

# Application for Driveway Entrance Permit

Arthur Township  
1899 Frontage Road  
Mora, MN 55051  
320-679-1347

Road Name \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Property Owner \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Contractor \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Location of Proposed Entrance:

\_\_\_\_\_  
\_\_\_\_\_

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

Purpose of Entrance: Residence \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

Is a building to be constructed: \_\_\_\_\_

Will the entrance require the placement of fill in any Wetland area? \_\_\_\_\_

If yes, have necessary applications been made? \_\_\_\_\_ (attach copies)

Will the access be temporary or permanent? \_\_\_\_\_ Is property in platted or unplatted area \_\_\_\_\_

Distance from center of road to front of building is \_\_\_\_\_.

I, We, the undersigned, herewith make application for permission to construct an entrance at the above location, said entrance to be constructed to conform with the regulations of Arthur Township and to any special provisions included in permit. It is agreed that all work will be done to the satisfaction of the Arthur Town Board. 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 Township road to its original, or to a satisfactory condition.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

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

**Access Permit:**

Fee Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Mailbox:**

Fee Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Deposit**

Deposit Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

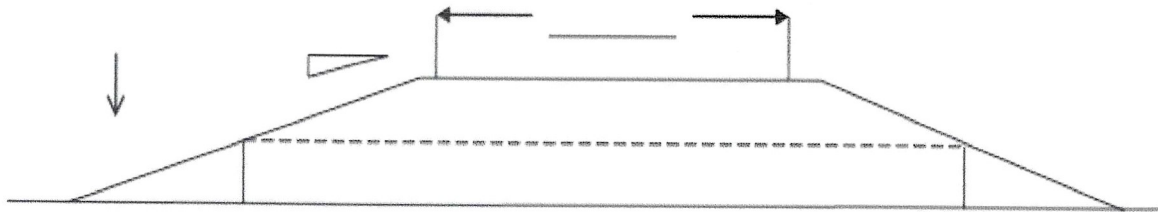
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**Preliminary Inspection**

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

Culvert Needed YES / NO Size of Culvert \_\_\_\_\_

Typical Culvert Installation Diagram



Culvert Length With Aprons = 2 (In-Slope Ratio H:V) (Ditch Depth) + Top Width

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**Final Inspection**

Construction Complete YES / NO Date Completed \_\_\_\_\_

Signature of Person Making Final Inspection \_\_\_\_\_

Year End Inspection Y/N Reason \_\_\_\_\_

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Mail Box Post Needed Yes / No Date of Installation \_\_\_\_\_

Installed By \_\_\_\_\_

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Date Deposit Returned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **ARTHUR TOWNSHIP**

## **ACCESS MANAGEMENT POLICY**

### **1.0 General**

- 1.1 The Arthur Town Board is responsible to protect and maintain the general health, welfare and safety of its citizens and the traveling public who utilize the township roads and rights of way. In order to meet this obligation, it has been deemed necessary to implement an access management policy.
- 1.2 In accordance with MN Statute §160.18, and by resolution of the Arthur Town Board, permits are required for all new access installations and all work performed on existing access locations on all township roads.
- 1.3 The Arthur Town Board is charged with developing standards and implementing this policy in a consistent and fair manner.
- 1.4 The Township shall supply the initial MnDOT approved mailbox support for new home sites that access off Township roads and for access repairs that do not meet mailbox support standard. The mailbox support will not be installed until the access installation is complete.
- 1.5 The access permit fees are as follows:
  - Access only permit fee is \$100.
  - Access + mailbox support fee is \$175.
  - Mailbox support only fee is \$75.
- 1.6 A \$500 deposit is required with all access permit applications and a \$1,000 deposit is required with all temporary access permit applications. Deposits are refunded following installation in accordance to specifications and approval of the properly completed access installation is given. No deposit is required for mailbox support only.

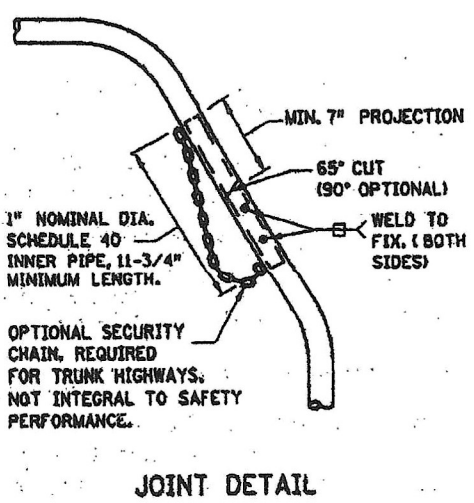
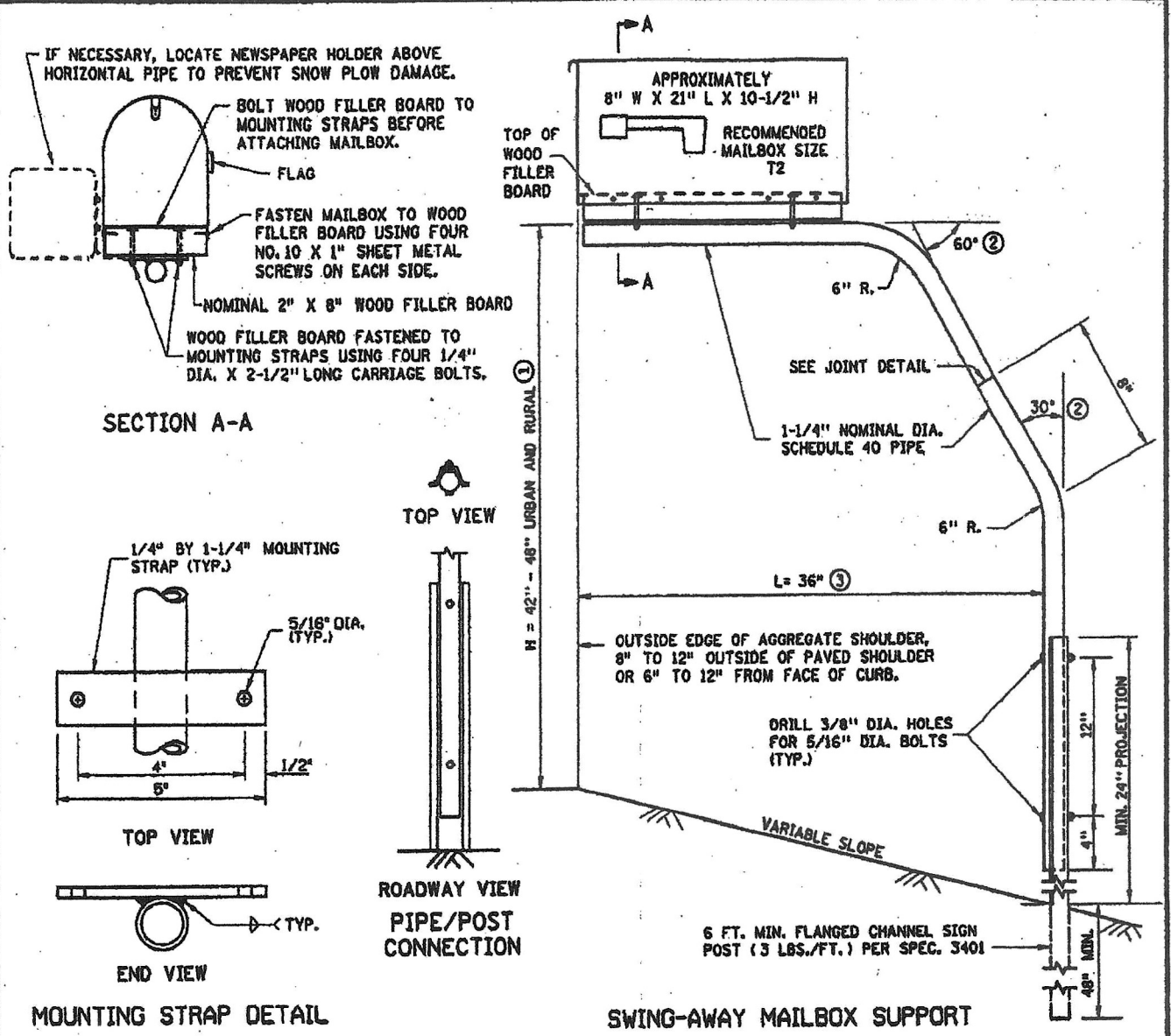
### **2.0 Access**

- 2.1 The Arthur Town Board may allow a second access if:
  - It is determined that due to the natural land features (stream, wetland, ravine etc.) a single access is inadequate to provide for proper use of the parcel of property provided that no safety issue is created by doing so.
  - It is determined that for safety reasons it is in the best interest of the traveling public to do so.
  - It is determined that an agricultural field cannot practically be accessed through an existing residential driveway provided that no safety issue is created by doing so.
- 2.2 Access required for the development of property that is subject to the Arthur Township Subdivision Ordinance and other applicable controls will be addressed during the subdivision process.

- 2.3 The Arthur Town Board reserves the right to reject any access application if it is determined that it is detrimental to the general health, welfare and safety of the traveling public.
- 2.4 The Arthur Town Board will utilize the following criteria to determine adequacy of an access location.
- The access location shall meet appropriate requirements for site distance and location from intersections and other entrances.
  - Accesses should be aligned with entrances on the opposite side of the road when possible.
  - If property parcel abuts two or more roads, access should be provided from the lower volume road.
- 2.5 All access connections to Arthur Township roadways shall meet the requirements and specifications of Arthur Township.
- 2.8 Arthur Township reserves the right to control the access point to the township road and may require that it be shared. The access point is determined with consideration access spacing, environmental impacts, and safety relative to roadway geometry.
- 2.6 In urban areas (curb & gutter) the applicant is responsible for any removal and installation of the conforming curb ends. All curb replacement must meet and be constructed in accordance with MnDOT standards and specifications.
- 2.7 Arthur Township may install controlled access infrastructure at certain locations of the highway system. No access will be granted across these areas.
- 2.8 Requests for a temporary access will be considered by the Arthur Town Board on a case by case basis. A deposit may be required.

### **3.0 Culverts**

- 3.1 The cost of culvert materials and the installation shall be at the expense of the applicant. The culvert diameter, length and material type will be determined by the Arthur Town Board.
- 3.2 Culverts must be purchased commercially and must meet the specifications of the Arthur Town Board. Arthur Township will not sell culverts as a regular course of business.
- 3.3 When an existing culvert is in need of repair, it is the landowner's responsibility to replace the culvert and must obtain an access permit from Arthur Township.
- 3.4 If an access permit is in need of repair and presents a potential safety issue to the public, the property owner will be notified and given timeframe to complete the repair. If the property owner fails to address the safety issue within the given timeframe, Arthur Township will make necessary repairs to correct the safety issue and the property owner will be billed for the work.



**NOTES:**

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.

ALL FASTENERS SHALL CONFORM TO SPEC. 3391.

PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

② 45° BENDS MAY BE USED AS AN OPTION.

③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED          JUNE 1, 2007

*W. R. K...*

STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

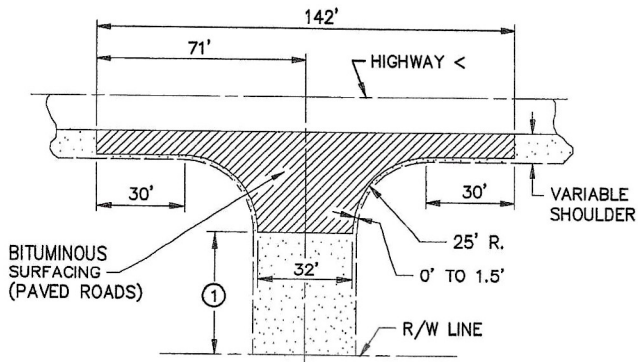
**MAILBOX SUPPORT**  
SWING-AWAY TYPE

SPECIFICATION REFERENCE

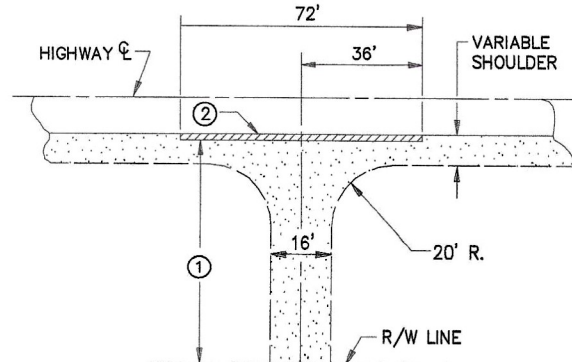
3362  
3391  
3392  
3401

STANDARD PLATE NO.

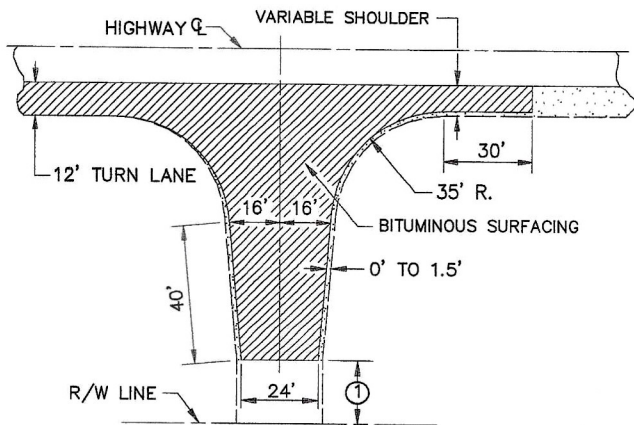
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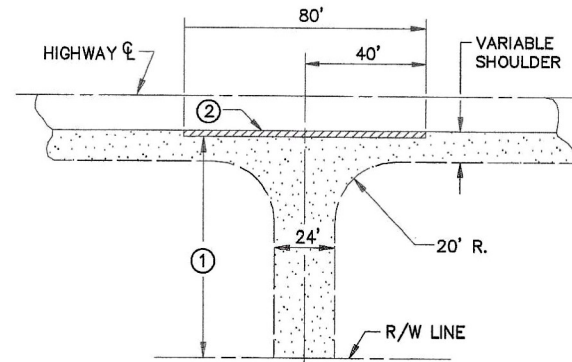
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

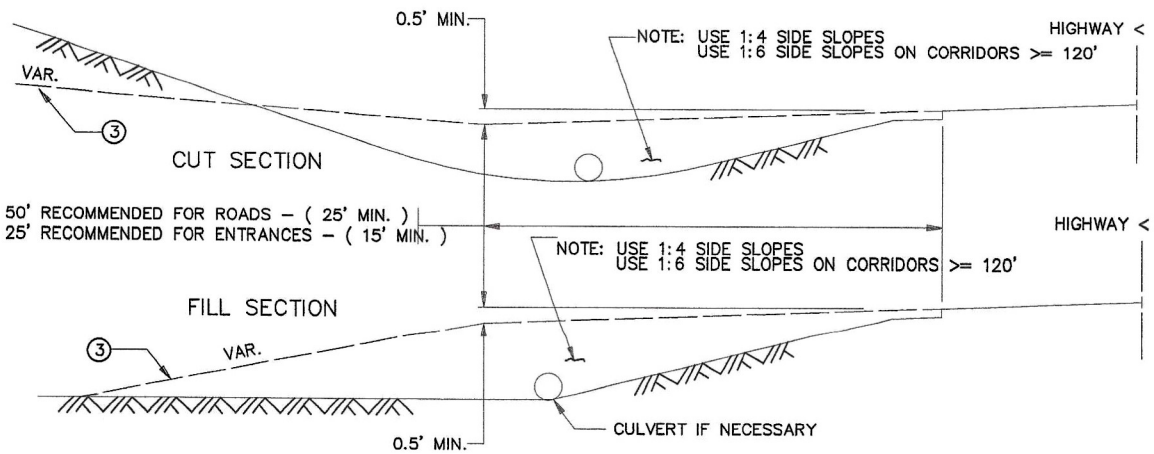


LOW VOLUME ROAD



FIELD ENTRANCES

- ① SURFACING TO MATCH EXISTING CONDITIONS. WHERE THERE IS NO SURFACING, PLACE GRAVEL BEYOND BITUMINOUS SURFACING TO R/W LINE.
- ② PLACE 2 FT. WIDE BITUMINOUS SURFACING AS DIRECTED BY ENGINEER.
- ③ 8% MAXIMUM COMMERCIAL; 15% MAXIMUM RESIDENTIAL.
- ④ THE USE OF PAVING SIMILAR TO COMMERCIAL ENTRANCES MAY BE APPROPRIATE FOR SOME RESIDENCES - AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER.



CROSS SECTIONS

KANABEC COUNTY  
PUBLIC WORKS DEPARTMENT  
APPROACHES AND ENTRANCES  
RECOMMENDED STANDARDS

**CORRECT**



**CORRECT**



**NOT CORRECT**

