



CHISAGO COUNTY
DEPARTMENT OF PUBLIC WORKS
Mail: 313 North Main Street, Room 400
Center City, MN 55012-9863
Office: 31325 Oasis Road, Center City, MN 55012-9863
(651) 213-8700 ·
Facsimile Machine (651) 213-8772
Permit Department (651) 213-8705

Joe Triplett, P.E.
County Engineer

Bruce Lind
Highway Superintendent

Cindy V. Johnson
Accountant

Scott Johnson
Senior Technician

5/23/13

Plat and Street/Commercial Access Guidelines:

1. According to the Chisago County Access Management Ordinance No. 05-2, which controls the number of accesses, one (1) access will be allowed per development. More than one access must be pre-approved through the Chisago County Public Works. If a second entrance is required and approved, it must meet spacing guidelines defined in Chisago County's Transportation Plan.
2. Plats or subdivision will indicate:
 - 60 feet of dedicated Right-of-Way and controlled access from the centerline of the County Road.
 - Dedication of sight triangles at all new intersections. Minimum sight triangles will begin at the new R/W and extend 50 feet along the County Road and 50 feet along the City/Township Road.
3. Street or Commercial access will be designed according to Chisago County Specifications.
4. Access will be located at least 60 feet from any property line, unless connecting to an adjacent street.
5. Culvert under the new road will be at least 24" RCP. Length of pipe will be determined for a 6:1 slope. Arch pipe may be required for equivalent diameter. 6:1 Aprons with trash guards will be required on all culvert ends.
6. Acceleration, Turn and Bypass Lanes will be required at all new intersections. The new lanes will be 14 feet wide and have a 10-ton design and meet County specifications. All turn lanes and accelerations lane paving shall have a 2:1 paving taper, if the County Road does not have paved shoulders. The shoulder of the road must be sawcut and removed prior to installing these new lanes. See attached specifications on Typical Right Turn/Acceleration Lanes. The Chisago County requires the applicant to obtain all the necessary easements and/or Right-of-Way to construct these lanes.
7. Project will maintain existing drainage rates (i.e., the rate at which storm water is discharged from the site must not increase). Holding ponds **will not** be located within the R/W. County ditches will be designed for proper drainage and rounded at the bottom and backslopes. Contact Jeff Fertig, our Wetlands Specialist, at 651-213-8378 for any construction that may impact wetlands.
8. All disturbed areas within the R/W will be restored ASAP. Erosion control must be used during all aspects of the project and extra measures must be taken during the onset of winter to prepare for spring runoff. Abide by all NPDES, National Pollutant Discharge Elimination System, and permit regulations.
9. All Vehicles, Equipment and Construction Traffic along the County Road will be required to use proper Traffic Control. Use the most current edition in the Minnesota Manual on Uniform Traffic Control Devices for Temporary Traffic Control Zone Layouts (MN MUTCD). This document as well as the Flagging Handbook and other documents are available on the Mn/Dot, Traffic Engineering Website at: [Http://www.dot.state.mn.us/trafficeng/](http://www.dot.state.mn.us/trafficeng/)
10. Stop Signs, Right Turn Signs, and Stripping of turn and bypass lanes will be installed by the Developer. Coordinate Street Name Installation with City or Township.
11. Existing unapproved driveways or field entrances, within the Right of Way, will need to be removed during construction as directed by Chisago County Public Works.
12. Submit final construction plans including; elevations, drainage, grading, erosion control, utility, landscaping and turn/acceleration lanes for final County review and approval.

13. Submit final plat and electronic copy to the County Surveyor for approval.
14. Before the commencement of any construction, a permit will be required for each access. For a Street Access permit, the cost is \$1200.00 (non refundable), plus a \$10,000 Surety/Performance Bond or Letter of Credit valid for one year after completion of access. For a Commercial Access permit, the cost is \$1100.00 (non refundable), plus a \$10,000 Surety/Performance Bond or Letter of Credit valid for one year after completion of access.

If you have questions relating to the permit process, please call our office at 651-213-8705, and we will be glad to assist you.

Sincerely,

Scott Johnson
Senior Technician



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Revised 5/2013

ACCESS PERMITS
PERMIT PROCEDURES AND SPECIFICATIONS
DRIVEWAY/ENTRANCE ACCESS ON COUNTY ROADWAYS

The Public Works and Highway Department building is located on County Road 9.
(31325 Oasis Road, Center City)

1. Any work within the County Right of Way requires written permission from the Chisago County Public Works Department. This includes any change in use or alteration to an existing access.
2. **The County Public Works/Highway Department access permit is not a wetland drain or fill permit. Any wetland impacts must be permitted through Chisago County Environmental Services and/or the U.S. Corps of Engineers. Jeff Fertig (651) 213-8378.**
3. The permit form must be fully completed and returned to the public works department. **Each application shall include a copy of the parcel layout or sketch of property. It shall show exact location of proposed access, any existing access and any other pertinent information.**
4. Access permits for platted streets have different requirements and must first be approved through the proper platting procedure.
 - i. **Street access permit requires a \$1200.00 permit fee (non-refundable) and a \$10,000.00 Surety bond valid for one year after completion.**
 - ii. **Private driveway/entrance requires a deposit of \$1000.00**
 - iii. **Field entrance requires a deposit of \$450.00**
 - iv. **Commercial driveway/entrance requires a \$1100.00 permit fee (non-refundable) and a \$10,000.00 Surety bond valid for one year after completion.**
 - v. Please make check payable to “**Chisago County Treasurer**”. This deposit includes two (2) required inspections, at a cost of \$50.00 each, one prior to construction and one following final completion of the access. Another \$100.00 is deducted for the required Minnesota Department of Transportation approved swinging arm mailbox support stand kit. This is the only mailbox stand approved for use on County Roadways. A total of \$200.00 is deducted from the deposit unless additional inspections are required due to the applicant’s failure to meet access specifications, they will be assessed another \$50.00 per additional inspection.
5. All remaining monies will be refunded to the applicant upon final approval of the access by Chisago County Public Works Permit Office. (Maximum refund driveway access \$800.00. Maximum refund field access \$350.00)

6. **All work is to be completed and accepted by Chisago County Public Works within 12 months of the date on the signed permit or the deposit will be forfeited.** Accesses not meeting specifications will be notified by mail requesting the required work to be completed within a 30 day period. After 30 days, County Forces will complete required work, and bill accrued expense minus deposit to applicant of access.
7. Applicant shall install the supplied lath with flagging, at the exact location desired for the center of proposed access.
8. Applicant will then notify the Public Works Department Permits Office that the proposed access is ready for the first inspection. The location will be inspected for safety, sight distance, proximity to other accesses and drainage requirements. Please allow 7-14 working days for this inspection to take place. The applicant will be notified, VIA U.S. Mail of approval and any special requirements.
9. Prior to beginning any excavation work, Minnesota Statutes requires that you or your contractor contact “Gopher State One Call” for locations of buried utilities. Call 612-454-0002 or 1-800-252-1166.
10. Culverts will be placed in the ditch bottom. All culverts will have a metal apron on both ends of the culvert. If two sections of culvert pipe are needed, a metal pipe band must be used to connect the sections together.
11. Access driving lanes must be 18 - 24 feet wide. At least 2 inches of class 5 gravel must be placed over the driving lane. The driving lane must have a negative grade from the county roadway. (No washing is allowed onto the county roadway.) **This new entrance must come onto the County Road at a 90 degree angle from shoulder of roadway going 60 ft into property from centerline of road to ensure safety.** This access permit is only for 60 feet starting at the Centerline of the road, any other permits need to be obtained from the proper authority.
12. Inslopes must be at a 6:1 grade or flatter. (1 foot vertical drop for every 6 feet horizontally.) Inslopes must extend from the edge of the driving lane to the end of the apron. All inslopes must be topsoiled, seeded and mulched or sodded. Turf needs to be established before final approval is granted. **Landscape timbers, boulders, retaining wall bricks, rip rap etc. are not allowed on inslopes or in the county right-of-way.**
13. A Minnesota Department of Transportation approved swinging arm mailbox support kit must be installed. This mailbox support is the only support approved for use on County Roadways.
14. Placement of the mailbox support is the responsibility of applicant. Contact your local postal carrier to determine which side of roadway and the height of support. (Call “Gopher State One Call” before driving support post in the ground.)
15. Whenever work on the traveled portion of the roadway is necessary, proper Traffic Control Devices and Procedures must be used. All traffic control devices, barricades, flashers, etc, shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices, including the current edition of Temporary Traffic Control Zone Layout Field Manual.

16. (Or subsequent editions if appropriate). Mn/DOT, Traffic Engineering Website at:
<http://www.dot.state.mn.us/trafficeng/>



17. **Please note that all equipment which may damage surfaced roadway is prohibited from use on the roadway. Any damage to the roadway surface due to loading, unloading or operating such equipment will be assessed to the applicant. Protect our highway surfaces.**
18. Follow Specifications and Procedures carefully. Applicant will be assessed \$50.00 for each additional inspection due to applicant's failure to meet access specifications and procedures.
19. Application form is on the last page.

CHISAGO COUNTY DEPARTMENT OF PUBLIC WORKS

313 North Main Street, Room 400

Center City, MN 55012

Phone: 651-213-8705

Fax: 651-213-8772

OFFICE USE ONLY

Permit No _____

County Road _____

Municipality _____

Permit Fee \$ _____

APPLICATION FOR STREET OR DRIVEWAY ACCESS PERMIT

Attach a sketch of the property, present and proposed construction and relation to the county highway.

Applicant	Address	Home Phone ()
	City, State, Zip	Work Phone ()
Property Owner (only if different from applicant)	Address	Home Phone ()
	City, State, Zip	Work Phone ()

Legal Description of Property (abbreviate if necessary)

and Street Address

Purpose of Access	<input type="checkbox"/> Street	<input type="checkbox"/> Driveway	Property is in	<input type="checkbox"/> Platted area
	<input type="checkbox"/> Commercial (specify)	<input type="checkbox"/> Field Entrance		<input type="checkbox"/> Unplatted area

No. of Present driveways to property	Date Needed	Estimated completion date
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Give exact location of proposed driveway to property

Give exact location of present driveway to property

I, We, the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform with the regulations of Chisago County and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Chisago County. It is further agreed that no work in connection with this application will be stated until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the highway to its original or to satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village or township authorities having joint supervision over said street or highway. **This permit is non-transferable.**

Note: All work should be completed within 90 days but due to weather 1 year is given. You must call for final inspection, so appropriate Public Works Department Official can approve final inspection within 12 months or the deposit will be forfeited.

Date	Print Name	Signature of Applicant
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DO NOT WRITE BELOW THIS LINE

ACCESS DRIVEWAY PERMIT AUTHORIZATION

Performance Requirement

A deposit of \$ _____, payable to the Treasurer of Chisago County, in form of Check, Certified or Cashiers Check shall accompany the application and will be return upon final construction acceptance by the County. (minus Inspection fees and mailbox support if required) No interest shall be earned or paid on the deposit.

Check No _____

If the work is not completed by the date given on this application, the cost of completing unfinished construction by County forces will be deducted from the deposit and any accrued expenses billed to applicant.

Special Provisions:

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 the Chisago County and subject to the above requirements and special provisions.

All work to be completed by _____ Culvert _____ X _____ Aprons _____

Copies: <input type="checkbox"/> Applicant	Proposed Location	
<input type="checkbox"/> County Engineer	Approved By:	Date
<input type="checkbox"/> Zoning	Completed Access	
	Approved By:	Date:

