

AITKIN COUNTY HIGHWAY DEPARTMENT

1211 AIR PARK DRIVE  
AITKIN MN 56431

PHONE: 218-927-3741  
FAX: 218-927-2356

**APPLICATION FOR DRIVEWAY ACCESS/ENTRANCE PERMIT**

Name of Applicant \_\_\_\_\_ Name of Property Owner \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_  
 County Road Name/# \_\_\_\_\_ Township/Section/Range \_\_\_\_\_  
 Number of Current Driveways to Property \_\_\_\_\_ Date Proposed Driveway will be Needed \_\_\_\_\_  
 Purpose of Driveway (residence, commercial, field, etc.) \_\_\_\_\_  
 Contractor \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICATION PROCESS:**

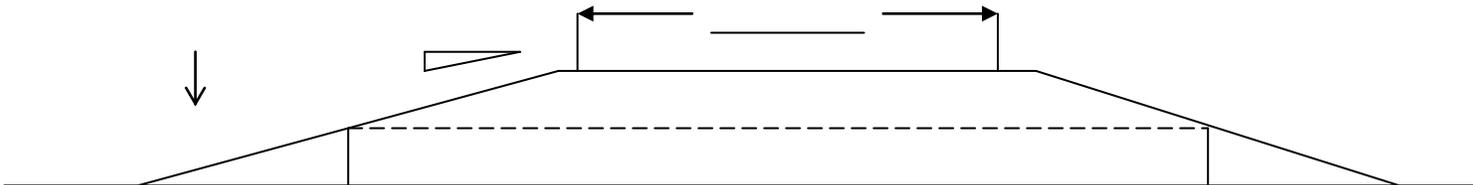
1. Complete the above application and submit with a \$500.00 deposit payable to Aitkin County. Upon final inspection and approval by the Highway Department the deposit will be refunded.
2. Place flagging where driveway approach is desired.
3. The Highway Department will inspect the location to determine the culvert size if one is needed. The applicant will be billed and the Highway Department will deliver the culvert upon receipt of payment. The Highway Department DOES NOT install the culvert.

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 standards of the Aitkin 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 Aitkin County Highway Department. It is further agreed that no work in the connection of this application will be started until the application is approved and the permit issued.

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

(Highway Department Use Only)

**Typical Culvert Installation Diagram**




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**Required** Culvert: \_\_\_\_\_ Aprons: \_\_\_\_\_ Bands: \_\_\_\_\_  
 Dates- Inspected: \_\_\_\_\_ Billed: \_\_\_\_\_ Culvert Payment Rec'd \_\_\_\_\_ Delivered \_\_\_\_\_  
 Final Inspection Requested \_\_\_\_\_ Final Inspection Completed and Refund Authorized \_\_\_\_\_  
 Deposit Refunded \_\_\_\_\_ Warrant Number \_\_\_\_\_

## **ACCESS DRIVEWAYS TO COUNTY HIGHWAYS & UNORGANIZED TERRITORIES**

These design standards have been prepared in the interest of safety and public welfare as a guide to public agencies and private owners in preparing plans and application for entrances and exits to and from County Highways.

The County may have acquired controlled rights of access on some 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 Aitkin County Highway Department and shall be submitted to the Highway Department.

### **DESIGN AND CONSTRUCTION REQUIREMENTS**

**DRIVEWAYS shall be at right angles to the highway for a distance of at least 15 feet from the shoulder line.**

**MINIMUM SPACING between driveways at the shoulder line is 120 feet.**

**MINIMUM DISTANCE along the shoulder to projected right-of-way line of intersecting road, highway, or railroad is 100 feet.**

**RESIDENCE DRIVEWAYS shall not exceed 20 feet in width measured at right angles to the centerline of the driveway.**

- All work done on the highway right-of-way is subject to approval by the Highway Department.
- Driveways shall drain away from the highway shoulder for a distance of fifteen (15) feet with a fall of six (6) inches, unless specifically approved otherwise.
- The side slopes of the driveway shall be constructed to the designed slope for driveways on each particular highway and may be as much as one (1) vertical foot to six (6) feet horizontal (1:6 rise to run). In no case will they be less than one (1) foot vertical and four (4) feet horizontal (1:4). The side slopes shall be seeded with a roadside seed mixture or grass seed and mulch.
- Proper and adequate drainage facilities shall be provided as required by the Highway Department. The owner shall pay all construction costs including such cost of the drainage structures as may be determined by the Highway Department.
- The area on highway right-of-way other than that of the driveway itself will normally be in the form of a ditch, or occasionally, concrete curbs. Proper authority for modifications must be obtained from the Highway Department before any work can be started.
- No work under this application is to be started until the application is approved and the permit is issued.
- Where work on traveled roadway is necessary, traffic must be protected. Flags, flares, and proper barricades must be placed in accordance with the standards of the Highway Department.
- No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during construction of driveway or installation of drainage facilities.
- Roadside must be cleaned up after work is completed.
- If the location is satisfactory and no culvert is needed, a permit will be issued.
- If a culvert is required, the applicant is required to pay 60% of the cost for the first entrance and 100% of the cost for each additional approved entrance. Upon receipt of the culvert costs, the department will deliver and place the culvert in the ditch basin within five (5) working days.
- After the driveway construction is complete, the applicant shall notify the Highway Department that the work is complete and is ready for final inspection and approval.
- Upon final approval of the entrance, the \$500.00 deposit will be refunded.
- No changes or alterations in entrances may be made at any time without the permission of the Aitkin County Highway Department.