



County Road # \_\_\_\_\_

### APPLICATION FOR ACCESS (DRIVEWAY) PERMIT

#### MORRISON COUNTY PUBLIC WORKS

Mailing Address: 213 1<sup>st</sup> Ave SE, Little Falls, MN 56345 ~ Phone: 320-632-0121

Physical Address: 1208 West River Rd, Little Falls, MN 56345

Name of Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Township Name: \_\_\_\_\_ Property Address (if available) \_\_\_\_\_

Purpose of driveway: \_\_\_\_\_ Residence \_\_\_\_\_ Field Entrance \_\_\_\_\_ Other \_\_\_\_\_

Date driveway will be needed: \_\_\_\_\_ Number of present driveways on parcel: \_\_\_\_\_

Driveway location or other comments: \_\_\_\_\_

I, We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed with the regulations of the Public Works Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Public Works Department. It is further agreed that no work in connection with this application will be started until the application is approved. It is expressly understood that this permit is conditioned upon replacement or restoration of the road to its original or to a satisfactory condition.

\_\_\_\_\_  
Date Property Owner Signature

*This section to be completed by Morrison County*

Entrance Permit: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Application Fee: \$100.00 Ck # \_\_\_\_\_

Deposit: \$500.00 Ck # \_\_\_\_\_

Culvert Needed: Ck # \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ Culvert \$ \_\_\_\_\_

\_\_\_\_\_ Band(s) \$ \_\_\_\_\_

\_\_\_\_\_ Apron(s) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Sales Tax 7.375% \$ \_\_\_\_\_

Total Culvert \$ \_\_\_\_\_

Entrance Installation Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
County Inspector Signature Date

Deposit Refund: Ck # \_\_\_\_\_ Date: \_\_\_\_\_

# **MORRISON COUNTY PUBLIC WORKS ACCESS MANAGEMENT POLICY**

The Morrison County Board of Commissioners, acting through its County Engineer and Public Works Department, is responsible for protecting and maintaining the general health, welfare and safety of its citizens and the traveling public who utilize the Morrison County Highway System and its rights of way. In order to meet this obligation it has been deemed necessary to implement an access management policy.

In accordance with Minnesota State Statute and the Morrison County Land Use Control Ordinance, permits are required for all new access installations and all work performed on existing access locations on all county highways and all county state aid highways.

The Morrison County Engineer and the Public Works Department are charged with developing standards and implementing this policy in a consistent and fair way.

The standard policy of the Public Works Department is to allow one access per parcel of property that is forty acres or less in size.

The Public Works Department will work toward a zero net gain on the number of accesses installed on existing parcels of property. Property owners wanting to add an additional access will be required to remove an existing access from the county highway system before a permit to install a new one is issued.

The Morrison County Engineer may allow a second access if it is determined that, due to the natural land features (stream, wetland, ravine etc.), a single access is inadequate to provide for proper use of the parcel of property provided that no safety issue is created by doing so. A second access may also be authorized if it is determined that for safety reasons it is in the best interest of the traveling public to do so.

Access required for the development of property that is subject to the Morrison County Land Use Control Ordinance will be addressed during the subdivision process.

The Morrison County Engineer reserves the right to reject any access application if it is determined that it is detrimental to the general health, welfare and safety of the traveling public.

The Public Works Department will utilize the following criteria to determine adequacy of an access location.

- The access location shall meet appropriate requirements for site distance and location from intersections.
- Accesses should be aligned with entrances on the opposite side of the road when possible.
- If property parcel abuts two or more roads, access should be provided from the lower volume road.
- The top width for a residential access is 24 feet and a commercial access is 30 feet.

In urban areas (curb & gutter) the applicant is responsible for any removal and installation of the conforming curb ends. All curb replacement must meet and be constructed in accordance with MnDOT standards and specifications.

Morrison County has controlled access on several sections of its highway system. No access will be granted across these areas.

The Access Permit Fee is \$100. A \$500 deposit is required with all permit applications. Deposits are refunded following installation in accordance to specifications and once approval of the properly completed access installation is given.

The cost of culvert materials and the installation shall be at the expense of the applicant. The culvert diameter, length and material type will be determined by the Public Works Department. In order to maintain uniformity all culvert materials must be purchased through the department. Safety Aprons are required to be installed and is a requirement of the permit. Payment must be received before the culvert materials will be delivered.

Payments can sent to:

Morrison County Public Works  
213 1<sup>st</sup> Ave SE  
Little Falls, MN 56345

# MORRISON COUNTY PUBLIC WORKS

## ACCESS INSTALLATION SPECIFICATIONS

Place a stake with a flag in the bottom of the ditch where you would like the center of the access to be located.

The Public Works Department shall provide the applicant with the following:

1. The initial inspection of the access location.
2. The cost of delivering the required culvert materials to the location of the access.
3. The final inspection of the access installation

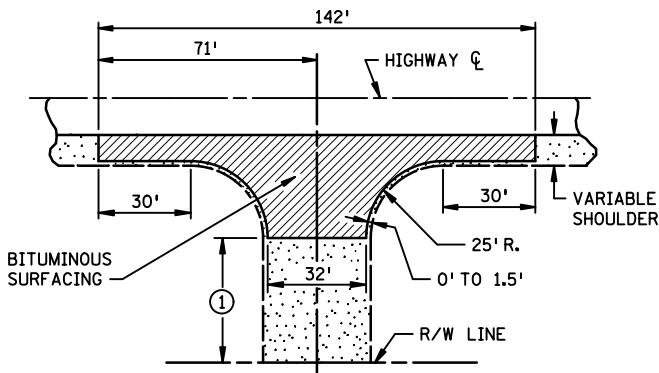
Fill material must be of natural, non-organic type (clay, sand, gravel). Rocks, debris, etc. are not allowed.

- The side slopes of the access must be uniform and graded to a 4:1 or gentler slope.
- Black dirt must be placed along the side slope, level with the safety aprons and seeded.
- The rocks must be picked.
- Some type of erosion control shall be placed on the slopes.
- The surface of the access shall be covered with 3 inches of compacted gravel base.

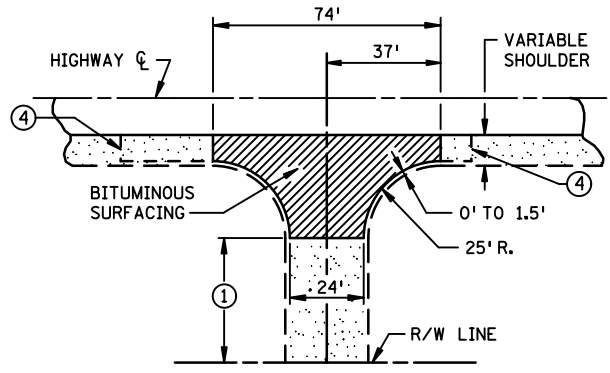
The applicant will be given 60 days from the permit date to complete the installation. The deposit is held until all of the work is completed and vegetation is substantially established.

The Public Works Department shall supply and install the initial mailbox support for new home sites that access off county highways or county state aid highways. The mailbox support will not be installed until the access installation is complete.

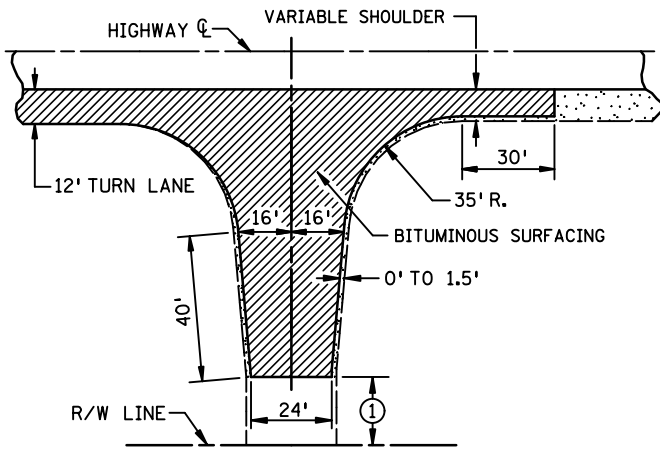
When you have completed the work in accordance with the above specifications *call (320)632-0121* for a final inspection. Once the work is approved, we will issue a refund of your deposit. If the work fails to meet specifications notice will be provided on work required to bring the access into compliance. If compliance is not achieved in the time allowed the deposit will be forfeited.



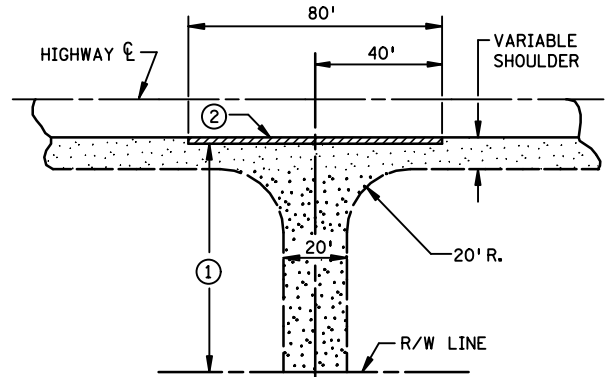
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

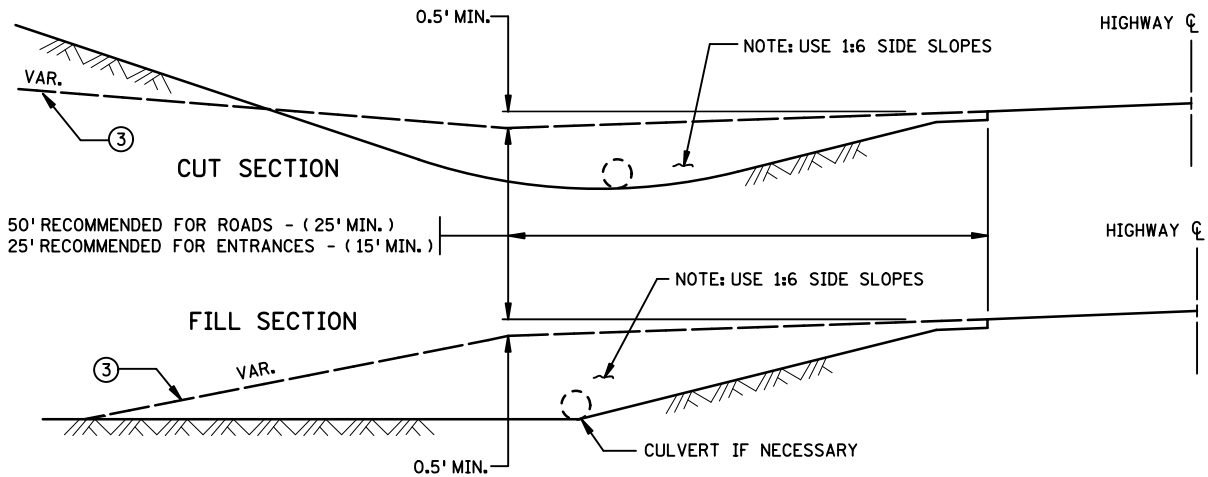


LOW VOLUME ROAD



FIELD ENTRANCES

- ① SURFACING TO MATCH EXISTING CONDITIONS. WHERE THERE IS NO SURFACING, PLACE GRAVEL BEYOND BITUMINOUS SURFACING TO R/W LINE.
- ② PLACE 2 FT. WIDE BITUMINOUS SURFACING AS DIRECTED BY ENGINEER.
- ③ 8% MAXIMUM COMMERCIAL; 15% MAXIMUM RESIDENTIAL.
- ④ THE USE OF PAVING SIMILAR TO COMMERCIAL ENTRANCES MAY BE APPROPRIATE FOR SOME RESIDENCES - AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER.



CROSS SECTIONS

APPROVED SEPT. 27, 2012

*Michael J. Henneman*  
STATE DESIGN ENGINEER

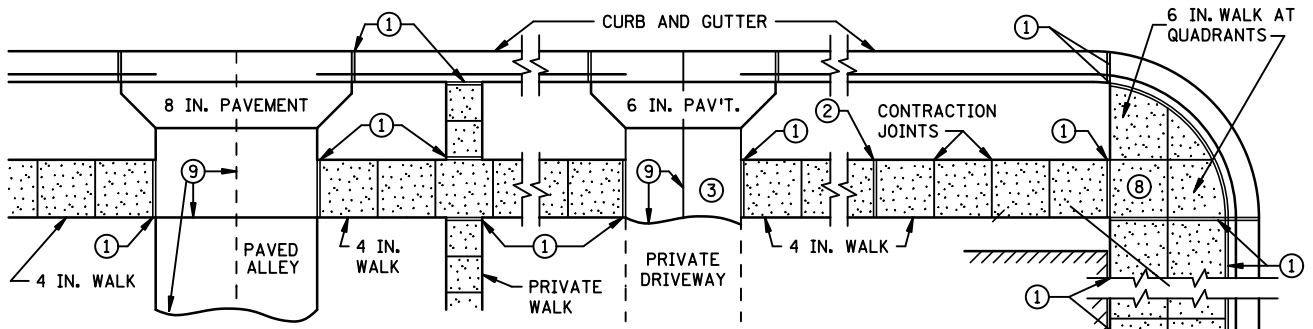
STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

APPROACHES AND ENTRANCES  
RECOMMENDED STANDARDS

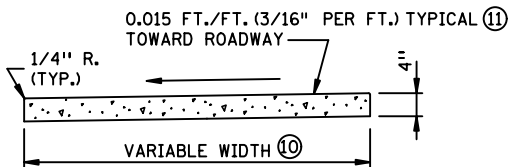
SPECIFICATION  
REFERENCE

STANDARD  
PLATE  
NO.

9000E



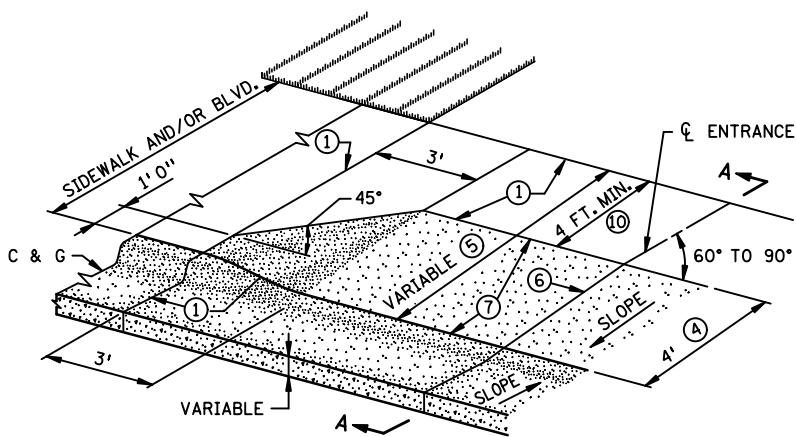
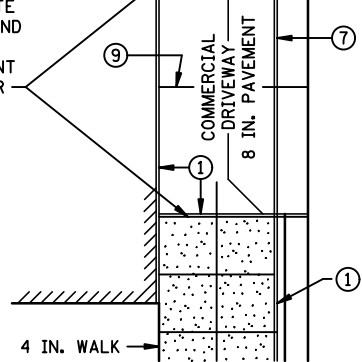
PLAN



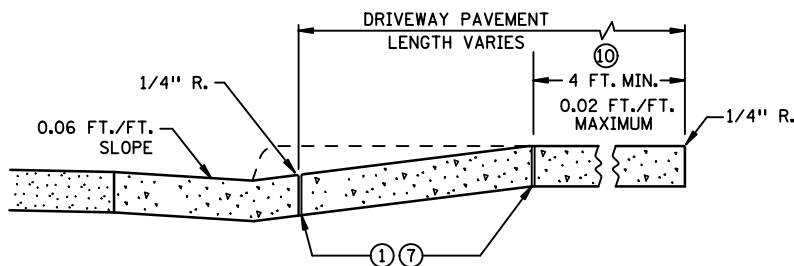
SECTION THRU WALK

CONCRETE WALK

PROVIDE INTERMEDIATE JOINT AT SQUARED END IN SIDEWALK, WHEN SIDEWALK IS ADJACENT TO CURB AND GUTTER



HALF PLAN PERSPECTIVE



SECTION A-A  
CURB RETURN

NOTES:

- SEE ROAD DESIGN MANUAL, CHAPTER 5, FOR GEOMETRIC DESIGN OF ENTRANCES.
- WHERE THE MAX. ALLOWABLE ENTRANCE GRADIENT WOULD BE EXCEEDED, DUE TO THE POSITION OF EXISTING WALK, THE WALK SHALL BE REMOVED AND REPLACED, OR THE PAVEMENT WARPED TO PROVIDE THE REQUIRED ENTRANCE SLOPE.
- SEE PLANS FOR PLACEMENT OF WALK AND DIMENSIONS FOR CONSTRUCTION OF DRIVEWAYS.
- NO DEDUCTION SHALL BE MADE IN CURB & GUTTER FOR ENTRANCE.
- ① 1/2 IN. EXPANSION JOINT. 1/2 IN. PREFORMED JOINT FILLER MATERIAL, AASHTO M 213 (REQUIRED WHEN 2 CONCRETE AREAS ARE POURED SEPARATELY).
- ② 1/2 IN. EXPANSION JOINTS AT 60 FT. (APPROX.) MAXIMUM INTERVALS.
- ③ MATCH INPLACE DRIVEWAY THICKNESS (6 IN. MIN.).
- ④ WITHOUT SIDEWALK, PAVE ONLY TO THE END OF CURB RETURN WHEN ENTRANCE IS UNSURFACED OR CONSTRUCTION IS NOT NEEDED BEYOND THIS POINT.
- ⑤ WITH SIDEWALK, PAVE TO THE BACK OF SIDEWALK. PAID FOR AS CONCRETE DRIVEWAY PAVEMENT.
- ⑥ CONTRACTION JOINT (FORMED OR SAWED).
- ⑦ EXPANSION JOINT NOT REQUIRED IF ADJACENT SECTIONS ARE POURED MONOLITHICALLY. SEE SECTION A-A.
- ⑧ SEE PLANS FOR PLACEMENT OF PED. CURB RAMP.
- ⑨ FORM CONTRACTION JOINT AS NEEDED TO PRODUCE APPROXIMATELY SQUARE PANELS (MAXIMUM WIDTH 15 FT. BETWEEN JOINTS).
- ⑩ THE MINIMUM CONTINUOUS AND UNOBSTRUCTED CLEAR WIDTH OF A PEDESTRIAN ACCESS ROUTE SHALL BE 4.0 FT.
- ⑪ SEE PLANS FOR PROPOSED CROSS SLOPE OF THE PEDESTRIAN ACCESS ROUTE, WHICH MAY NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.

APPROVED JULY 25, 2011

*[Signature]*  
STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

CONCRETE WALK &  
CURB RETURNS AT ENTRANCES

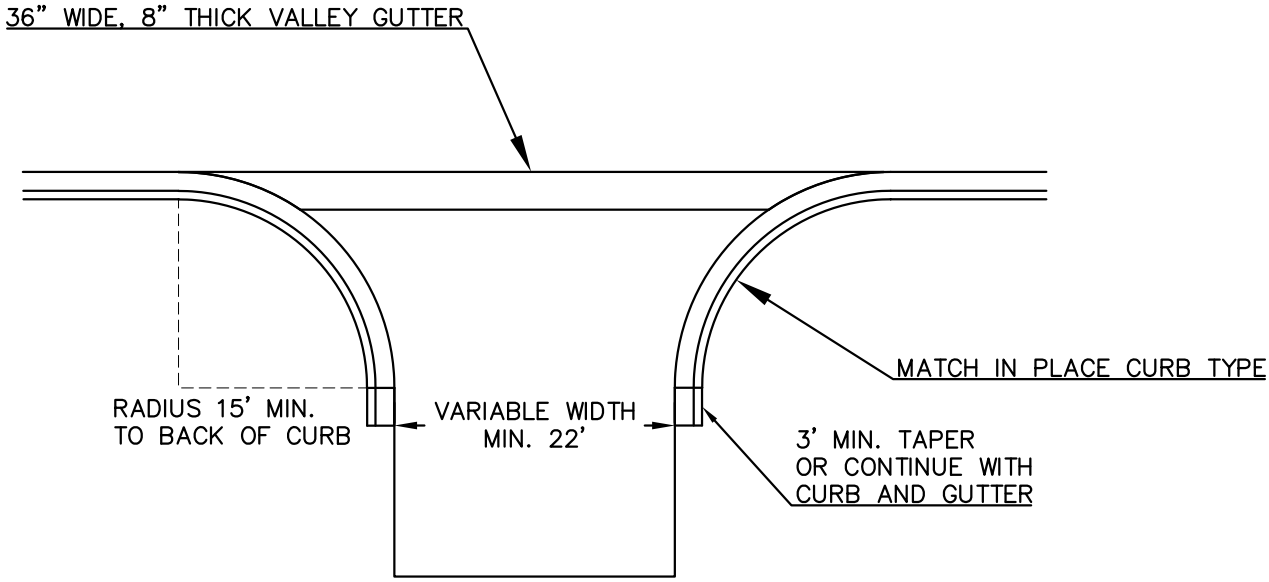
SPECIFICATION  
REFERENCE

2301  
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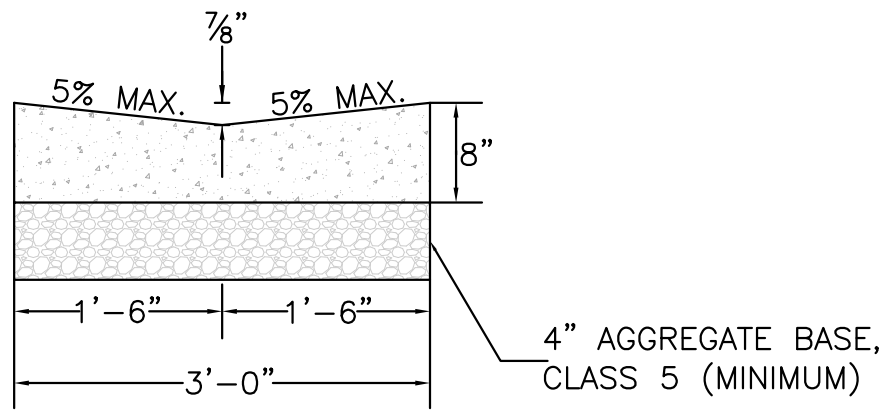
STANDARD  
PLATE  
NO.

7035N

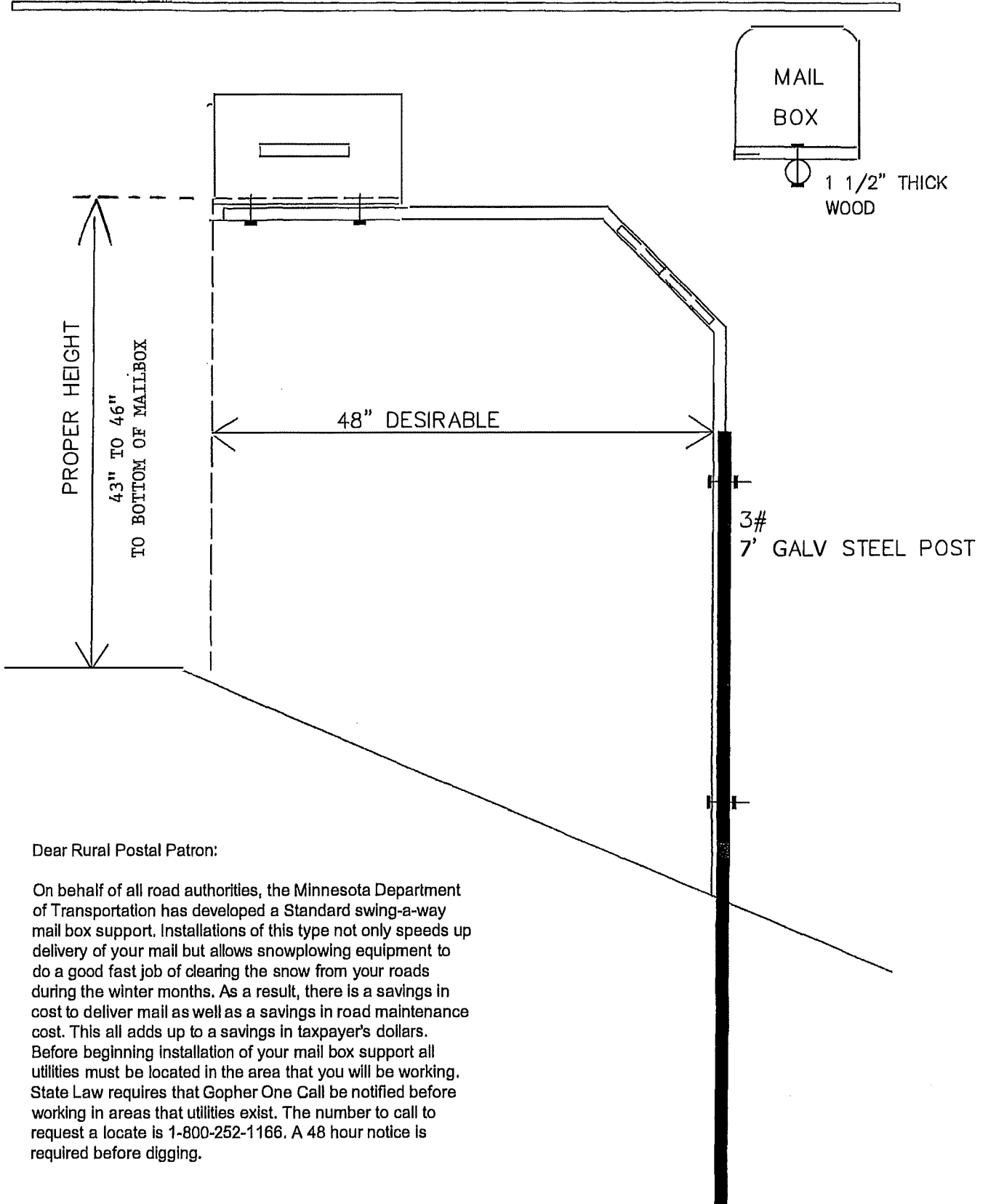
# TYPICAL URBAN SIDE STREET ACCESS REQUIREMENTS



## CONCRETE VALLEY GUTTER



# MORRISON COUNTY



Dear Rural Postal Patron:

On behalf of all road authorities, the Minnesota Department of Transportation has developed a Standard swing-a-way mail box support. Installations of this type not only speeds up delivery of your mail but allows snowplowing equipment to do a good fast job of clearing the snow from your roads during the winter months. As a result, there is a savings in cost to deliver mail as well as a savings in road maintenance cost. This all adds up to a savings in taxpayer's dollars. Before beginning installation of your mail box support all utilities must be located in the area that you will be working. State Law requires that Gopher One Call be notified before working in areas that utilities exist. The number to call to request a locate is 1-800-252-1166. A 48 hour notice is required before digging.

## RURAL MAIL BOX SUPPORT