

ISANTI COUNTY HIGHWAY DEPARTMENT
 232 NORTH EMERSON STREET
 CAMBRIDGE, MINNESOTA 55008
 763-689-1870

Office Use Only	
Permit No.	_____
County Road	_____
Permit Fee \$	_____

APPLICATION FOR DRIVEWAY ACCESS PERMIT

Fill out, sign and mail to the above address
 Attach a sketch of the property, present driveways in relation to the county road. See instruction on reverse side.

Applicant		Address	City	State	Zip Code	Tel. No.
Property Owner (if different)		Address	City	State	Zip Code	Tel. No.
Location Proposed Driveway:	County Road # _____		in _____		City	<input type="checkbox"/> Township <input type="checkbox"/>
Legal Description of Property:	Section _____	Township _____	Range _____		Property Address _____	
Propose of Driveway:	<input type="checkbox"/> Residence	<input type="checkbox"/> Field/Farm Entrance	Is a Building to be constructed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (type) _____	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Street				
Property is in:	<input type="checkbox"/> Platted or	Name of Plat _____	Present No. of Driveways to Property: _____	Date driveway Needed: _____		
	<input type="checkbox"/> Unplatted Area					
Exact Location of Proposed Driveway to Property:		_____ Miles	(circle one) N-S-E-W	(Specific Road Intersection & or Landmark)		

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 Isanti County and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Isanti County. 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 and restoration of the highway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village or township authorities having joint supervision over said street or highway. This permit is non-transferable.

Date _____ Print Name _____ Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

DRIVEWAY ACCESS PERMIT AUTHORIZATION

A deposit of \$ _____, payable to the Isanti County Treasurer, in the form of cash or personal check shall accompany the application.

This deposit made by: Name _____ Check No. _____

A culvert is required of the following size X _____

County to deliver culvert on _____

Culvert \$ _____
Tax \$ _____
GRAND 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 Isanti County and subject to any special provisions.

Proposed location Approved by _____ Date _____

Final Inspection Approved by _____ Date _____

(Authorized Signature Isanti County Highway Department)

(See reverse side for Requirements and Specifications)

DRIVEWAY REQUIREMENTS AND SPECIFICATIONS:

REQUIREMENTS:

A deposit of \$500.00 is required to process the application.

Make checks payable to the ISANTI COUNTY TREASURER.

Fill out the application and return with the \$500.00 deposit to the address listed on the front.
Attach a sketch on 8 1/2" x 11" paper showing the location of the proposed driveway.

To aid the inspector in finding the location, place a stake in the center of the proposed driveway with a cloth tied to the stake, and the 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 ICHD office of such and a final inspection will be performed. Upon the driveway meeting ICHD specifications, a portion of the deposit will be refunded. Driveways built during the winter months will not be inspected until all snow and 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 flag person, cones, barricades and any other traffic control devices deemed necessary in accordance with ICHD.
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 ICHD. Only new corrugated steel culverts are acceptable.
5. After construction is completed, the applicant shall notify the ICHD office 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 the ICHD.
7. Any driveway requiring a mailbox and support must have an approved SWING-AWAY MAILBOX SUPPORT meeting Mn/DOT standards. The support must be installed prior to final inspection. An approved support is provided by ICHD as part of this permit.

SPECIFICATIONS AND CONSTRUCTION:

1. Driveway side slopes shall be constructed no steeper than a 1:4 slope, or 1:6 on upgraded roadways as determined by ICHD.
(That means for every 1 foot vertically you go 4 or 6 feet horizontally.)
Side slopes shall be hand finished topsoil and be seeded or sodded, and maintained through erosion control practices until grass has fully established.
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 County Road to Right-of-Way line.
4. Driveway widths are determined by usage and are as follows:
Residential - 16 feet.
Farm or field - 20 feet.
Shared - 24 feet.
Commercial or Industrial - 30 feet.
Or as determined by I.C.H.D.

