

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.

PLEASE READ ATTACHED INSTRUCTIONS CAREFULLY

Applicant _____ Address _____ Tel. No. _____

Applicant Email _____

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 proposed driveway to be constructed shall conform with the regulations of Springvale Township's driveway policy #102-02 and to any special provisions. No work in connection with this application will be started until the application is approved and the permit issued. I/We agree the street or roadway adjacent to the driveway to be constructed, will be restored to its original condition. This permit is non-transferable.

Print Name of Applicant _____ Date _____

Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

DRIVEWAY ACCESS PERMIT AUTHORIZATION

A payment of \$ 325.00, payable to Springvale Township and shall accompany this application, see attached instructions.

The payment made by: Name _____

A culvert is required of the following size _____ X _____ To be picked up 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 PERMIT INSTRUCTIONS AND SPECIFICATIONS POLICY #102-02
SPRINGVALE TOWNSHIP- PLEASE READ CAREFULLY

INSTRUCTIONS

The permit fee of **\$325.00** is required to process the application. (Fee includes, treasurer admin., supervisor-2 inspections, cost of swing arm mailbox support, cost of 911 address sign, and installation of swing arm mailbox support and 911 address sign. NOTE: the fee does not include a mailbox and/or culvert)

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

Fill out application and return with the \$325.00 permit fee 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 if needed. Contact: Kurt Koester, Township Treasurer- Cell: 763-639-0489 / Email: kkoester14@gmail.com

Once the completed application is received, our inspector will review the location for; existing driveways, sightline distance (which includes roadway curves, trees, hills etc.), and drainage. 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 permit fee 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 with a deadline to be determined by the town board.

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 a township approved vendor. 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 911 address sign will be approved, ordered, and installed by Springvale Township.
8. **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 use can be started. This will preserve the bituminous surface of the township roadway.**
9. **If for any reason, legal fees are accrued before, during, or after the driveway permit and/or construction process; it will be the responsibility of the landowner and/or its contractor to pay those legal fees.**

SPECIFICATIONS/CONSTRUCTION: Call before you dig: Gopher State One Call 811

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 GRAVEL driveways** shall be constructed so 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" per foot.**
3. **All new or altered PAVED or HARD SURFACE driveways** on a gravel town road shall not encroach upon the town roadway within 6 feet of the maintained edge. If on a blacktopped town road, the hard surface shall meet the town road edge and be constructed 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" per foot.
4. Driveways shall have minimum of 3 inches of Class 5 aggregate placed from the edge of the road to the Right-of-Way line. During building construction, minus 3inch rock must be used for equipment and construction equipment.
5. 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.
6. 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
7. The above specifications shall be the standard use for the final approval of **ALL** driveway permits issued under the jurisdiction of Springvale Township.