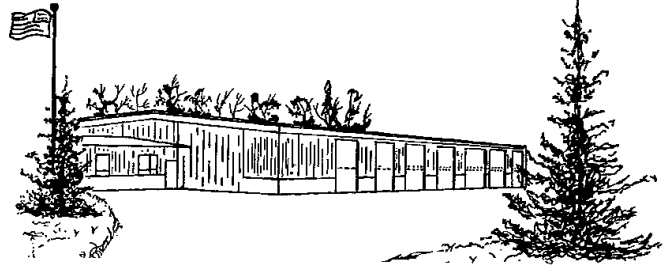


STEVENS COUNTY

HIGHWAY DEPARTMENT

1762 State Highway 9
P.O. Box 191
Morris, MN 56267



Re: Application for Access Driveway Permit

The Stevens County Highway Department permits and fees have changed effective November 4, 2021.

The "Application for Access Driveway Permit" form must be completed for new approach construction or widening an existing approach. Please read all of the instructions carefully and complete the form entirely. Incomplete permit applications will be not be accepted. Fill in the front of the form, making sure you leave phone numbers (cell phone, work numbers, etc.) and note the regulations on the back.

Please attach a sketch of your 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.

Someone from this office will then investigate the location within ten (10) working days of receipt of the application, and we will inform you as to whether the permit is approved or denied. The requesting landowner will be required to pay all associated costs including the required culvert, backfilling, placing topsoil, seeding and placing of granular surfacing material.

Submit completed application with \$100.00 fee in sufficient time (two weeks minimum) for us to investigate the request.

Sincerely,

Todd Larson, P.E.
Stevens County Engineer

Todd Larson, County Engineer
Phone: 320-208-6685 • Fax: 320-589-2822
toddlarson@co.stevens.mn.us

Equal Opportunity Employer

**STEVENS COUNTY HIGHWAY DEPARTMENT
APPLICATION FOR ACCESS DRIVEWAY PERMIT**

Required Fee: \$100

Last Revised: November 4, 2021

Print or type application. Fill out form, sign and mail to Stevens County Highway Department, PO Box 191, Morris, MN 56267

Name of Applicant _____ Address _____ Phone _____

Name of Land Owner _____ Address _____ Phone _____

Location of proposed driveway:

County Road No. _____, Located _____ Miles N-S-E-W of _____
(Circle one) (Specific road, landmark, or road intersection)

Proposed Top Surface Width _____ feet (maximum 40 ft) Is this an existing approach? _____

Purpose of Driveway _____ Residence _____ Field _____ Commercial (specify type) _____

Is a Building to be Constructed _____ No _____ Yes What Kind _____

Will the building be _____ Temporary or _____ Permanent Is the Property in _____ Platted or _____ Unplatted Area

Number of Present Driveways to Property _____ Date Proposed Driveway Will Be Needed _____

****ATTACH A SKETCH OF THE PROPERTY, PRESENT AND PROPOSED DRIVEWAYS, AND RELATION TO COUNTY HIGHWAY OR COUNTY STATE-AID HIGHWAY.****

Please mail permit to PO Box 191, Morris, MN 56267 or email to permits@co.stevens.mn.us

I, We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the regulations of the Stevens County Highway Department and to any special provisions included in the permit. It is agreed that all work be done to the satisfaction of the Stevens 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 issued. It is further understood that this permit is issued to the approval of local city, village, or township authorities having joint supervision over said street or highway.

The applicant by this application hereby consents and agrees for himself, his heirs, representatives, and assigns, to hold Stevens County harmless from any and all claims, cause of action, and damages to anyone arising out of the installation of the proposed access driveway permit herein and further agrees for himself, his heirs, representatives, and assigns that if suit is brought against Stevens County arising from the installation or act of the proposed access permit, including the culvert installed by reason thereof, within any drainage system, or outside of any drainage system, that the applicant will defend such action and pay all damages which may be legally assessed against Stevens County arising out of said action in Stevens County by reason of this application and the granting of the permit therefore.

Date

Signature of Applicant

Date

County Highway Engineer

Required Culvert Size and Length: _____
(To be determined by County)

Engineer's Comments:

THE LAND OWNER WILL FURNISH AND INSTALL ANY NECESSARY CULVERTS WHICH MAY BE REQUIRED, IN ACCORDANCE WITH COUNTY POLICY, AND IN ADDITION WILL ALSO FURNISH AND PLACE ALL FILL MATERIAL REQUIRED FOR THE ENTRANCE.

General Requirements

1. No work under this application is to be started until application is approved and the permit issued.
2. Where work on traveled roadway 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 material such as dirt, gravel or bituminous material shall be left or deposited on the road during construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. After driveway construction is completed, the permittee shall notify the County Engineer's Office that the work has been completed and is ready for final inspection and approval by the Stevens County Highway Department.
6. No changes or alterations in entrances may be made at any time without written permission from the Stevens County Highway Department.
7. Driveway fill slopes shall be constructed at a minimum of 4:1 (4' horizontal to 1' vertical) where existing roadside slopes are 4:1 or better and shall be hand finished and seeded.
8. Driveways shall be constructed as to slope down and away from the shoulder line of the County Highway or County State-Aid Highway for a distance of at least 15 feet with a fall of at least 3 inches.
9. All disturbed areas shall be fine graded, topsoiled, and seeded.
10. Surface width of the entrance shall be a minimum of 18 feet.

Special Provisions: