

SPRINGVALE TOWNSHIP	For Township
Use Only	
34354 HOLLY ST. NW	Permit
No. _____	
CAMBRIDGE, MN 55008	Town
Road _____	
CLERK 763-689-4207	Permit Fee \$
375.00	

APPLICATION FOR DRIVEWAY ACCESS PERMIT

Fill out, sign, and mail to the above address. Please print or type.

Attach a sketch of the property, present driveways in relation to the township road. See instructions on reverse side.

Applicant	Address	Tel. No.
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Property Owner (if different)	Address	Tel. No.
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A. Location of Proposed Driveway: Township Road name or # _____ in Springvale Township.

B. Legal Description of Property: Section _____ Township _____ Range _____

C. Propose of Driveway: (Circle propose) Residence Field/Farm entrance Street
Commercial

D. Property is in: (Circle one) Platted or Unplatted Area

E. Present Number of Driveways to Property: # _____ **Date Driveway needed:**

F. Exact Location of Proposed Driveway to Property: _____ Miles N S E W (Circle one)

G. Specific Road Intersection and/or Landmark:

I, We the undersigned, herewith make application for permission to construct the access driveway at the above location. The said driveway to be constructed to conform with the regulations of Springvale Township and/or Isanti County, and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of Springvale Township. 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 expressly understood that this permit is conditioned upon replacement or restoration of the street, highway, or road to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village, township, or county authorities having joint supervision over said street, road, or highway. This permit is non-transferable.

Print Name of Applicant

Date

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

DRIVEWAY ACCESS PERMIT AUTHORIZATION

A deposit of \$ 375.00, payable to Springvale Township, in the form of cash or money order shall accompany this application

The deposit made by: Name _____

A culvert is required of the following size _____ X _____ To be delivered on _____

Culvert cost \$ _____ SPECIAL

PROVISIONS _____

Other supply costs \$ _____

Tax \$ _____

Grand Total \$ _____

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 Springvale Township and subject to any special provisions.

Proposed Location Approved by _____ Date: _____

Final Inspection Approved by _____ Date: _____

DRIVEWAY REQUIREMENTS AND SPECIFICATIONS FOR SPRINGVALE TOWNSHIP

REQUIREMENTS

A deposit of **\$375.00** is required to process the application.

Make cashiers checks or money orders payable to **SPRINGVALE TOWNSHIP**.

Fill out application and return with the \$375.00 deposit to the address listed on front. Attach a sketch on 8 ½ X 11 white paper showing the location of the proposed driveway.

To aid the inspector in finding the location, place a stake on each side of the proposed driveway with a cloth tied to the stake, and the name of the applicant written on the stake.

Once the completed application is received, our inspector will review the location for existing driveways, sight distance, and drainage.

After the permit has been approved and the driveway constructed; notify the SPRINGVALE TOWNSHIP CLERK at (763) 689-4207 and a final inspection will be performed. Upon the driveway meeting SPRINGVALE TOWNSHIP specifications a portion of the deposit will be **refunded**. Driveways built during the winter months will not be inspected until all snow and frost is gone.

The applicant will have 120 days from the application approval date to construct the driveway. If not constructed within the time period the entire deposit will be forfeited and the application will be void.

1. No work under this application is to be started until the application is approved and permit issued.
2. Where work on traveled roadway is necessary, traffic must be protected by use of flagmen, cones, barricades, and any other traffic control devices deemed necessary in accordance with SPRINGVALE TOWNSHIP.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during or after construction.
4. Culverts will be purchased from SPRINGVALE TOWNSHIP. Only new galvanized corrugated steel culverts are acceptable. Minimum of 16 gauge 12 inches by 30 feet.
5. After construction is completed the applicant shall notify the SPRINGVALE TOWNSHIP clerk the driveway is ready for final inspection.
6. No changes or alterations in driveways may be made at any time without prior written permission from SPRINGVALE TOWNSHIP.
7. Any driveway requiring a mailbox and support must have an approved **Swing-Away Mailbox support** meeting MnDot standards. The support must be installed prior to final inspection. Mailboxes will be provided by the Springvale Township included in the driveway permit fee.

SPECIFICATIONS/CONSTRUCTION

1. Driveway side slopes shall be constructed not steeper than a 1:4 slope. (That means for every 1 foot vertically you 4 foot horizontally). Flatter slopes will be constructed on certain roadways as required by SPRINGVALE TOWNSHIP. Side slopes shall be hand finished and seeded or sodded.
2. All new or altered Driveways shall be so constructed as to slope down and away from the maintained edge of the road surface for a distance of **at least 6 feet with a fall of at least ½”**.
3. Driveways shall have minimum of 3 inches of Class 5 aggregate placed from the edge of the road to the Right-of-Way line.
4. Driveway widths are determined by usage and are as follows; Residential 16 feet; Farm or Field 20 feet; and Commercial or Industrial 30 feet.
5. The above specifications shall be the standard use for the final approval of **ALL** private driveway permits issued under the jurisdiction of Springvale Township

See enclosed driveway and mailbox information

Call before you dig: Gopher State One Call, 651-454-0002 or 800-252-1166

APPLICATION FOR DRIVEWAY PERMIT (INSTRUCTIONS)

Please read Carefully

No work may begin until the application form has been Signed and returned to the Applicant.

Applicant MUST complete the following information on the application.

1. Name, address, and Telephone Number, of applicant and property owner.
2. (A) Township road # or name.
3. (B) Legal description of Property.
4. (C) Propose of driveway.

Last updated 11/18/08

5. (D) Circle platted or not.
6. (E) Number of existing driveways and date driveway is needed.
7. (F) Exact location of driveway to property. Attach a sketch of proposed driveway on 8 ½" x 11" white paper show the width of the property and the distance from the property line. *It is the responsibility of the applicant to verify the property line locations, approval of the permit in no way holds Springvale township liable for property line locations.*
8. (G) Specific Road intersections and/or landmarks.
9. Applicant must print, sign, and date the application.
10. Applicants shall read the instructions on the back of the permit.
11. **\$375.00 deposit shall be Certified check, money order, or cash. Personal checks if used will slow the approval process because the clerk shall see that the check clears the bank before sending the application to a supervisor for approval.**

12. Mail completed application, \$375.00 deposit, and sketch to:

*Michelle Kleven, Clerk
Springvale Township
34354 Holly St NW
Cambridge, MN 55008*

No work may begin until the application form has been Signed and returned to the Applicant.

Township procedure below:

- A. Treasurer to deposit \$375.00.
- B. Clerk to contact supervisor for location approval.
- C. Supervisor approves location and signs application.
- D. Supervisor sends location approved application back to clerk.
- E. Clerk sends location approved copy of application to applicant.
- F. Applicant has 120 days from approval date to construct driveway.
(If applicant does not complete driveway within 120 days, the application will expire and Springvale township will inspect driveway to see if finished properly. If the driveway is not finished or needs more work, the township will finish driveway and bill the applicant for ALL costs to finish driveway)
- G. When driveway is finished, applicant contacts clerk for final approval.
- H. Clerk contacts supervisor for final approval.
- I. Supervisor does final approval; signs original permit, and returns to clerk. (Approval form)
- J. Clerk refunds applicant a portion of their deposit (unless culverts are still not paid for).