

# ROAD R.O.W. / DRIVEWAY PERMIT

Rockford Township  
3039 Dague Ave SE  
Buffalo, MN 55313  
Phone: 763-682-3499

## INFORMATION NEEDED PRIOR TO TOWNSHIP INSPECTION

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Daytime Phone Number

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

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Address that work will be performed at

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Driveway / Utility Work  
(circle one)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Construction Date

A \$25 Inspection fee is due at the time of applying for the permit. Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Receipt # \_\_\_\_\_

## FOR TOWNSHIP USE ONLY

\_\_\_\_\_  
Inspection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Inspection Notes:

Culvert Required: Yes / No Size: \_\_\_\_\_

Aprons Required: Yes / No

Approved By: \_\_\_\_\_

### IMPORTANT NOTE:

**ALL CULVERT(S) MUST BE NEW, STEEL, AND A MINIMUM OF 15" DIAMETER WITH APRONS**

#### IMPROVEMENTS:

1. Hard surfacing must be back at least **8 feet** from the edge of the road.
2. Normal maintenance, for example: adding new gravel, is not considered an improvement

As an applicant, I understand that this permit will expire after one (1) year. I shall conform to the recommendations above and to the requirements as stated in the Rockford Township Driveway Policy attached. In addition, I shall maintain the entrance and take care of all erosion for two (2) years after installation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*\* MUST CONTACT TOWNSHIP AFTER CONSTRUCTION IS COMPLETE FOR INSPECTION \*\*\***

## ROCKFORD TOWNSHIP DRIVEWAY ACCESS POLICY

Township standards are the MN DOT cmp 3134C and rcp 3133C standard plates, with using quantities of class 2 or less on the table of quantities. The top of the rip-rap at the outside edges of the rip-rap flume will be flush with the finished ground line.

- These design standards have 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 entrance and exits to and from township roads.
- Application for permission to construct entrance or exit driveways along township roads shall be made on forms supplied by Rockford Township and shall be submitted to the Clerk's Office.

### DESIGN:

- **DRIVEWAYS** shall be at right angles to the township roads for the total designed right-of-way width.
- **MINIMUM SPACING** between driveway culvert ends shall be 16 feet.
- **MINIMUM DISTANCE** along shoulder from driveway to projected right-of-way line of intersecting road, highway, or railroad is 75 feet.
- **RESIDENCE DRIVEWAYS** shall not exceed 16 feet in width measured at right angles to the centerline of the driveway.
- **SIGHT DISTANCE** – 300 feet, except in residential and platted areas

The above-specified distances are **minimum**. Each excess request will be reviewed on its own merit to determine if these distances are adequate.

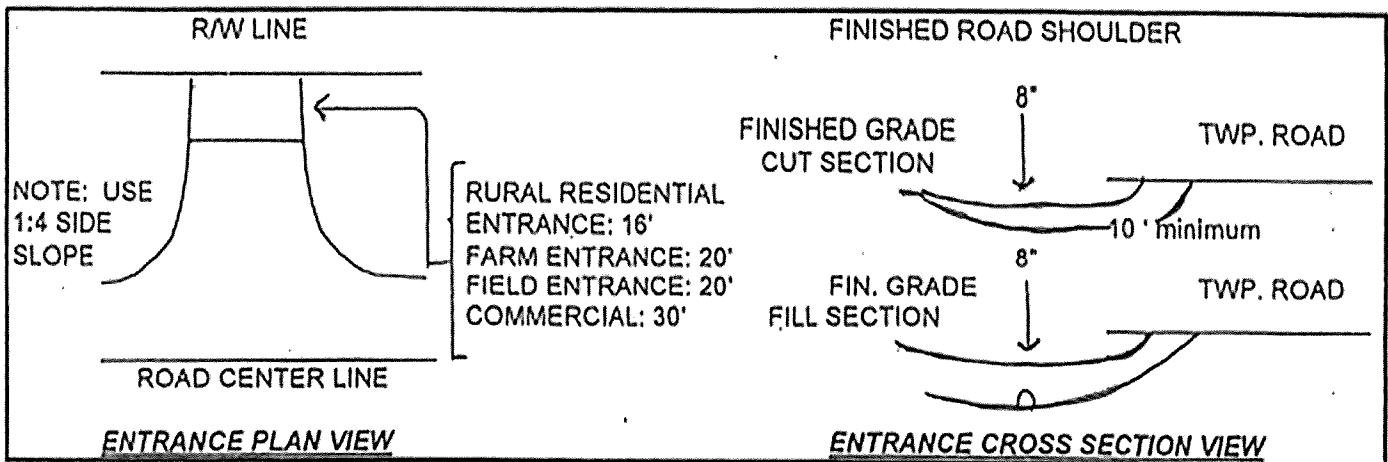
Note: Use 1:4 Side Slope

Rural Residential Entrance: 16 feet

Farm Entrance: 20 feet

Field Entrance: 20 feet

Commercial: 30 feet



## **CONSTRUCTION:**

1. All work done on township right-of-way is subject to approval by the Staff.
  - a. Driveways shall be so constructed as to slop down and away from the shoulder line of the road for a distance of at least **10 feet** and with a fall off at least **8 inches**.
2. All work done on highway right-of-way is subject to approval by the Highway Department.
  - a. Driveways shall be so constructed as to slop down and away from the shoulder line of the highway for a distance of at least **15 feet** and with a fall off at least **6 inches**.
3. Side slopes shall not be constructed steeper than **4 feet** horizontally to **1 foot** vertically (4:1), unless approved by the Staff. The slopes shall be finished by seeding or sod.

## **REQUIREMENTS:**

1. No work under this application is to be started until application is approved and the permit issued.
2. When work on traveled roadways is necessary, traffic must be protected, and flags, flares, and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation.
3. No foreign materials such as dirt, gravel, concrete or bituminous material shall be left on the road during construction on the driveway or installation of drainage facilities.
4. Roadside and right-of-way must be cleaned up after work is completed,
5. After driveway construction is completed, the applicant shall notify the Clerk's Office that the work has been completed and is ready for final inspection from the Township.
6. No changes or alterations in entrances may be made at any time without permission from the Township.
7. Failure to comply with the conditions of this Access Permit will result in penalties.