



## AITKIN COUNTY HIGHWAY DEPARTMENT

Aitkin County Highway Department  
1211 Air Park Drive  
Aitkin, MN 56431

highway@aitkincountymn.gov  
Phone: 218-927-3741  
Fax: 218-927-2356

### APPLICATION FOR DRIVEWAY ENTRANCE PERMIT

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

County Road Name and # \_\_\_\_\_ Township/Section/Range \_\_\_\_\_

Address of Property or PID \_\_\_\_\_ Number of existing driveways on property \_\_\_\_\_

Purpose of Driveway: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Temporary Access \_\_\_\_\_

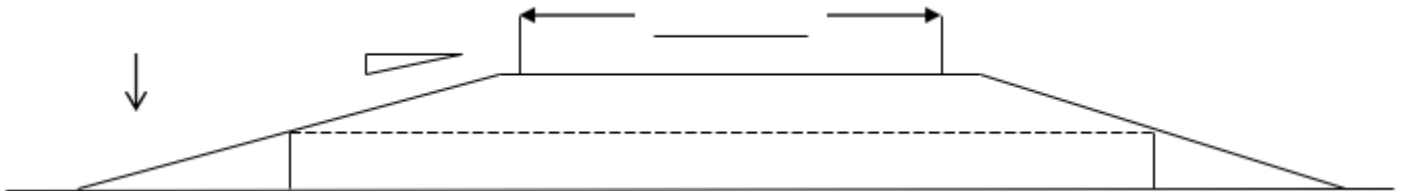
For temporary access, indicate period of time needed for temporary access (6 month maximum) \_\_\_\_\_

Contractor Name & Number \_\_\_\_\_

I, we, the undersigned herewith make application for permission to construct the driveway entrance at the above location, said driveway to be constructed to conform with the standards of the Aitkin County Highway Department included in the permit. All work will be done to the satisfaction of the Aitkin County Highway Department. Work outlined in this application will not be started until the application is approved and the permit issued.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

#### (Highway Department Use Only) Typical Culvert Installation Diagram



Culvert Length = Driveway Width + 2 x (slope) x (ditch depth) + additional width for radius (if within 15' of shoulder)

Approved \_\_\_\_\_ Denied (including reason) \_\_\_\_\_

Culvert Size: \_\_\_\_\_ Apron(s): \_\_\_\_\_ Band(s): \_\_\_\_\_

Aitkin County Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Culvert Payment & Deposit Received: \_\_\_\_\_ Date Culvert delivered: \_\_\_\_\_

Date Final Inspection Requested: \_\_\_\_\_ Final Inspection Approval Date: \_\_\_\_\_

Deposit Refunded: Warrant # \_\_\_\_\_ Date: \_\_\_\_\_

## **Aitkin County Highway Department Entrance Permit Application Process**

1. Complete the application & submit to the Aitkin County Highway Department. No money to be collected at this time. Culvert and deposit will be billed after permit approval.
2. Mark the proposed location of the driveway entrance using lath or flagging.
3. Aitkin County Maintenance staff will review the permit application to determine a) if the entrance will be permitted, b) if a culvert is needed, and c) the diameter and length of the culvert.
4. Aitkin County will return a copy of the application to the applicant indicating Aitkin County's determination. If the permit is approved, the applicant will be invoiced for a \$500 deposit and for the cost of the culvert including bands and aprons, if applicable.
5. After receipt of payment from the applicant and upon notification from the applicant that they want the culvert delivered, Aitkin County will deliver the culvert to the site of the entrance.
6. Applicant is responsible to construct the driveway entrance in compliance with the attached Construction Requirements within 60 days of payment being made to Aitkin County.
7. For permanent approaches, upon satisfactory completion of entrance construction, the applicant shall notify the Aitkin County Highway Department to request a final inspection. Upon final approval, the \$500 deposit will be refunded to the applicant. The deposit amount will be forfeited by the applicant if satisfactory completion of the entrance is not achieved within the 60-day period referenced above or by the end of the calendar year in which the permit is issued, whichever is earlier.
8. Upon removal of temporary entrances within the maximum 6-month period that the temporary entrance is permitted, the applicant shall notify the Aitkin County Highway Department to request final inspection. Upon final approval, the \$500 deposit will be refunded to the applicant. The deposit amount will be forfeited by the applicant if satisfactory removal of the entrance is not achieved within 6 months of the date of application for the entrance permit.

## **Aitkin County Highway Department Entrance Permit Construction Requirements**

1. Construction of driveway entrances in Aitkin County rights of way requires a permit from the Aitkin County Highway Department.
2. All driveway entrance construction work shall take place outside of the shoulder of the highway. Where work on the highway is necessary, appropriate traffic control signage shall be placed in accordance with the MnDOT Temporary Traffic Control Field Manual.
3. Driveway entrances shall be at right angles to the highway for a minimum distance of 15 feet from the shoulder line.
4. Residential driveway entrances shall be constructed 20 feet wide. Commercial driveway entrances shall be constructed 24 feet wide.
5. The portion of the driveway entrance within 15 feet of the road shoulder shall be constructed to additional width to achieve a 15-foot turning radius between the highway shoulder and the edges of the driveway entrance.
6. The portion of the driveway entrance within 15 feet of the road shoulder shall drain away from the highway shoulder at a minimum slope of 2%, unless specifically approved otherwise.
7. In rural areas, the side slopes of the driveway shall be constructed to a slope of one foot vertical to five feet horizontal (1:5) on improved (paved) highways and one foot vertical to four feet horizontal (1:4) on unimproved (gravel-surfaced) highways. Three inches of topsoil shall be placed on all slope areas, with slope areas seeded with a roadside seed mixture and mulched with hay/straw.
8. In rural areas, driveway entrances shall have a minimum three-inch thickness of class 5 aggregate or bituminous surfacing. The driveway entrance surface shall match the adjacent highway shoulder elevation.
9. In urban areas, existing curb and gutter/sidewalk shall be removed and replaced with a concrete driveway apron as directed by Aitkin County.
10. If the driveway entrance construction requires placement of fill in wetland areas, it is the applicant's responsibility to obtain applicable permits for wetland impacts.