

CROW WING COUNTY
POLICY
DRIVEWAY ACCESS TO ROADS UNDER COUNTY JURISDICTION

County Board Approved: July 8, 2008

This policy has been prepared in the interest of safety and public welfare as a guide to public agencies and private owners in preparing plans and applications for driveway access to roads under Crow Wing County jurisdiction. This policy does not cover applications for new roadway connections. Roadway connections will be reviewed on a case by case basis. Also, driveway applications for commercial properties may require additional information including a traffic study if deemed necessary by the County Engineer.

The County has acquired controlled rights of access on many 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 Crow Wing County Highway Department and shall be submitted to the County Engineer's Office.

It is the applicant's responsibility to verify that the chosen location is in fact on their property. The County's approval of an access location is by no means an authorization to utilize another individual's property for access. If another land owner's property is to be utilized, a recorded easement and/or Certificate of Survey showing such approval shall be provided.

DESIGN

1. If property abuts two or more roads, access should be provided from the lesser traveled road.
2. Driveways should be aligned with entrances on opposing sides of an undivided roadway when possible.
3. The driveways can not be located within the sight distance requirements of public road intersections, typically a minimum of 400 feet.
4. The driveways can not be located closer than 300 feet from the right-of-way line of intersecting road, highway or railroad, or closer than 100 feet (preferably 300 feet) to another driveway.
5. Driveways located on roads with horizontal and vertical curves must be within the sight distance requirements for oncoming traffic in both directions as determined by the County Highway Department.
6. All driveways must be at right angles to the highway for a distance of at least 15 feet from the shoulder line.
7. Residential driveways shall not exceed 20 feet in width measured at right angles to the center line of the driveway.

CONSTRUCTION

1. The surface of the driveway must contain at least 3 inches of Class #5 gravel base.
2. Driveways shall drain away from the highway shoulder for a distance of 15 feet with a fall of 6 inches.
3. The finished side slopes shall be seeded and no steeper than one foot vertically to four feet horizontally (1:4).
(Applicant will be informed if different slopes are required)
4. The area on highway right-of-way other than that of the driveway itself will normally be in the form of a ditch. In urban areas (curb & gutter) the applicant is responsible for any removal and installation of conforming curb ends.

Permission for modifications must be obtained from the County Engineer of the Highway Department before any work is started.

REQUIREMENTS

1. Work under this application shall not be started until application is approved and the permit is issued.
2. A deposit for culvert supply and inspection fee is required at time of application. The amount of this deposit is shown on the application form.
3. Upon receipt of application, the entrance location will be inspected for culvert requirements. If the location is satisfactory and no culvert needed, the permit will be approved and returned. If a culvert is required, notice of cost will be furnished (70% of County's cost). The culvert will be delivered within five (5) days of requested date and will be placed in the ditch bottom.
4. Where work on traveled roadway is necessary, traffic must be protected with flags, flares and/or traffic control in accordance with the Minnesota Manual on Traffic Control Devices.
5. No foreign material, such as dirt, gravel or bituminous, shall be left or deposited on the road during construction of driveway or installation of drainage facilities.
6. Roadside must be cleaned up after work is completed. .
7. After driveway construction is completed, the applicant shall notify the County Engineer's Office that the work has been completed and is ready for final inspection by the Highway Department.
8. Any remedial work must be completed within 30 days or the Highway Department will correct it and deduct the cost from the deposit.
9. The balance of the deposit will be promptly returned after the work has been satisfactory completed. Applicants are reminded that inspections cannot be performed during the winter/snow season.
10. No changes or alterations may be made at any time without permission from the County Highway Department.

CROW WING COUNTY HIGHWAY DEPARTMENT APPLICATION FOR PERMIT TO CONSTRUCT DRIVEWAY ACCESS TO ROADS UNDER COUNTY JURISDICTION

Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401
Phone (218) 824-1110 / Fax (218) 824-1111

Crow Wing County Highway Department
Attn: County Engineer

Application is hereby made for permission to construct a driveway in the right-of-way connecting to

CSAH No. _____ CR No. _____ Unorganized Territory Township Road No. _____

also known as _____, in accordance with the sketch and policy attached hereto.

Applicant:		
Address:		
City, State:	Zip Code:	Telephone No:
Property Owner:	Telephone No.:	
Section:	Township:	Range:
Contractor/Installer:		
Address:		Telephone:
City:	State:	Zip Code:
Contact Person:	Telephone No.:	Pager:
CONSTRUCTION INFORMATION		
Location (example: 500 feet east of address #30838, CSAH #10)		
Width: _____	Commercial or Residential:	Number of Present Driveways:
Number of Construction Days:	Proposed Completion Date:	

The Applicant hereby agrees that the said driveway to be constructed will conform with the design and construction standards of the Crow Wing Highway Department. 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 the restoration of the road to its original condition and satisfaction of the Highway Department.

SPECIAL PROVISIONS:

1. A deposit of \$350.00 (residential) or \$500.00 (commercial), payable to the Crow Wing County Highway Department, must be made at the time of application. After final inspection and approval by the Highway Department, the deposit will be refunded less 70% of the driveway culvert cost (if applicable) plus a \$25.00 inspection fee.
2. The County will deliver a _____ culvert with _____ bands and _____ aprons.

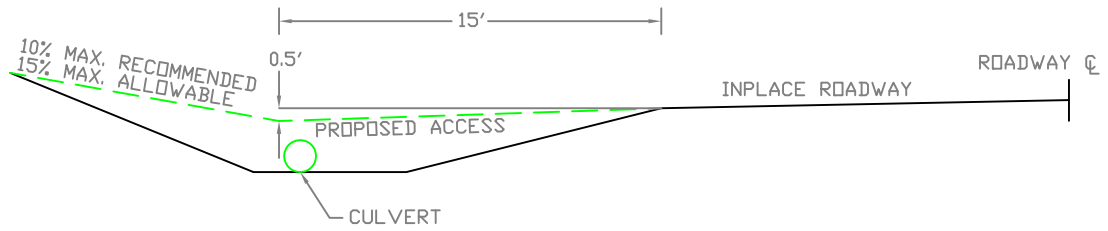
Applicant _____ Cash Amount _____
(Date) _____
Check No. _____

Approved by _____ Deposit Made by _____
(Date) _____

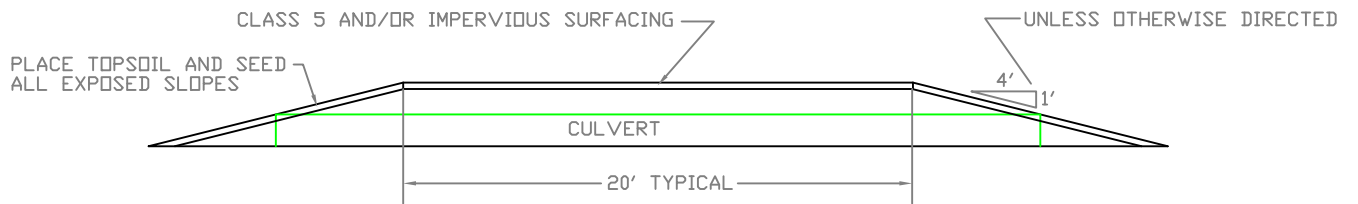
Special conditions/comments attached (to be filled out by office) _____ yes _____ no

CROW WING COUNTY HIGHWAY DEPARTMENT ENTRANCE CONSTRUCTION INFORMATION

COUNTY JURISDICTION ROADWAY CROSS-SECTION



ENTRANCE CROSS-SECTION



PLAN VIEW

