

ACCESS APPROACH POLICY

I. SCOPE

This policy applies to access approaches abutting all County State-Aid Highways and County Roads under the jurisdiction of Becker County.

II. GENERAL

One (1) access approach shall be granted to each parcel of abutting property upon submission and approval of a permit application. The final location of the access approach will be at the discretion of the County Highway Engineer, or his representative, with consideration given to traffic safety parameters, location of nearby intersections, prevailing traffic patterns, size and shape of land tract, and building locations.

The requesting landowner will be required to pay for fifty (50) percent of the required culvert for a standard access approach width and required inslopes. Standard access approaches shall have finished widths as follows:

Field Approach	20 feet maximum / 16 feet minimum
Private Drive	24 feet maximum / 16 feet minimum
Business Approach	30 feet maximum / 24 feet minimum

The cost of constructing the access approach shall be the responsibility of the requesting landowner. Wider approaches may be allowed at the discretion of the County Engineer, but the cost of the additional length of culvert required will be the responsibility in full of the requesting landowner.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach, based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. However, **the requesting landowner will be responsible for the cost of the culvert required.** Field access approaches will be allowed for each separate parcel of land and Becker County will pay for fifty (50) percent of the required culvert for one (1) access approach per quarter section of land, the culvert for any additional approaches will be the responsibility of the requesting landowner.

The final determination of who is responsible for the cost of the culvert pipe will be that of the County Engineer.

III. PERMIT

Prior to any work being performed on the access approach, a permit must be secured. **IN ORDER FOR THE PERMIT TO BE VALID, IT SHALL BE SIGNED BY THE REQUESTING LANDOWNER AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE BECKER COUNTY HIGHWAY ENGINEER.**

The permit application shall include all pertinent information required on the form. Prior to issuance of the permit, sketches will be checked and a field inspection will be required.

Upon completion of the installation, entirely in conformance with the permit and policy, a "Certificate of Completion" must be sent to the Becker County Highway Engineer's office notifying that the work is ready for final inspection. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.

IV. FEES

The requesting landowner shall be required to submit a **non-refundable** permit fee in the amount of \$100.00 with the permit application. This can be in the form of a personal check or cash. **The application shall also be accompanied by a separate \$100.00 deposit in the form of a cashier's check, money order, or other bank draft made payable to the Becker County Highway Department.** No personal checks will be accepted for the assurance deposit. The deposit shall be for the assurance that the access approach will be installed and completed in complete conformance with the permit, sketches, and other requirements. A period of one (1) year will be allowed for the work to be completed in compliance with all things previously named. If there is failure to complete the work in a satisfactory period of time the \$100.00 deposit will be forfeited.

After the site inspection and the amount and size of culvert has been determined the landowner will be notified of the amount due for their portion of the culvert cost. After this amount has been submitted to the Becker County Highway Department in the form of personal check or cash the culvert will be delivered and the work may begin.

Upon completion of the work, receipt of the "Certificate of Completion" by the Highway Department, and a satisfactory final inspection the \$100.00 deposit shall be returned in its original form. Additional inspections shall be charged the nominal fee of \$25.00, and deducted from the deposit.

The Becker County Highway Department reserves the right to cause the uncompleted work to be performed and the costs shall be deducted from the deposit with any remainder to be the responsibility of the landowner.

V. INSPECTION

The items that will be inspected upon the request for final inspection are as follows:

- a. Proper culvert installation
- b. Proper fill material & surfacing
- c. Proper slope from edge of surface to end of culvert as required by pre-inspection (see permit)
- d. Establishment of seed or sod to prevent erosion
- e. Removal of excessive debris; rock, limbs, etc.

As previously stated if all requirements are not met upon inspection \$25.00 will be withheld from the initial deposit for each inspection trip made. If necessary the landowner may be required to pay for additional inspection trips.

VI. UNAUTHORIZED ACCESS APPROACHES

Any approach found to be placed adjacent to a County Road without a valid permit will be assessed all permit fees and subject to inspection by a representative of the Becker County Engineer. Should the access approach be found deficient in the required width and elevation, determined that it will alter drainage in the County Right of Way, placed in such a manner that the sight distance of the oncoming traffic may create a safety hazard, or have been built using substandard or no drainage culvert the land owner will be required to remove the approach or correct the deficiency at the landowner's expense within the time period of one (1) year from the time of inspection as well as submit the required approach permit fees. Any unauthorized approach found to be deficient and requiring removal will not be allowed to be utilized from that time forward until properly corrected. If the landowner does not comply with the requirements stated within this policy the County workforce will cause the approach to be corrected and the landowner will be responsible for the entire cost as billed from the Becker County Highway Department.

VII. ADOPTION

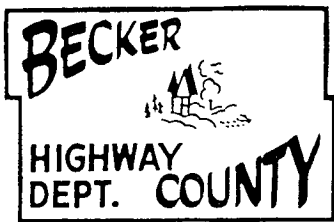
This policy shall be in effect by County Board resolution and may be amended from time to time as may be necessary.

Duly adopted by the Becker County Board of Commissioners the 10th day of September, 1991, by Resolution No. BCHD 91-62.

Revised March 25, 2003 with Resolution No. 03-03-2A

NOTICE: Land Owner will need to come into the Becker County Highway Department with the following information:

- Permit Fee \$100 (Cash or Check)**
- Performance Bond \$100 (Cashier's Check or Money Order)**
- Completed Approach Permit Form**
- Detailed Location Description**



Becker County Highway Department

200 State Street East
DETROIT LAKES, MINNESOTA 56501-3128
Office 218-847-4463 Shop 218-847-7516
FAX 218-846-2360

BRADLEY C. WENTZ, P.E.
County Engineer

BRIAN SHEPARD
Construction Manager

JOHN OKESON
Maintenance Superintendent

KIM KILDAL
Accountant

Re: Application for Access Approach Permit

In response to your request, we are enclosing an "Application for Access Approach Permit" form, which you must complete. Fill in the top half of the form, making sure you leave phone numbers (cell phone, work numbers, etc.) and return both copies to this office.

On the backside of the white application, please sketch you property and the present and proposed approaches. Please be neat and complete showing distances (as close as possible) from land corners, intersections of highways, etc. If information is not included, permit will be returned.

Please mark the exact location on the ground with a lath and attached flag where you want the proposed approach so it will be easy to locate.

The landowner shall be required to submit a processing fee in the amount of \$100 with the permit application. The application shall also be accompanied by a separate \$100 assurance deposit in the form of a cashier's check, money order, or other bank draft made payable to the Becker County Highway Department.

Someone from this office will then investigate the location within ten (10) working days of receipt of the application, and if found to be satisfactory, we will grant the permit. **The requesting landowner will be required to pay for fifty (50) percent of the required culvert for a standard access approach width and required inslopes.** You will be responsible for all backfilling, placing topsoil, and seeding of all raw slopes and placing of granular surfacing material at your own expense, upon approval.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach, based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. However, **the requesting landowner will be responsible for the cost of the culvert required.** Field access approaches will be allowed for each separate parcel of land and Becker County will pay for fifty (50) percent of the required culvert for one (1) access approach per quarter section of land, the culvert for any additional approaches will be the responsibility of the requesting landowner.

The deposit will be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches, and other requirements. A one year time frame will be allowed for completion. The deposit shall be refunded upon the completion of work to the satisfaction of the County. Additional inspections shall be deducted from the assurance deposit, and the County reserves the right to cause the uncompleted work to be performed and the costs shall be charged to the landowner.

Submit completed application with fee and deposit in sufficient time (two weeks minimum) for us to investigate the request.

Sincerely,

Bradley C. Wentz, P.E.

Bradley C. Wentz, P.E.
Becker County Engineer

Becker County Highway Department

200 East State Street, Detroit Lakes, MN 56501

Application For Access Approach Permit

(218) 847-4463 Office

(218) 846-2360 Fax

Print or type application. Sign and date where provided. Submit application to Becker County Highway Department.

Property Owner / Applicant		Site Address	
Mailing Address (Will be used to return assurance deposit)			
Contact (If not applicant)	Day Phone	Cell Phone	Other Daytime Contact Number
Is a Building to be Constructed <input type="checkbox"/> Yes <input type="checkbox"/> No	Building will be: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Purpose of Approach <input type="checkbox"/> Single Residence <input type="checkbox"/> Farm <input type="checkbox"/> Commercial (Specify) <input type="checkbox"/> Other (Specify)	
Initial Approach to Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Property is: <input type="checkbox"/> Platted <input type="checkbox"/> Unplatted	Distance from center of highway to front of building:	
Proposed Location of Approach (circle one)		(Specific road, landmark or intersection)	
On CSAH / CR # _____, _____ miles N-S-E-W of _____			
Legal Description of Property: (Example NW 1/4NE 1/4 Sec 10 Cuba Twp.			Date Approach is Needed
Location of <u>Present</u> Approach to Property (if applicable)			
Location of <u>Proposed</u> Approach to Property			
If an access approach exists the applicant is responsible for the full cost of the culvert and end sections.			

I/We, the undersigned, herewith make application for permission to construct and access approach at the above location, said approach to be constructed to conform with regulations of the Becker County Highway Department and any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Becker County 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 is issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway and its Right of Way to its original or satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village, township authorities having joint supervision over said highway. It is further understood that this permit is issued subject to compliance with the rules and regulations of any other affected agencies.

_____ Date

_____ Signature of Applicant (Property Owner)

Do Not Write Below This Line

ACCESS APPROACH CONSTRUCTION REQUIREMENTS

PERMIT NUMBER: _____

1. No work under this application is to be started until application is approved and permit is issued.
2. Where work on a public roadway is necessary, traffic must be protected in accordance with the MMUTCD Field Guide. No Equipment is to be parked on the roadway.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of the driveway or installation of drainage facilities.
4. Road surface and road side must be cleaned up after the work is completed, and vegetation restored to control erosion.
5. After the approach construction is complete the applicant shall notify the Becker County Highway Department in writing that the work has been completed and is ready for final inspection and approval by submitting the Certificate of Completion found in the approach application package.
6. No changes or alterations will be made to the approach plan or completed approach in the future with out the permission of the Becker County Highway Department.
7. Driveway fill slopes shall be constructed with _____; 1 slopes (_____) feet horizontal drop to each 1 foot of vertical slope) unless otherwise noted, and shall be hand finished and seeded.
8. Driveways shall be constructed to slope down and away from the shoulder line of the County Highway for a distance of at least 15 feet with a fall of at least 6 inches. Applicant will place gravel on the approach surface.

Work will be completed by: _____ or Assurance Deposit will be forfeited,
REQUIRED CULVERT: _____ feet of _____ inch diameter culvert <input type="checkbox"/> Safety End Sections
_____ Bands of same diameter as culvert
_____ End Sections of same diameter as culvert <input type="checkbox"/> 4:1 End Sections <input type="checkbox"/> 6:1 End Sections

Permission is hereby granted for the construction of the approach as described in the above application, and in accordance with the above requirements. In the event that the construction is not complete by the date stated above the permit is null and void and the applicant will be subject to the loss of their assurance deposit.

_____ Date

_____ Authorized Signature

APPLICANT'S COPY

ROAD FILE COPY

WORKING COPY