.

**DESIGN**

1. An entrance permit is not required for surface treatments such as adding gravel or paving.
2. If property abuts two or more roads, access shall be provided from the lesser traveled road.
3. Driveways should be aligned with entrances on opposing sides of an undivided roadway when possible.
4. The driveways cannot be located within the sight distance requirements of public road intersections, typically a minimum of 400 feet.
5. The driveways cannot be located closer than 300 feet from the right-of-way line of intersecting road, highway or railroad, or closer than 100 feet (preferably 300 feet) to another driveway.
6. Driveways located on roads with horizontal and vertical curves must be within the sight distance requirements for oncoming traffic in both directions as determined by the County Highway Department.
7. All driveways must be at right angles to the highway for a distance of at least 25 feet from the shoulder line.
8. Residential entrances shall not exceed 20 feet in width measured at right angles to the center line of the driveway. Commercial entrances shall not exceed 32 feet in width measured at right angles to the center line of the driveway.
9. A maximum of 1 entrance approach per platted lot, 40 acre tract, or parcel shall only be allowed, unless written permission from the County Engineer is obtained. The Engineer reserves the right to approve or deny any entrance request based on a hardship, lot size, public safety, or environmental issues and will be on an individual basis.

10. A sketch or GIS map must accompany the permit.
11. If a lot split is pending, a recorded document must be submitted with the permit.
12. All culverts placed within the County's right of way need to be approved by the County Highway Department.

## **CONSTRUCTION**

1. The surface of the driveway must contain at least 3 inches of compacted Class #5 gravel base.
2. Driveways shall drain away from the highway shoulder for a distance of 15 feet with a fall of 6 inches.
3. The finished side slopes shall have a minimum of 4" of topsoil and be seeded with a seed mixture meeting MNDOT specs and no steeper than one foot vertically to four feet horizontally (1:4). Erosion control must be used and remain in place until substantial vegetation is established.

(Applicant will be informed if different slopes are required)

4. The area on the highway right-of-way other than that of the driveway itself will normally be in the form of a ditch. In urban areas (curb & gutter) the applicant is responsible for any removal and installation of conforming curb ends. All curb must meet and be constructed in accordance with MNDOT Standards and Specifications.
5. An Entrance Permit is required if the property changes use and the change involves increased traffic counts and/or the entrance will be moved or altered. Permission for modifications must be obtained from the County Engineer of the Highway Department before any work is started.
6. An Entrance Permit is required if the entrance involves moving or altering an existing approach. Permission for modifications must be obtained from the Highway Department before any work is started.
7. Existing County approved culverts that fail will be replaced by the County Highway Department.

## **REQUIREMENTS**

1. Work under this application shall not be started until application is approved and the permit is issued.
2. A deposit for culvert supply and inspection fee is required at time of application. The amount of this deposit is shown on the application form.
3. Upon receipt of application, the entrance location will be inspected for culvert requirements within five (5) days. If the location is satisfactory and no culvert is needed, the permit will be approved. If a culvert is required, notice of the cost will be furnished (70% of County's cost). The culvert will be delivered within five (5) days after the County approval date. The culvert will be placed in the ditch bottom by County forces. Once delivered the owner is responsible for the culvert. Once delivered the culvert must be covered and substantial dirt work must be completed within 72 hours. The deposit is held until all of the work is completed and vegetation is substantially established.
4. Where work on traveled roadway is necessary, traffic must be protected with flags, flares and/or traffic control in accordance with the Minnesota Manual on Traffic Control Devices.
5. No foreign material, such as dirt, gravel or bituminous, shall be left or deposited on the road during construction of driveway or installation of drainage facilities.
6. Roadside must be cleaned up after work is completed each day. If consistent or heavy vehicle tracking of material onto the roadway from the approach or site occurs, a rock top layer is required to reduce tracking onto the roadway.
7. After driveway construction is completed, the applicant shall notify the County Engineer's Office that the work has been completed and is ready for final inspection by the Highway Department.
8. Any remedial work after inspection must be completed within 30 days or the Highway Department will correct it and deduct the cost from the deposit. If the cost is greater than the deposit the owner will be billed or assessed the difference.

9. The balance of the deposit will be promptly returned after the work has been satisfactory completed and substantial vegetation is established, less the \$25 inspection fee. Applicants are reminded that inspections cannot be performed during the winter/snow season.
10. No changes or alterations may be made at any time without permission from the County Highway Department.
11. All entrance work must be substantially completed within one year of application date. If the project is not complete or does not meet standards within one year the deposit is surrendered and the entrance permit becomes void.
12. The \$25 inspection fee will only be assessed if the entrance approach is approved for construction. The initial site inspection, prior to entrance approval, will be considered incidental to the initiation of the entrance permit process.