

RE: Application for Access Approach Permit

In response to your request, we are enclosing an "Application for Access Approach Permit", which you must complete.

On the back side of the application, please sketch your property and the present and proposed approaches. Please be neat and complete showing distances, as close as possible, from land corners, intersections of highways, etc.

Please mark the exact location on the ground with a lath and attach flag where you want the proposed approach so it will be easy to locate.

The application must also be accompanied by a \$500 assurance deposit in the form of a cashier's check, money order, or other bank draft made payable to Edna Township. This fee will be waived if the permit is submitted by a bonded contractor.

The Supervisors will then investigate the location within ten (10) business days of receipt of the application, and if found to be satisfactory; the permit will be granted. The requesting landowner will be required to pay for the required steel or double walled plastic culvert and the metal aprons. The land owner will be responsible for all backfilling, placing topsoil, and seeding of all raw slopes; and the placing of granular surfacing.

Secondary access approaches may be allowed within a reasonable distance from primary access approaches, based on each individual circumstance with regards for new building construction, handicap access and other reasonable situations.

If required, the fee will be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches and other requirements. A one year time frame will be allowed for completion. The fee will be refunded upon the completion of work to the satisfaction of the Township. Additional inspections will be deducted from the assurance deposit and the Township reserves the right to cause the uncompleted work to be performed and the costs shall be charged to the landowner.

ACCESS APPROACH POLICY

I. SCOPE

This policy applies to access approaches abutting all Township roads under the jurisdiction of Edna Township.

II. GENERAL

One (1) access approach shall be granted to each parcel of abutting property upon submission and approval of a permit application. The final location of the access approach will be at the discretion of the Edna Township Supervisors or their representative with consideration given to traffic safety parameters, location of nearby intersections, prevailing traffic patterns, size and shape of the land tract and building locations.

Any mailboxes on the parcel must conform to the Township Mailbox Policy.

The requesting landowner will be required to pay for the required steel or double walled plastic culvert and the metal aprons on each end. The standard access approach requires 4 to 1 inslopes. The culvert must be a minimum of 15" in diameter. Standard access approaches shall have finished widths as follows:

Field Approach	16 feet minimum
Private Drive	16 feet minimum
Business Approach	24 feet minimum

The cost of constructing the access approach shall be the responsibility of the requesting landowner. Wider approaches may be allowed at the discretion of the Town Supervisors.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. Field access approaches will be allowed for each separate parcel of land.

III. PERMIT

Prior to any work being performed on the access approach, a permit must be secured. **IN ORDER FOR THE PERMIT TO BE VALID, IT SHALL BE SIGNED BY THE REQUESTING LANDOWNER AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE EDNA TOWNSHIP BOARD.**

The permit application shall include pertinent information required on the form. Prior to issuance of the permit, sketches will be checked and a field inspection will be required.

Upon completion of the installation, entirely in conformance with the permit and policy, a "Certificate of Completion" must be sent to the Township Clerk, notifying that the work is ready for final inspection. The work shall be accomplished in a manner that will not be detrimental to the town road and that will safeguard the public.

IV. FEES

If the access will be constructed by a bonded contractor no fee is required. If the access will not be constructed by a bonded contractor the application must be accompanied by a separate \$500.00 fee in the form of a cashier's check, money order, or other bank draft made payable to Edna Township. The fee shall be for the assurance that the access

approach will be installed and completed in conformance with the permit, sketches, and other requirements. A period of one (1) year will be allowed for the work to be completed in compliance with all items previously named. If there is failure to complete the work in a satisfactory period of time, the \$500.00 fee will be forfeited.

Upon completion of the work, receipt of the "Certificate of Completion" by the Town Clerk, and satisfactory final inspection, the \$500.00 deposit shall be returned in its original form. Additional inspections shall be charged the nominal fee of \$50.00 and deducted from the deposit.

Edna Township reserves the right to cause the uncompleted work to be performed, and costs shall be deducted from the deposit with any remainder to be the responsibility of the landowner.

V. INSPECTION

The items that will be inspected upon the request for final inspection are as follows:

1. Proper culvert installation
2. Proper fill material and surfacing
3. Proper slope from edge of surface to end of culvert as required by pre-inspection.
4. Establishment of seed or sod to prevent erosion
5. Removal of excessive debris, rock, limbs, etc.

As previously stated, if all requirements are not met upon inspection, \$50.00 will be withheld from the initial deposit for each inspection trip made. If necessary, the landowner may be required to pay for additional inspection trips.

VI. UNAUTHORIZED ACCESS APPROACHES

Any approach found to be placed adjacent to a Township road, without a valid permit will be billed all permit fees and subject to inspection by a representative of Edna Township. Should the access approach be found deficient in the required width and elevation, or determined that it will alter drainage in the Township road right-of-way, or placed in such a manner that the sight distance of the oncoming traffic may create a safety hazard, or have been built using substandard or no drainage culvert, the landowner will be required to remove the approach or correct the deficiency at the landowner's expense within the time period of one (1) month from the time of inspection as well as submit the required approach permit fees. Any unauthorized approach found to be deficient and requiring removal will not be allowed to be utilized from that time forward until properly corrected. If the landowner does not comply with the requirements stated within this policy the Township Supervisors will cause the approach to be corrected and the landowner will be responsible for the entire cost billed from the Township Clerk.

VII. ADOPTION

This policy shall be in effect by Township resolution and may be amended from time to time as may be necessary.

EDNA TOWNSHIP

Application For Access Approach Permit

Property Owner/Applicant	Site Address
Mailing Address	Phone Number(s)
Is a building to be constructed? () Yes () No	Building will be () Permanent () Temporary
Purpose of Approach () Single Residence () Farm () Commercial, specify () Other, specify	Proposed Location of Approach (specify road, landmark or intersection)
Legal Description of Property	Date Approach is Needed
Location of Present Approach to Property (If Applicable)	Location of Proposed Approach to Property (If Applicable)

I/We the undersigned, herewith make application for permission to construct an access approach at the above location, said location said approach to be constructed to conform with regulations of Edna Township and any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Edna Township or their representative. It is further agreed that no work in connection with this application will be started until the application is approved and the permit is issued. It is expressly understood that this permit is conditional upon replacement or restoration of the Township Road and its right-of-way to its original or satisfactory condition. It is further understood that this permit is issued subject to compliance with the rules and regulations of any other affected agencies.

Date

Signature of Applicant (Property Owner)

Date

Signature of Bonded Contractor

Do Not Write Below This Line

ACCESS APPROACH CONSTRUCTION REQUIREMENTS

1. No work under this application is to be started until application is approved and permit is issued.
2. Where work on a public roadway is necessary, traffic must be protected in accordance with the MMUTCD Field Guide. **No Equipment is to be parked on the roadway.**
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of the driveway or installation of drainage facilities.
4. Road surface and road side must be cleaned up after the work is completed and vegetation restored to control erosion.
5. After the approach construction is complete the applicant shall notify the Township Clerk in writing that the work has been completed and is ready for final inspection and approval by submitting the Certificate of Completion found in the approach application package.
6. No changes or alterations will be made to the approach plan or completed approach in the future without the permission of Edna Township.
7. Driveway slopes shall be constructed with 4:1 slopes (4 feet horizontal drop to each 1 foot of vertical slope) unless otherwise noted, and shall be hand finished and seeded.
8. Driveways shall be constructed to slope down and away from the shoulder line of the Township Road for a distance of at least 15 feet with a fall of at least 6 inches. Applicant will place gravel on the approach surface.

Permission is hereby granted for the construction of the approach as described in the above application, and in accordance with the above requirements. In the event that the construction is not complete by the date stated above, the permit is null and void and the applicant will be subject to the loss of their assurance deposit.

Date

Authorized Agent

Work will be completed by: _____ or Assurance Deposit will be forfeited.

REQUIRED CULVERT: _____ feet of 15 inch diameter culvert and
Two 4:1 End Sections of 15 inch diameter

CERTIFICATE OF COMPLETION OF APPROACH

EDNA TOWNSHIP

Send or Deliver To:

Edna Town Clerk
P.O. Box 114
Dent, MN 56528

I hereby certify that I have completed the installation of an approach as described in accordance with Edna Township Approach Permit # _____ located on _____ (name of road).

Applicant's Signature

Date

Contractor's Signature

Date

For Office Use Only

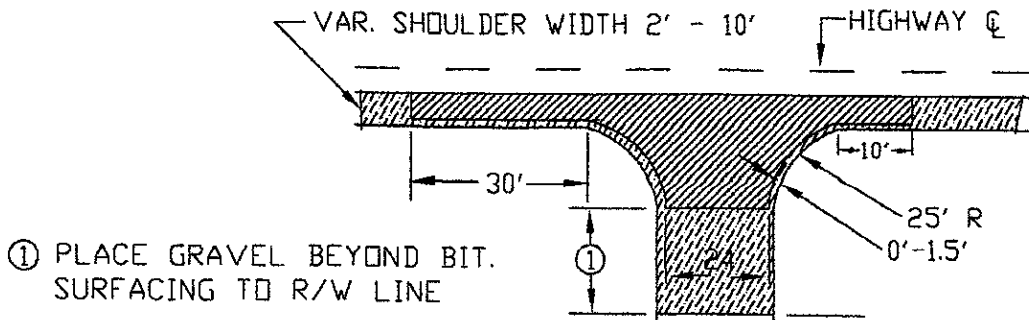
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The work covered by the above referenced permit number has been satisfactorily completed.

Edna Township

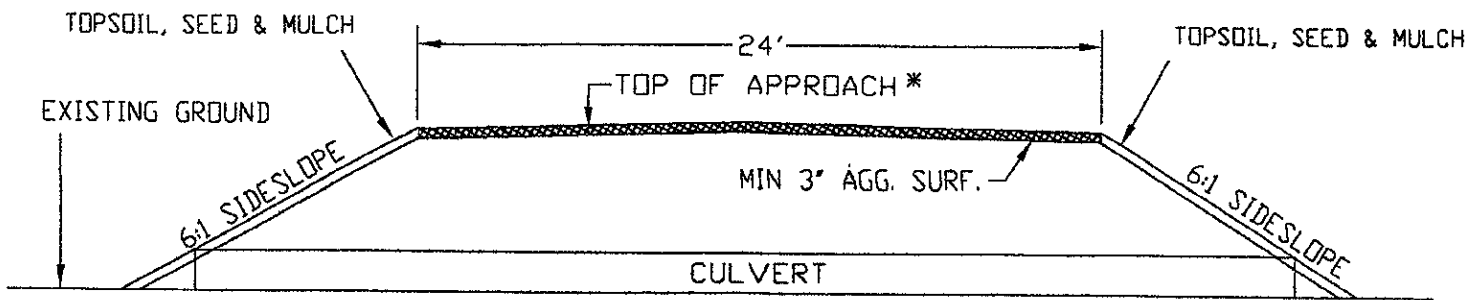
Date

APPROACHES AND ENTRANCES MINIMUM STANDARDS

OTTER TAIL COUNTY HIGHWAY DEPARTMENT

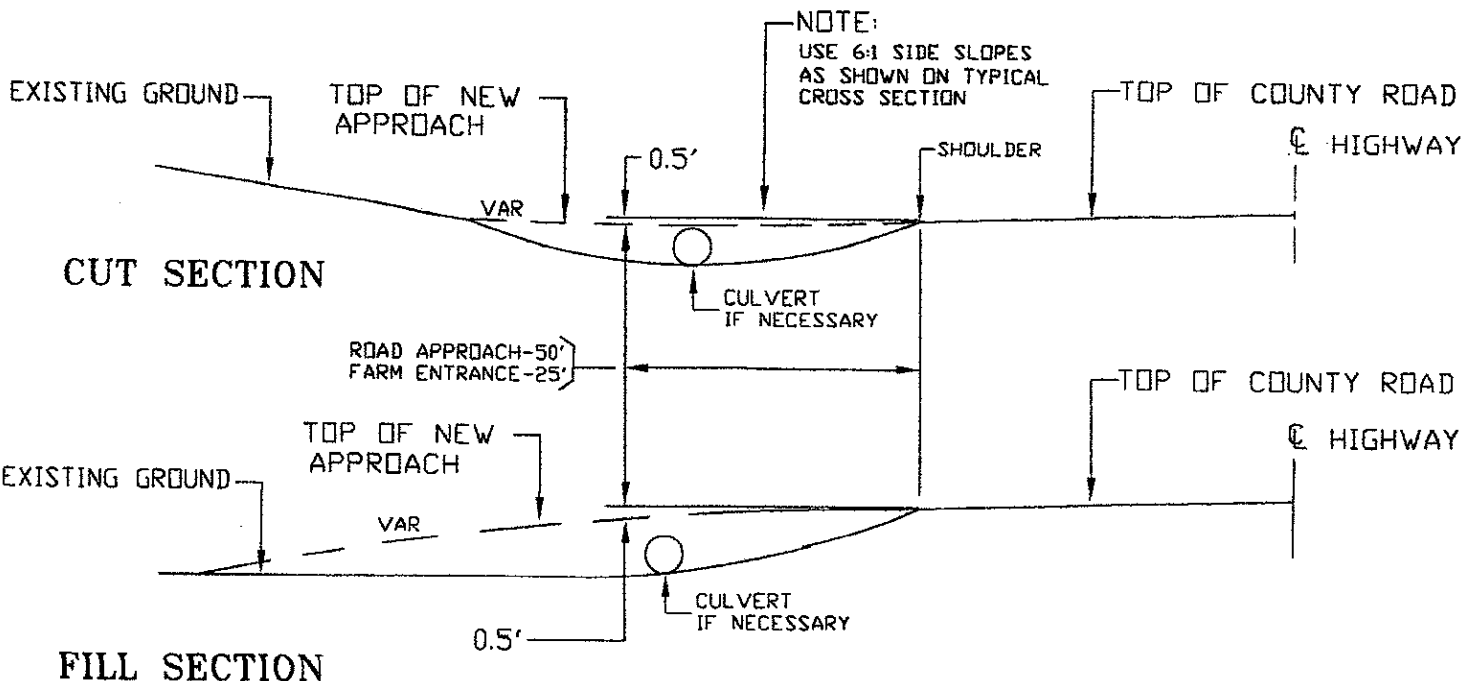


TOP VIEW
(Not to scale)



TYPICAL CROSS SECTION OF APPROACH

*A MAXIMUM WIDTH OF 60' MAY BE ALLOWED FOR FIELD APPROACHES WHEN NEED IS JUSTIFIED. APPROACH TOPS WIDER THAN 40' WILL REQUIRE INCREASED PIPE SIZE BY ONE INCREMENT. FOR EXAMPLE A 15" WOULD INCREASE TO AN 18" CULVERT.



SIDE VIEWS
(Not to scale)