

CULVERT POLICY/ ENTRANCE PERMIT

GENERAL REQUIREMENTS

1. **Prior** to submitting an entrance permit, **read** the Access-Entrance Policy available at the County Highway Department office and online at the following address: <http://www.co.benton.mn.us/276/Permits>.
2. **Landowner(s) must submit an application for an entrance permit for all new, modified and/or changed use approaches/entrances.** Permit forms are available at the County Highway Department office, and online at the following address: <http://www.co.benton.mn.us/276/Permits>. All permit applications must be accompanied by a permit application fee (**Non-Refundable**) and performance bond in the amount shown on the current County Fee Schedule found online at the following address: <http://www.co.benton.mn.us/>. Any permit submitted without the permit fee and performance bond will not be reviewed. The performance bond will be refunded after the approach and culvert installation are approved by the Department. If repeated inspections (greater than 3) are required, an additional \$50 per additional inspection will be required prior to release of the bond.
3. The County will determine the culvert diameter. Used culverts are not acceptable for use on access onto county roads unless approved by the County Engineer, or his representative. New culverts and aprons in County Road Right of Way shall be purchased from the County Highway Department, unless approved otherwise by the County Engineer or Assistant County Engineer. Plastic pipe will NOT be used on access to the County right of way.
4. Purchase price for culverts, aprons, and bands shall be at the County's current direct cost plus appropriate tax and a 5% markup for administration/ handling. The County shall receive payment in full when the purchaser picks up the culvert. **(Please notify the Department at least 24 hrs prior to desired pickup time.)**
5. Culvert lengths will generally provide for the approved entrance width top and 4:1 side slopes from the top of entrance to the ditch bottom plus soil cover over the culvert. On recently constructed roadways where the side slopes are 6:1, the culvert should be long enough to provide for similar 6:1 side slopes.
6. Applicant must place a stake (marked "**PROPOSED ENTRANCE**"), which is visible from the roadway, for field review purposes by the Department.
7. Culvert end sections/aprons are required on roads where they have been included as a past design feature on the roadway. The individual will be responsible for the cost and installation of end sections which may include safety bars.
8. The culvert shall be installed by the individual at his/her expense and shall be installed in such a manner that will not impede existing drainage. Culverts shall be installed in accordance with appropriate detail as shown herein. Any installation that may cause a drainage problem shall be removed and/or improved at the owner's expense.
9. The applicant(s) requesting the approach, and/or property owner, hereby agree(s) that the approach and culvert shall become the property of Benton County when said installation has been approved by the Department. The County shall maintain the culvert upon approval of said installation by the Engineer. The applicant, and/or property owner, shall be responsible for maintaining the approach surfacing unless it is disturbed by Departmental operations.
10. Projects must be completed within one year from the APPROVED date of the application, or the deposited bond may be forfeited (unless the permit application is cancelled within said time period). **Please note: if the permit application is cancelled or denied for not meeting County policy, the permit fee will not be refunded.**
11. If work is started on an entrance and not completed within one calendar year from the approval date of the application, the Department may remove the work (with its own forces or by contract). All costs incurred by the Department above the aforementioned bond amounts will be billed to the applicant or added to the property tax of the accessed parcel. Note: permit fees are **double** if work has started prior to an approved entrance permit.
12. Please allow at least 2-3 weeks (10-15 business days) for a decision after the permit application, permit fees & performance bond has been submitted.



Entrance Permit Application

INSTRUCTIONS FOR PREPARING ENTRANCE PERMIT FORM

Prepare application by filling in form fields on your computer, or print a copy and clearly print using typewriter or ink:

1. Name of Applicant: The name of the person or municipality making request
2. Name of Owner: Owner of the property from which the access originates
3. Give County Road Number, Street Name and Address, Township in which the driveway is located, Miles N-S-E- W of specific road, landmark, or town.
4. Description of Property & Parcel ID: Legal description of property as shown on owner's deed or abstract. Parcel ID is the PID Number listed on property taxes.
5. Purpose of Driveway: Give reason for entrance. (commercial, field access, residential access)
6. Building to be constructed: Give type and whether it will serve as residence are commercial. If commercial, provide type of business. If permits are requested for approaches to real estate developments, filling stations, vending stands or other roadside business establishments, you must submit a copy of ground plan, showing building sites or proposed location of the buildings, approaches, etc. If such plans are not drawn to scale, sufficient dimensions must be recorded on the plan to show the relative locations of all items planned for the development.
7. Check whether temporary or permanent access and if platted or unplatted. (This is important)
8. Show number of existing entrance presently serving this property.
9. Contractor: Please state the Contractor that will be installing the entrance in the road right of way. If the applicant is doing the work, please state "Self" or "applicant".
10. Show locations of proposed access, with respect to boundary, such as "100 feet south of north line".
11. Show location(s) of present access(es), if any and reason why the existing access will not service the property.
12. Date and sign copy. If the applicant is NOT the landowner, the applicant AND landowner need to sign the permit.
13. Send a copy of a sketch of your proposed layout with the application. This sketch may be made on letter size paper.



Entrance Permit Application

Applicant Name	Mailing Address		Email Address	Telephone	
Property Owner Name (if different)		Mailing Address		Email Address	Telephone
Location of Proposed Entrance:					
C.R. No.: _____		In: _____	City, Town or Township		
Miles	N / S / W / E	of			
Legal Description of Property, Parcel ID, and/or Street Address (if applicable):					
Purpose of Entrance (check one):			Entrance Width (check one):		
<input type="checkbox"/> Residence Entrance		<input type="checkbox"/> Commercial Entrance	<input type="checkbox"/> 24 feet		<input type="checkbox"/> Widen/Move Existing Entrance (any width)
<input type="checkbox"/> Field Entrance		<input type="checkbox"/> Street	<input type="checkbox"/> Greater than 24 feet		
Will the Entrance be Temporary?:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has a Permit Been Issued by Benton County Zoning Department (check One):		Will a building be constructed?		Property is located in:	
<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Platted Area	
<input type="checkbox"/> No		<input type="checkbox"/> Yes		<input type="checkbox"/> Unplatted Area	
If Yes, what type?					
Number of Existing Entrances to Property:	Date Requested Entrance is Needed:		Estimated Construction Completion Date:	Contractor Installing Entrance:	
Describe the exact location of the <u>Existing Entrance(s)</u> in Relation to Property (if applicable):					
Describe the exact location of the <u>Proposed Entrance</u> in Relation to Property:					
Desired Entrance Width: _____ Feet					
<p>I/We, the undersigned, herewith make application for permission to construct an access/entrance drive at the location mentioned above. The access/entrance drive will be constructed to conform with the regulations of Benton County and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Benton County Highway Department; and 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 County Road to its original condition, or to a condition agreed upon by the Benton County Highway Department. It is further understood that this permit is issued subject to the approval of local city, village or borough authorities having joint supervision over said street or highway. The applicant(s) will comply with rules and regulations of any other governmental agencies (MnDNR, MPCA, WCA, BWSR, Corp. of Engineers, etc.). This permit is non-transferable.</p>					
Applicant(s) & Property Owner(s) Signature(s)			Date		

*****FOR COUNTY USE ONLY*****

PERMIT FEE:		PERFORMANCE BOND:	
Authorization/Ck No.:		Authorization/Ck No.:	
Amount:		Amount:	
Dated:		Dated:	
Deposit made by:		Deposit made by:	