STANCHFIELD TOWNSHIP

APPLICATION FOR DRIVEWAY ACCESS PERMIT

Fill out and sign application, attach a sketch of the property, proposed driveway (see instructions attached)

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

Applicant Address Phone

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

Property Owner (If different) Address Phone

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

Property Address Legal Description:

Purpose of Driveway: Residence\_\_\_\_\_ Field\_\_\_\_\_ Commercial\_\_\_\_\_ New Street\_\_\_\_\_

Any New Construction? No\_\_\_\_\_ Yes\_\_\_\_\_ Type **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Stanchfield Township and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Stanchfield Township. 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. This permit is non-transferable.

Date\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO NOT WRITE BELOW THIS LINE  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A deposit of $\_\_\_\_\_\_\_\_\_\_\_, payable to *Stanchfield Township*, included with this application was

made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Culvert is required of the following size \_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_\_\_\_

Culvert $\_\_\_\_\_\_\_\_\_\_\_\_ + Tax $ \_\_\_\_\_\_\_\_ = Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Provisions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission is hereby granted for the construction of the driveway as described in this application. Said driveway to be constructed in accordance with the regulations of Stanchfield Township and subject to any special provisions.

Proposed Location Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Final Inspection Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Signature of Stanchfield Township)

STANCHFIELD TOWNSHIP DRIVEWAY REQUIREMENTS AND SPECIFICATIONS

REQUIREMENTS:

A deposit of $250.00 is required to process the application. Checks are made payable to *Stanchfield Township*

Fill out the application and return with the deposit to the supervisor as requested. Attach a sketch on 8½ x 11 paper showing the location of the proposed driveway.

To aid the inspector in finding the location, *place a stake* on each side of the proposed driveway with a cloth tied to the stake, and name of the applicant written on the stake.

Once the completed application is received, our inspector will review the location for existing driveways, sight, distance, and drainage.

After the permit has been approved and the driveway constructed; notify the supervisor in charge and a final inspection will be performed. Upon the driveway meeting Stanchfield Township specifications, a *portion* of the deposit *may be refunded.* Driveways built during the winter months will not be inspected until all snow and/or frost is gone.

The applicant will have *120 days* from the application approval date to construct the driveway. If not constructed within this time period, the entire deposit will be forfeited and the application will be void.

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 by use of flagman, cones, barricades and any other traffic control devices deemed necessary in accordance with Stanchfield Township.

3.  No foreign material, such as dirt, gravel, or bituminous material shall be left or deposited on the road during or after construction.

4.  Culverts can be purchased at the Isanti County Highway Department with approval of a supervisor. Only *new corrugated steel* culverts are acceptable.

5.  After construction is completed, the applicant shall notify the supervisor in charge that the driveway is ready for final inspection.

6.  No changes or alterations in driveways may be made at any time without written permission from Stanchfield Township.

7.  Any driveway requiring a mailbox and support must have an approved SWING-AWAY MAILBOX support meeting MnDot standards. The support must be installed prior to final inspection.

8.  No shredded tire material (or other similar material) may be used as fill unless an engineered project plan is approved by MPCA and Stanchfield Township.

 SPECIFICATION/CONSTRUCTION

 1.  Driveway side slopes shall be constructed no steeper than a 1:4 slope. (1 foot vertically to 4 feet horizontally) Flatter slopes will be constructed on certain roadways as required by Stanchfield Township. Side slopes shall be seeded or sodded.

2.  Driveways shall be constructed as to slope down and away from the shoulder line of the road for a distance of at least 15 feet with a fall of at least 6 inches.

3.  Driveways shall have a minimum of 3 inches of Class 5 aggregate placed from the edge of the township road to the right-of-way-line.

4.  Driveway widths are 30 feet.