

**Effective: May 12, 2009**

## **DRIVEWAY PERMITS**

### **Permit Procedures and Specifications for Driveways and Entrances on Douglas County Highways**

1. Any work within the County Highway Right of Way requires a permit from the Douglas County Public Works Department. This includes construction of a new driveway and a change in use or alteration to an existing driveway.
2. A driveway permit application may be obtained at the above address or from the County's website at [www.co.douglas.mn.us/public\\_work.htm](http://www.co.douglas.mn.us/public_work.htm).
3. The permit applicant shall submit all information required on the application form. Each application should include a layout or sketch of the property showing the location of the proposed driveway, any existing driveways and any other pertinent information.
4. A permit fee of \$200 is required for a driveway. This fee includes the cost of two required inspections; one prior to construction and one after completion. This fee is in addition to the cost of any culvert that may be required as described in item no. 7 below.
5. The applicant should install a lath or stake at the location desired for the center of the proposed driveway for accuracy during inspection prior to approval. Public Works will discuss the location with the applicant if it needs to be moved.
6. The Public Works Department will inspect the location for safety, sight distance, proximity to other driveways and drainage requirements. The applicant will be notified of approval and/or any necessary requirements. All driveways will be reviewed for compliance with the County's Access Spacing Guidelines.
7. If the driveway requires a drainage structure, the cost will be the responsibility of the applicant. The Public Works Department will determine the size and length of culvert required and notify the applicant of the cost. Public Works will deliver and assemble the culvert and accessories at the site after payment is received from the applicant.
8. The cost of constructing a driveway is the responsibility of the applicant. This includes any fill or excavating that may be required. In urban areas, it is the responsibility of the applicant to remove and replace curb and gutter at the driveway location.
9. When construction of the driveway is completed in accordance with specifications and special provisions noted on the permit, the applicant shall notify the Public Works Department for final inspection. The permitted driveway will not be considered complete until all disturbed areas have been fine graded, topsoiled and seeded. All work is to be completed within 90 calendar days after receipt of the approved permit.

10. If the driveway is for a residence or business receiving mail at the permitted location, Douglas County will provide an approved mailbox support and will be delivered with the culvert. The applicant will be required to install the support.
11. Prior to beginning any excavation work, Minnesota Law requires the applicant or their contractor to contact “Gopher State One-Call” for locations of underground utilities. They can be reached at 800-252-1166.
12. Whenever work on the traveled portion of the roadway or shoulder is necessary, proper traffic control devices shall be furnished by the applicant and shall be in accordance with the most current edition of the Minnesota Manual on Uniform Traffic Control Devices.
13. Please note that all equipment which may damage surfaced roadways is prohibited from use on the roadway. Any damage to the roadway surface due to loading, unloading or operating such equipment will be assessed to the applicant. Please help us protect our highway surfaces.

Thank you for your cooperation.

## **Mailbox Placement & Maintenance Policy**

Mailboxes and mailbox supports are the property of the mail route patron and must be placed and maintained by the patron. Douglas County does not issue permits for the placement of mailboxes within the road right of way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right of way are placed there at the owner's risk.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the County difficult and renders the boxes susceptible to damage as a result of such activity. It is the County's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off a snowplow or wing which destroys a mailbox. On occasion, however, wings will hit and damage them.

We believe most of the mailbox damage which occurs during a typical winter would be eliminated if postal patrons would install a mailbox that swings away when hit by snow or snowplow equipment. Attached is a steel post mailbox support diagram which we recommend. This mailbox configuration has been crash tested and is acceptable in terms of nationally tested safety criteria. It is the only support approved by Douglas County.

The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, Douglas County's policy encourages the use of this recommended support.

If a properly placed mailbox support conforming to the approved design is hit by snow or a plow wing and is damaged or destroyed, the County will repair or replace the support. Other mailbox support configurations, not conforming to the recommended mailbox support, are not eligible for repair or replacement by the County.

David M. Robley, P.E.  
Douglas County Highway Engineer

Adopted this 9<sup>th</sup> day of April, 1997.

Jack Reznecheck  
Chair  
Douglas County Board of Commissioners

**Douglas County Public Works**

526 Willow Dr., PO Box 398 • Alexandria, MN 56308  
Phone: 320-762-2999 / Fax: 320-762-2998

C.S.A.H. No. _____	C.R. No. _____
Permit No. _____	

**APPLICATION FOR DRIVEWAY PERMIT**

Instructions: Print application, sign and mail to Douglas County Public Works

**A \$200 fee payable to Douglas County shall accompany the application.  
This fee is in addition to the cost of any culvert that may be required.**

Attach a sketch of the property, present and proposed driveways in relation to County Highway, such sketches shall be drawn to scale when required by the Engineer.

Name of Property Owner \_\_\_\_\_ Address \_\_\_\_\_ Ph. \_\_\_\_\_

Name Of Contractor \_\_\_\_\_ Address \_\_\_\_\_ Ph. \_\_\_\_\_

Location of proposed driveway  
Twp. or City \_\_\_\_\_ Road No. \_\_\_\_\_

Directions to the property: \_\_\_\_\_

Purpose of driveway:  Residence  Commercial (specify type) \_\_\_\_\_

Is a building to be constructed:  No  Yes What kind: \_\_\_\_\_

Number of present driveways to property: \_\_\_\_\_ Distance of proposed driveway to property line: \_\_\_\_\_

Distance of proposed driveway to nearest existing driveway: \_\_\_\_\_

Date proposed driveway will be needed: \_\_\_\_\_ Comments: \_\_\_\_\_

I, We, the undersigned, herewith make application for permission to construct the driveway at the above location, said driveway to be constructed to conform with the regulation of the Department of Public Works and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Department of Public Works. 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 understood that this permit is conditioned upon replacement or restoration of the highway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city authorities having joint supervision over said street or highway.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Do Not Write Below This Line, For County Use Only**

This fee made by: \_\_\_\_\_ Name \_\_\_\_\_ Check Number \_\_\_\_\_

Special provisions: \_\_\_\_\_

All work to be completed by: \_\_\_\_\_

County to furnish \_\_\_\_\_ X \_\_\_\_\_ Culvert(s) \_\_\_\_\_ Band(s) \_\_\_\_\_ Aprons \_\_\_\_\_ MB post

Request delivery date: \_\_\_\_\_ Date delivered: \_\_\_\_\_ By: \_\_\_\_\_

Applicant reported work is finished as of \_\_\_\_\_. Please check for completion.

Work approved by \_\_\_\_\_ Name \_\_\_\_\_ on \_\_\_\_\_ Date \_\_\_\_\_

Returned herewith is your deposit check.

After Permit is approved: Copy to Applicant

Upon Completion: Copy returned with deposit

\_\_\_\_\_  
Douglas County Public Works Director/Highway Engineer

\_\_\_\_\_  
Date