

**KOOCHICHING COUNTY HIGHWAY DEPARTMENT
APPLICATION FOR ACCESS (DRIVEWAY) PERMIT
- Updated 11-03-21**



Permit # _____

**ATTACH A SKETCH OF THE PROPOSED WORK AREA AND RELATION TO TRUNK HIGHWAY OR COUNTY RD.
SUBMIT TO KOOCHICHING COUNTY HIGHWAY DEPARTMENT OFFICE.**

APPLICANT	TELEPHONE	ADDRESS (Street, City, State, Zip)
PROPERTY OWNER	TELEPHONE	ADDRESS (Street, City, State, Zip)
LOCATION OF PROPOSED WORK (City/Township) (County) (Distance) (N-S-E-W) SPECIFIC ROAD INTERSECTION OR LANDMARK		
Highway _____ in _____ Miles _____ of _____		

PURPOSE OF DRIVEWAY <input type="checkbox"/> Temporary <input type="checkbox"/> Field Entrance <input type="checkbox"/> Residential <input type="checkbox"/> Proposed Public Street <input type="checkbox"/> Commercial (Specify Type) _____		REQUESTED ENTRANCE WIDTH _____ Feet	PROPERTY IS IN <input type="checkbox"/> Platted Area <input type="checkbox"/> Unplatted Area	ZONING FOR PROPERTY IS
IS BUILDING TO BE CONSTRUCTED <input type="checkbox"/> No <input type="checkbox"/> Yes (Specify Type) _____		WILL BUILDING BE <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		NUMBER OF PRESENT DRIVEWAYS TO PROPERTY
EXACT LOCATION OF PRESENT DRIVEWAY(S) _____		EXACT LOCATION OF PROPOSED DRIVEWAY(S) _____		

LEGAL DESCRIPTION OF PROPERTY

WORK TO START ON OR AFTER	WORK TO BE COMPLETED BY
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APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules, and all the standard conditions and special provisions of this permit. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.

The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway, and may be subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and/or any other affected governmental agencies.

The applicant is aware of circumstances or hazards that may arise while performing the work associated with this application that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers or hazards, whether reasonably foreseeable or not.

The undersigned applicant expressly agrees that except for negligent acts of the County, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the 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 in connection with this application and permit.

NAME AND TITLE	EMAIL ADDRESS
DATE	SIGNATURE

DO NOT WRITE BELOW THIS LINE

PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER

AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Koochiching County Highway Engineer pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and special provisions:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

_____ Date All Work To Be Completed By	_____ Authorized Koochiching County Signature	_____ Date of Authorized Signature
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DISTRIBUTION Original to Area Maintenance Supervisor Applicant County Engineer	PAYMENT REQUIREMENTS <input type="checkbox"/> No Additional Payment Required <input type="checkbox"/> Additional Payment Required in the Amount of \$ _____ <i>Additional payment required if final inspection is deemed unsatisfactory.</i>	PAYMENT TYPE Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
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DATE WORK COMPLETED _____ *(The date when the work is completed must be reported to the County Highway Department Office)*

REQUIREMENTS

1. There is a mandatory \$50.00 application fee that must be received with this completed application.
2. Applicant shall field mark the proposed driveway centerline location with lathe or ribbon.
3. The approach shall not be placed in a hazardous location.
4. **The policy is that the Koochiching County will not provide any materials for the approach. Culverts can be purchased from the County Highway Department. Other materials can be purchased through local contractors.**
5. No work under this application is to be started until application is approved and permit is issued.
6. All work shall conform to the Minnesota Department of Transportation's "Standard Specifications For Construction," 2020 Edition, or as may be modified thereafter.
7. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
8. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during construction of the driveway or installation of the drainage facilities.
9. Roadside must be cleaned up after work is completed.
10. After driveway is completed, the permit holder shall notify the County Highway Engineer or his authorized representative that the work has been completed and is ready for final inspection and approval by the Koochiching County Highway Department.
11. No changes or alterations in entrances may be made at any time without the written permission of the Koochiching County Highway Department.
12. Driveway side slopes shall be constructed 4:1 minimum, (4' horizontal to 1' vertical) and shall be hand finished and seeded.
13. Driveways shall be so constructed as to the slope down and away from the shoulder line of the highway for a minimum distance of at least 15 feet with a fall of at least 6 inches.
14. The Koochiching County Highway Department reserves the right to charge the permit holder, and /or assess the land owner, for any incomplete or unacceptable work or damage to public roads.

Please return to:
Koochiching County Highway Department
715 4th Street
International Falls, MN 56649