

# MAHNOMEN COUNTY HIGHWAY DEPARTMENT

1440 Hwy 200, PO Box 399, Mahnomen, MN 56557

Phone (218) 935-2296 Fax (218)935-2920

## APPLICATION FOR ACCESS DRIVEWAY PERMIT

County Road No. \_\_\_\_\_

Permit No. \_\_\_\_\_

*Print or type application. Complete form, sign and return to Mahnomen County Highway Department. (See above)*

**A SKETCH OF THE PROPERTY, PRESENT AND PROPOSED DRIVEWAYS AND RELATION TO COUNTY HIGHWAY MAY BE REQUIRED BY THE ENGINEER.**

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

### LOCATION OF PROPOSED DRIVEWAY:

County Road/Highway No. \_\_\_\_\_ in Mahnomen County \_\_\_\_\_ Miles N - S - E - W of \_\_\_\_\_  
(Circle One) (Specific road, landmark, or road intersection)

Legal Description of Property \_\_\_\_\_

Purpose of Driveway \_\_\_\_\_ Residence \_\_\_\_\_ Commercial (specify type) \_\_\_\_\_

Is a Building to be constructed? \_\_\_\_\_ No \_\_\_\_\_ Yes, If so, what kind? \_\_\_\_\_

Will the Building be \_\_\_\_\_ Temporary or \_\_\_\_\_ Permanent Is the Property in \_\_\_\_\_ Platted or \_\_\_\_\_ Unplatted Area

Approximate distance from center of highway to front of building is \_\_\_\_\_ feet.

Is land higher? \_\_\_\_\_ lower? \_\_\_\_\_ or level? \_\_\_\_\_ with highway.  
(feet & inches) (feet & inches)

Number of Present Driveways to Property \_\_\_\_\_ Date Proposed Driveway Will be Needed \_\_\_\_\_

Give Exact Location of Proposed Driveway to Property \_\_\_\_\_

Give Exact Location of Present Driveway to Property \_\_\_\_\_

## APPLICATION PROCESS

1. Complete the application and return to the Mahanomen County Highway Department.
2. Put up flagging where driveway is to be replaced.
3. Mahanomen County will check location to determine whether a culvert is required and if so, what size.
4. If no culvert is required, the permit will be granted and the applicant may proceed with the driveway installation.
5. If a culvert is needed, the applicant shall make payment to the County Highway department for the cost of the culvert before the permit will be granted. The County Highway Department will deliver the culvert to the new location.

I, We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the regulations of the Mahanomen County Highway Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Mahanomen County 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 replacement or restoration of the county highway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the local city, village or borough authorities having joint supervision over said street or highway.

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Date

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Signature of Applicant

## General Information

To minimize site plan changes, it is desirable that preliminary driveway layouts for proposed driveways at commercial sites be submitted by the applicant to the County Engineer prior to making the permit application. By this means, construction and maintenance plans for the portion of the county highway under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and/or lessee.

Commercial and industrial driveways should generally be wide enough for two-way operation on two-way streets. The use of design vehicle templates to check the plan layout is recommended. The driveway dimensions listed in Table 1 of the Regulations should generally be adequate, but variations in width of the buffer area, driveway angle, radii, and site characteristics suggest that careful attention be given to selecting the correct combination of dimensions for the specific site. Inadequate width is hazardous to vehicular traffic, and excessive width is hazardous to pedestrian traffic.

Generally, near left and near right corner driveways should be opposite each other. Where property corners on opposite sides of the street are located such that the corresponding corner driveways would not be located directly opposite each other (skewed intersection and/or varying R/W widths), the near right side property corner should be used for locating both driveways.

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## Requirements

1. No work under this application is to be started until application is approved and the permit issued.
2. Where work on traveled roadway is necessary, traffic must be protected, and flags, flares and proper barricades must be placed in accordance with the standards of the Mahanomen County Highway Department.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. After driveway construction is completed the permittee shall notify the County office that the work has been completed and is ready for final inspection and approval by the Mahanomen County Highway Department.
6. No changes or alterations in entrances may be made at any time without written permission from the Mahanomen County Highway Department.
7. **Driveway fill slopes shall be constructed 6:1 (6' horizontal to 1' vertical) where existing road slopes are 4:1**

or flatter and shall be hand finished and seeded.

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## Access Driveway or Entrance Permit

NO DEPOSIT REQUIRED

Permit No. \_\_\_\_\_

NOT VALID UNLESS SIGNED AND NUMBERED

All work to be completed by \_\_\_\_\_  
Date

County to furnish \_\_\_\_\_ X \_\_\_\_\_ culvert.

**Mahnomen County Highway Department**

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer