

**SPRINGVALE TOWNSHIP**  
**36302 VERDIN ST NW**  
**CAMBRIDGE, MN 55008**  
**TREASURER / KURT 763-639-0489**

**For Township Use Only**  
 Permit No. \_\_\_\_\_  
 Town Road \_\_\_\_\_  
 Permit Fee \$ 325.00

**APPLICATION FOR DRIVEWAY ACCESS PERMIT**

Fill out, sign, and mail to the above address. Please print or type.

Attach a sketch of the property, present driveways in relation to the township road. See instructions on reverse side.

Applicant \_\_\_\_\_ Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

Property Owner (if different) \_\_\_\_\_ Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

A. Location of Proposed Driveway: Township Road name or # \_\_\_\_\_ in Springvale Township.

B. Legal Description of Property: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

C. Propose of Driveway: (Circle propose) Residence \_\_\_\_\_ Field/Farm entrance \_\_\_\_\_ Street \_\_\_\_\_ Commercial \_\_\_\_\_

D. Property is in: (Circle one) Platted \_\_\_\_\_ or Unplatted \_\_\_\_\_ Area \_\_\_\_\_

E. Present Number of Driveways to Property: # \_\_\_\_\_ Date Driveway needed: \_\_\_\_\_

F. Specific Road Intersection and/or Landmark: \_\_\_\_\_

G. Is this new home construction? YES or NO (circle one). If YES, approximate completion date: \_\_\_\_\_

*Note: if completion date exceeds date stated; a written request will need to be approved by the Town Board or permit will expire after 180 days..*

I/We make application to construct the access driveway at the above location. The driveway to be constructed shall conform with the regulations of Springvale Township's driveway policy #102-02 and to any special provisions. It is agreed that all work will be done to the requirements of Springvale Township. No work in connection with this application will be started until the application is approved and the permit issued. It is agreed the street or roadway adjacent to the driveway to be constructed, will be restored to its original condition. It is also agreed that this permit is issued subject to the approval of local townships having joint supervision over said street or roadway. This permit is non-transferable.

Print Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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**DRIVEWAY ACCESS PERMIT AUTHORIZATION**

A deposit of \$ 325.00, payable to Springvale Township, in the form of cash or certified check shall accompany this application

The deposit made by: Name \_\_\_\_\_

A culvert is required of the following size \_\_\_\_\_ X \_\_\_\_\_ To be delivered on \_\_\_\_\_

Culvert cost	\$ _____	SPECIAL PROVISIONS _____
Other supply costs	\$ _____	
Tax	\$ _____	
Grand Total	\$ _____	

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 Springvale Township and subject to any special provisions.

Proposed Location Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**DRIVEWAY REQUIREMENTS AND SPECIFICATIONS POLICY #102-02**  
**SPRINGVALE TOWNSHIP**

**REQUIREMENTS**

A deposit of **\$325.00** is required to process the application. (Fee includes, treasurer admin., supervisor-2 inspections, cost of mailbox support, cost of 911 address sign, and installation of mailbox support and 911 address sign)

**Make cashier's checks or money orders payable to SPRINGVALE TOWNSHIP.**

Fill out application and return with the \$325.00 deposit to the address listed on front. Attach a sketch on 8 ½ X 11 white paper showing the location of the proposed driveway.

To aid the inspector in finding the location, place a stake on each side of the proposed driveway and the name of the applicant written on the stake. Springvale Township will provide stakes.

Once the completed application is received, our inspector will review the location, at their discretion; for existing driveways, sightline distance (which includes roadway curves, trees, hills etc.), and drainage.

After the permit has been approved and the driveway constructed; notify the SPRINGVALE TOWNSHIP TREASURER at (763) 639-0489 and a final inspection will be performed. Driveways built during the winter months will not be inspected until all snow and frost is gone.

The applicant will have **180 days** from the application approval date to construct the driveway. If not constructed within the time period the entire deposit will be forfeited and the application will be void. If an extension of time to construct the driveway is needed, a one-time written letter to the township is required for approval.

1. No work under this application is to be started until the application is approved and permit issued.
2. Where work on traveled roadway is necessary, traffic must be protected by use of flagmen, cones, barricades, and any other traffic control devices deemed necessary in accordance with SPRINGVALE TOWNSHIP.
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 will be purchased by the applicant from SPRINGVALE TOWNSHIP. Only new galvanized corrugated steel culverts are acceptable. Size of culvert will be determined by the inspector.
5. After construction is completed the applicant shall notify the SPRINGVALE TOWNSHIP treasurer the driveway is ready for final inspection.
6. No changes or alterations in driveways may be made at any time without prior written permission from SPRINGVALE TOWNSHIP.
7. Any driveway requiring a mailbox support must have an approved **Swing-Away Mailbox support** meeting MnDot standards. The mailbox support must be installed prior to final inspection. Mailbox supports will be provided and installed by the Springvale Township included in the driveway permit fee. The resident is required to purchase and install their own mailbox. If a mailbox support is not required, the current cost of mailbox support will be refunded.
8. Any driveway requiring a 911 address sign will be approved, ordered, and installed by Springvale Township.
9. **For driveway permits off of bituminous township roads: The driveway must be constructed per specification for final approval; with a culvert if needed, before any construction or destruction of property land use can be started to preserve the bituminous surface of the township roadway.**

**SPECIFICATIONS/CONSTRUCTION**

1. Driveway side slopes shall be constructed not steeper than a 1:4 slope. (That means for every 1 foot vertically you slope 4 feet horizontally). Flatter slopes will be constructed on certain roadways as required by SPRINGVALE TOWNSHIP. Side slopes shall be hand finished and seeded or sodded.
2. All new or altered Driveways shall be so constructed as to slope down and away from the maintained edge of the road surface for a distance of **at least 6 feet with a fall of at least ½"**.
3. Driveways shall have minimum of 3 inches of Class 5 aggregate placed from the edge of the road to the Right-of-Way line.
4. Driveway minimum widths are determined by usage and are as follows; Residential 16 feet; Common Residential 24 feet, Farm or Field 20 feet; and Commercial or Industrial 30 feet.
5. Driveway access on Springvale Township roads shall meet the minimum spacing requirement of 100 feet from center to center. If conditions are present that cause a hardship in this spacing requirement, the Board will consider the hardship presented by the applicant and make a determination whether a reduced spacing may be allowed
6. The above specifications shall be the standard use for the final approval of **ALL** driveway permits issued under the jurisdiction of Springvale Township.

Call before you dig: Gopher State One Call, 651-454-0002 or 800-252-1166

**APPLICATION FOR DRIVEWAY PERMIT (INSTRUCTIONS)**  
**Please read Carefully**

**Applicant MUST complete the following information on the application.**

1. Name, address, and Telephone Number, of applicant and property owner.
2. (A) Township road # or name.
3. (B) Legal description of Property.
4. (C) Propose of driveway.
5. (D) Circle platted or not.
6. (E) Number of existing driveways and date driveway is needed.
7. (F) Exact location of driveway to property. Attach a sketch of proposed driveway on 8 ½" x 11" white paper show the width of the property and the distance from the property line. *It is the responsibility of the applicant to verify the property line locations, approval of the permit in no way holds Springvale Township liable for property line locations.*
8. (G) Specific Road intersections and/or landmarks.
9. Applicant must print, sign, and date the application.
10. Applicants shall read the instructions on the back of the permit.
11. **\$325.00 deposit shall be Certified check, money order, or cash.**
12. **Mail completed application, \$325.00 deposit, and sketch to:**

*Kurt Koester, Treasurer  
Springvale Township  
36302 Verdin St. NW  
Cambridge, MN 55008*

*No work may begin until the application form has been Signed and returned to the Applicant.*

**Township procedure below:**

- A. Treasurer to deposit \$325.00.
- B. Treasurer to contact supervisor for location approval.
- C. Supervisor approves location, takes photo of roadway/driveway location along with the inspection record form, and signs application.
- D. Supervisor sends location approved application back to Treasurer.
- E. Treasurer sends location approved copy of application to applicant and County Zoning.
- F. Applicant has 180 days from approval date to construct driveway, unless an extension is approved in writing. If applicant does not complete driveway within 180 days, the application will expire and Springvale Township will inspect driveway to see if finished properly. If the driveway is not finished or needs more work, the township will finish driveway and bill/assess the applicant for ALL costs to finish driveway.
- G. When driveway is finished, applicant contacts treasurer for final approval.
- H. Treasurer contacts supervisor for final inspection.
- I. Supervisor does final inspection; takes final photos of roadway/driveway location, signs original permit, and returns to Treasurer along with final driveway approval form.

Driveway permit requirements and specifications policy #102-02 (4 pages)  
Amended and approved this 17 day of January, 2018

Attest:

\_\_\_\_\_  
Michelle Kleven, Town Clerk

\_\_\_\_\_  
Steve Lindgren, Town Board Chair

**Springvale Township Driveway Inspection Record for Final Approval**

Property owner	<input type="text"/>
Address of property	<input type="text"/>
Township road Accessing	<input type="text"/>
Driveway permit #	<input type="text"/>

The following Dimensions shall be recorded on this form and attached to the approved driveway Permit.

The width of the existing maintained road surface at the centerline of the Driveway access. ( actual dimension)	<input type="text"/>
The minimum width of the driveway at the edge of the maintained road surface. (Residential 16 ft; Farm or Field 20 Ft; Commercial 30ft) ( actual dimension)	<input type="text"/>
The width of the driveway at a distance of 6' from the edge of the maintained road surface. (minimum 12')	<input type="text"/>
The Slope of the driveway measure 6' from the edge of the maintained surface of the road. (minimum of 1/2")	<input type="text"/>
If a culvert was needed inspect placement ,and length	<input type="text"/>
Culvert Aprons installed	<input type="text"/>
Swing Arm Mailbox installed	<input type="text"/>
Verified Driveway is located 100 feet or more from other existing driveways	<input type="text"/>
Picture taken of driveway and roadway adjacent to driveway (before and after)	<input type="text"/>
911 address ordered and installed	<input type="text"/>

NOTES:

Date

Person recording measurements and approval