

Permit # _____
Permit Fee _____
Paid _____
Insurance _____
NON-REFUNDABLE

Form 2020-12

Steele County Highway Department
3000 Hoffman Drive NW
PO Box 890
Owatonna, MN 55060-0890
Phone (507) 444-7670

APPLICATION FOR ACCESS ONTO COUNTY HIGHWAYS

Access Requested to County Hwy. No. _____

Applicant:		
Address:		
City:	State:	Zip Code:
Contact Person:	Phone:	
Email:	Cell:	
Contractor:		
Address:		
City:	State:	Zip Code:
Contact Person:	Phone:	
Email:	Cell:	

Type of Access Requested: Residential ____ Field Access ____ Commercial ____ other ____ specify: _____

Site Address: _____ City: _____ State: _____ Zip: _____

Nearest Intersection: _____

If Existing access, specify current use: Residential ____ Field Access ____ Commercial ____ Other ____

Number of Present Accesses Serving the Property: _____ Proposed Location Marked/Staked: _____

Aerial photo or plan of proposed work attached (required) ____yes ____no

Planned Start Date: _____ Planned Completion Date: _____

Any Additional Information or significant details:

The Undersigned Certifies:

- That: I/We will satisfy that a drainage outlet has been secured, if this involves drainage of any kind.
- That: I/We will furnish the Steele County Engineer a certificate of insurance as required by Steele County prior to starting work.
- That: I/We will have all utilities within the work area located and furthermore I/We will comply with all utility company regulations.
- That: I/We agree to furnish, place, and maintain warning and/or construction signs in the work area per the MN MUTCD requirements. <http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>
- That: I/We agree to furnish and place all necessary erosion control devices to minimize erosion in the work area and contain all sedimentation in the work area and also to establish permanent vegetation in the work area (example: seed or sod) and to apply mulch or blankets to the work area (IE. straw, hay, or wood chips). I/We understand that we are responsible for any washouts or erosion issues until turf has established to 90% of the work area.

- I/We the undersigned, hereby accept all the terms and conditions of the regulations of Steele County and agree to fully comply therewith to the satisfaction of the Steele County Board of Commissioners.
- I/We understand this permit is only good for one year from the approval date.

Furthermore, except for the negligent acts of the county, its agents and employees, the applicant, his agents or contractor, shall assume all liability for, and hold Steele County, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing usage, construction, maintenance and use of said access under this application and permit for construction.

Date _____ Signature of Applicant/Property Owner _____

Date _____ Signature of Contractor _____

Following Information to be completed by Steele County:

Distance Between Nearest Existing Access and the Proposed _____ feet.

Any Additional Information: _____

Depth of Road Ditch _____ feet Required Culvert Length _____ feet Diameter _____ inches.

STEELE COUNTY ACCESS CONTROL POLICY

-Design and Location Guidelines-

- 1) The policy guidelines will be administered by the Steele County Highway Department, in cooperation with the Steele County Planning and Zoning Department.
- 2) Access design and location will be regulated under the guidelines set forth in the Steele County Access Control Policy.
- 3) Residential access shall be 18' to 24' wide.
Field accesses shall be 20' to 36' wide.
Commercial accesses shall be 30' to 36' wide.
Unless other access designs standards are recommended by the Steele County Engineer.
- 4) All area disturbed within the right of way; shall have erosion control and/or turf establishment in place; within 7 days.

AUTHORIZATION OF PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER.

In consideration of applicant's agreement to comply in all respects with the regulations of Steele County governing such operations, permission is hereby granted for the work to be done as described in the above application; said work shall be done in accordance with the attached special provisions.

It is expressly understood that this permit is conditioned upon replacement and restoration of this county right-of-way to its original or a satisfactory condition. It is further understood that this permit is issued subject to the approval of state, local, city or township authorities having joint supervision over said street or highway and subject to the applicant's compliance with the rules and regulations of any other governmental agencies.

All permits are granted subject to the ownership rights the county may have in the property involved and to the extent that state laws, rules and regulations allow and said permit is subject to all such laws and rules.

Permission is hereby granted for the construction of the access as described in the above application, said access to be constructed in accordance with Highway standards.



**STEELE COUNTY
DEPARTMENT OF HIGHWAYS
ACCESS ONTO COUNTY HIGHWAYS**

Permit #: _____

Project _____
CSAH _____
CR _____

In accordance with the application herein, a permit allowing work in Steele County highway right-of-way is granted to _____ for the work, as described in said application, within the right-of-way of County Highway No. _____, as shown on the sketch which is a part of said application, or in such locations as may be specified by the Department of Highways in the Special Provisions hereof.

SPECIAL PROVISIONS:

- **Notify** the Steele County Highway Dept (507) 444-7671 a minimum of 48 hrs **before** start of work.
- **After** work is completed notify the Steele County Highway Dept for final inspection and acceptance.
- **Finish shaping and turf establishment shall begin immediately after completion of project permitted with in this permit.** Finish shaping of all disturbed soils shall include, turf establishment, consisting of black dirt (top soil), seeding and mulching.
- Traffic control measures shall be in place in conformance with the MN MUTCD most current edition.
<http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>

➤ Additional Provisions:

- Page 4 of this permit is the Driveway Culvert Estimator and detail.

Steele County Highway Department, Steele County, MN

Approved: _____
Date

By: _____
Authorized Signature

DRIVEWAY CULVERT ESTIMATOR

Req. Culvert Diam. = 18 inches (To be determined by Steele County Highway Dept.)

Required Culvert Length (ft) minus aprons		Proposed Driveway Width (ft)									
		Field Access									
		Residential Access						Commercial Access			
		18	20	22	24	26	28	30	32	34	36
Ditch Depth (ft)	3	30	32	34	36	38	40	42	44	46	48
	4	38	40	42	44	46	48	50	52	54	56
	5	46	48	50	52	54	56	58	60	62	64
	6	54	56	58	60	62	64	66	68	70	72
	7	62	64	66	68	70	72	74	76	78	80

Notes:

1. Minimum 1 (rise) : 4 (run) inslopes required from driveway top to ditch bottom
2. Aprons required on all culverts - pipe lengths in above table reflect this requirement
3. Residential Access driveways shall be a minimum of 18' wide and a maximum of 24' wide
4. Field Access driveways shall be a minimum of 20' wide and a maximum of 36' wide
5. Commercial Access driveways shall be a minimum of 30' wide and a maximum of 36' wide

DRIVEWAY CULVERT DETAIL

