

Todd County Public Works
44 Riverside Drive, Long Prairie, MN 56347
Phone: 320-732-2722 / Fax: 320-732-4525

Permit # _____
Road # _____
Date: _____
Paid: Cash ____ Check # _____
Date Deposit Returned: _____

APPLICATION FOR DRIVEWAY PERMIT

Instructions: Print application, sign and mail with payment to Todd County Public Works

A deposit of \$200 payable to Todd County Public Works shall accompany the application. After approval of installation you will be refunded \$100. This fee includes 8 yards of class 5 delivered to your driveway and a mailbox support for a new building site. This permit is non-transferable.

Name of
Property Owner: _____ Phone: _____ Cell Phone: _____

Address: _____

Location of proposed driveway: Twp. _____ Range _____ Section _____

Purpose of driveway: (circle one) Field Driveway Building Site Second Driveway Direction: N S E W (circle one)

Number of present driveways to property: _____ Number of acres owned: _____

Applicant will mark desired location of driveway. Comments: _____

In accordance with a resolution passed by the Todd County Board of Commissioners, dated November 17, 1981, the applicant will be required to pay for the cost of the required culvert for parcels of land less than 40 acres. For any parcel of land 40 acres or more with no present access, the Public Works Department will furnish one access culvert. All work shall be subject to final approval by the Director of Public Works.

*The applicant is responsible for construction of the permitted access according to the requirements as stated below.

Applicants Signature: _____ Date: _____

PLEASE ALLOW A MINIMUM OF TEN DAYS FOR PROCESSING PERMIT APPLICATION

No work shall be started before approval of application.

This permit becomes null and void if all work is not completed to the satisfaction of the Public Works Director within 6 months of approval date and the applicant forfeits the \$200 deposit.

*****FOR PUBLIC WORKS USE ONLY*****

New Corrugated Metal Pipe only.

CULVERT SIZE: Diameter _____ (in inches) Length _____ (in feet)

APRONS REQUIRED: (circle one) YES NO

COST RESPONSIBILITY FOR CULVERT: (circle one) COUNTY APPLICANT

COMMENTS: _____

Initial Inspection Date: _____ By: _____

Final Inspection Date: _____ By: _____

REQUIREMENTS

1. No work under this application is to be started until application is approved and the permit is issued.
2. Where work on the traveled roadway is necessary, traffic must be protected. Flags, flares, and proper barricades must be placed in accordance with standards set forth by the Minnesota Department of Transportation.
3. No foreign material such as dirt, gravel, or bituminous material shall be deposited on the road during the construction of the driveway or installation of drainage facilities.
4. The roadside must be cleaned up after work is completed.
5. After driveway construction is completed, the applicant shall notify the Public Works Office that the work has been completed and is ready for final inspection by the Todd County Public Works Department.
6. No changes or alterations in entrances may be made at any time without written permission from Todd County Public Works.
7. Driveway fill slopes shall be constructed 1:4 (1 foot vertical to 4 feet horizontal) and shall be hand finished and seeded prior to final inspection.
8. Driveways shall be so constructed to slope down and away from the shoulder line of the highway (see attached drawing).