



# DRIVEWAY ENTRANCE APPLICATION\*

\*See attached Driveway Specifications

APPLICATION TO (Indicate one):

Install New Driveway    Widen Existing Driveway    Remove Driveway

APPLICANT'S NAME: \_\_\_\_\_ PERMIT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

PURPOSE OF DRIVEWAY:    \_\_\_\_ FIELD DRIVEWAY    \_\_\_\_ RESIDENTIAL DRIVEWAY

NUMBER OF PRESENT DRIVEWAYS TO PROPERTY \_\_\_\_\_ WIDTH OF DRIVEWAY REQUESTED \_\_\_\_\_

LOCATION OF DRIVEWAY: \_\_\_\_\_

(Roadway)   (Township)   (Section)   (1/4)

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR \_\_\_\_\_

(\$300 Deposit Required) if done by anyone other than County Forces.


Approval is hereby requested for the above driveway located along a Pipestone County Maintained Road. Construction of the driveway is subject to review by the County Highway Department and applicant agrees to abide by the attached specifications.

\_\_\_\_\_ (Applicant Signature)

\_\_\_\_\_ (Date)

APPROVAL OF PIPESTONE COUNTY: \_\_\_\_\_

(County Engineer/Maintenance Supervisor)

Date

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For Office Use Only

Culvert Needed:    YES    NO   Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Aprons: \_\_\_\_\_ Bands: \_\_\_\_\_

Check one:    - \$50.00 Permit Fee

TOTAL CULVERT COST \$ \_\_\_\_\_

Deposit Received:    YES    NO

TOTAL CONSTRUCTION COST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

FINAL INSPECTION APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT RETURNED DATE: \_\_\_\_\_



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### Driveway Specifications

- Driveway locations shall have adequate sight distance and not create a safety hazard.
- New driveway culvert size shall be 18" diameter or larger, providing adequate drainage.
- Driveway width shall have a minimum of a 20' top for farm/field entrances.
- Driveway width shall have a maximum of a 35' top (60' top for shared driveways).
- Driveways shall be constructed with a 1:6 side slope.
- Driveway culverts will require 1:6 aprons.
- All culverts for driveway construction shall be riveted metal or concrete in new condition meeting current County Highway construction standards (spiral metal pipe or plastic pipe will not be allowed).
- Only clean fill may be used to construct the driveway. No rocks, concrete, debris, or demolition will be allowed.
- Driveway elevations shall be equal to or slightly less than the shoulder elevation within 8 feet of the shoulder.
- The culvert aprons shall be constructed so as not to lift up in the future.
- The culvert will be placed so as not to retain water in the ditch.
- Black dirt (4" minimum depth) shall be placed on the slopes, hand finished and seeded.
- The driveway entrance material (culvert, aprons, and fill) will become the property of the County upon completion of the installation.
- The County reserves the right to remove or move the entrance in the future.
- Any major alteration to an existing driveway will require the applicant to bring the driveway up to current standards. (For example: widening a driveway will require the applicant to upgrade the slopes and/or culvert aprons on the entire driveway to the 1:6 slope). Note: This requirement will not apply to shared driveways on property lines that have two different property owners.

The permit fee shall be \$50.00 for new installations, widening existing driveways, or removing existing driveways. A \$300 deposit will be required in addition to the permit fee. The deposit will be returned to the applicant upon final inspection and approval by the Highway Department.

If the driveway is not installed within 6 months from the date of permit approval, the permit is null and void and the deposit will be forfeited at that time. The applicant may notify the County of their intent not to install the driveway anytime within the 6 month period at which time the permit will become null and void and the deposit (not the permit fee) will be returned to the applicant at that time. In both situations, a new driveway permit application (with fee and deposit) must be requested if the applicant still wishes to install a driveway.

The applicant shall be responsible for the construction and the materials needed to construct the driveway. All costs related to the driveway construction will be the applicant's expense.

If the driveway installation does not comply with the above specifications within 6 months from the date of permit approval, the County will make the corrections and bill the owner for time, equipment, and materials needed to meet the specifications or at the County's option, may remove the noncompliant driveway, plus keep the required deposit.

Driveways are generally limited to one entrance to building sites and one entrance each ½ mile per landowner. Driveways shall be combined at property lines when possible.



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The applicant and/or contractor shall coordinate the proposed installation with the existing utilities in the area. Any relocation costs of utilities shall be the responsibility of the applicant.

The applicant and/or contractor will be responsible for utilizing the Gopher State One Call if required.

The applicant and/or contractor shall furnish, install and maintain all needed and required traffic control while performing the construction authorized by this permit.

The applicant and/or contractor shall furnish, install and maintain all needed and required erosion control.

No pipe materials, equipment or other objects shall be stored within the clear zone of the roadway.

This permit does not imply consent or approval by any other agency or entity. It is the applicant's responsibility to get all other needed permits and/or insure the installation is not a violation of any other governmental authority (For example: It is the applicant's responsibility that the driveway installation is not considered fill into a wetland and/or protected areas without getting the proper permit).

In addition to the above standard requirements, the following special requirements will apply to this specific installation:

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