



WATONWAN COUNTY PUBLIC WORKS DEPARTMENT

DRIVEWAY/ENTRANCE PERMIT APPLICATION

A \$200 permit application fee must accompany this application. If the permit is approved, a refund of \$100 will be returned to applicant upon final inspection/approval by the Public Works Department. If the permit is denied the full \$200 fee will be returned.

Any entrance constructed without an approved permit is subject to a \$500-\$1000 fine and/or removal.

See attached Watonwan County Driveway/Entrance Policy.

Once installed, The Landowner must contact the Watonwan County Public Works Road Maintenance Supervisor at (507)-317-5586 to complete a final inspection within seven days of completion.

It is the Landowner's responsibility to ensure proper drainage from the ROW. The landowner will not hold Watonwan County liable for erosion problems due to the installation of the driveway.

LANDOWNER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____ ROAD #: _____

TOWNSHIP: _____ SECTION: _____ QUARTER: _____

REQUESTING: RESIDENTIAL **OR** COMMERCIAL; DRIVEWAY **OR** FIELD ENTRANCE;

SHARED? YES **OR** NO; DESIRED WIDTH: _____ (See Policy item 10 on pg. 2)

JUSTIFICATION FOR EXCEEDING STANDARD DIMENSIONS (if applicable): _____

NUMBER OF PRESENT DRIVEWAYS TO THE PROPERTY: _____

I, We, the undersigned, herewith accept the terms and conditions of the permit requirements and agree to fully comply therewith to the satisfaction of the Watonwan County Public Works Department. It is agreed that no work in connection with this application will be started until the application is approved and the permit issued.

Furthermore, 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, action or causes of action arising out of the work to be done herein and the continuing usage, construction, reconstruction, maintaining and using of said access driveway under application and permit for construction.

By signing below, I, We, the undersigned, agree to fully comply with the Watonwan County Road Driveway/Entrance Policy outlined on page 2 of this application and Standard Conditions of Work in County Highway Right-of-Way on page 4.

SIGNATURE OF LANDOWNER: _____ DATE: _____

Return to: publicworks.permits@co.watonwan.mn.us **OR**

Watonwan County Public Works Department
1304 7th Avenue South
St. James, MN 56081

Ph: (507) 375-3393
Fax: (507) 375-1301

Permit # _____
(County will assign)

DO NOT WRITE BELOW THIS LINE (To be completed by Watonwan County Public Works Dept.)

Culvert needed: YES NO Length: _____ Diameter: _____ Aprons: _____

Special Provisions: _____

Permit Approval: _____ Date: _____

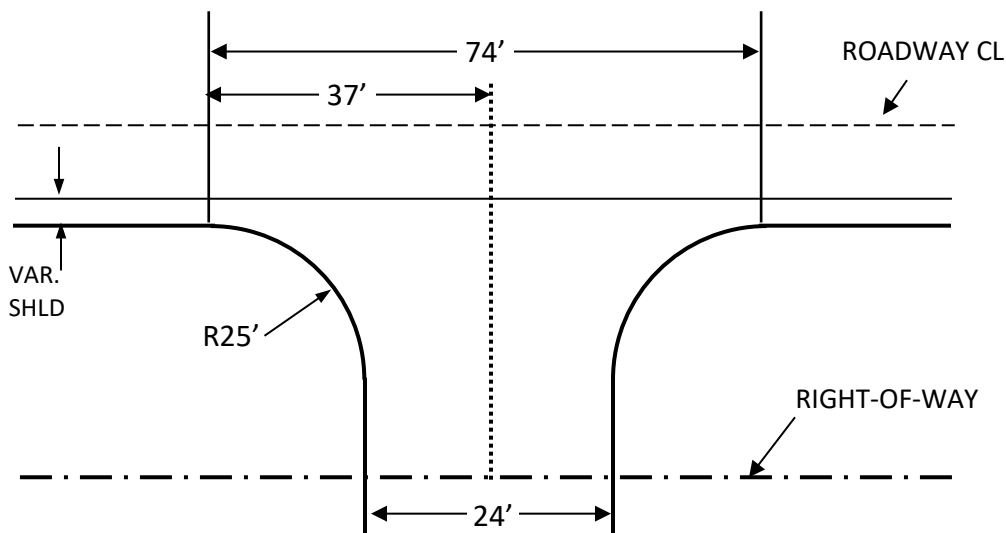
Permit Denied: _____ Date: _____

Final Inspection Approved by: _____ Date: _____

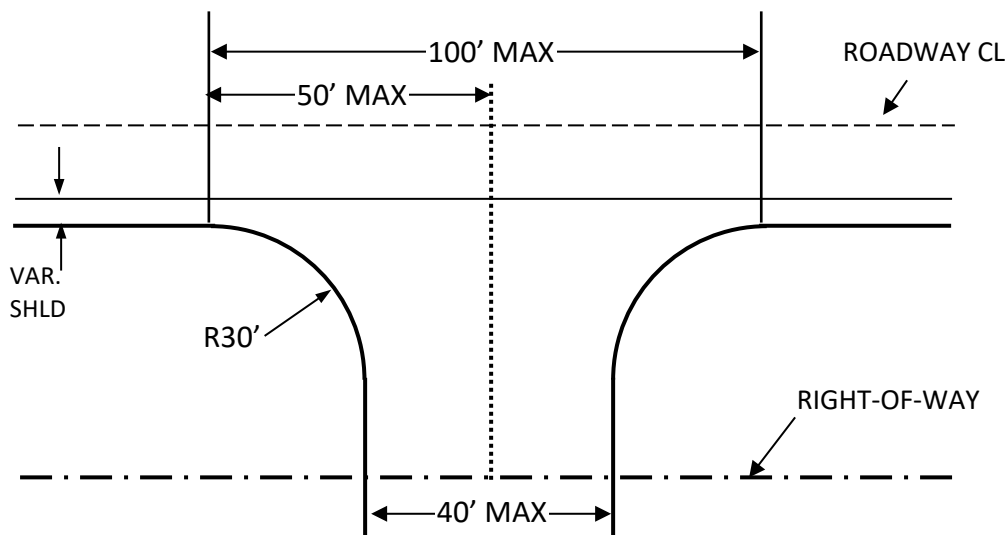
Watonwan County Driveway/Entrance Policy

1. One driveway is allowed to building sites and one field entrance per 40 acres of farmland. The addition of another driveway will be entertained only if safety is not an issue. The final driveway location will be determined by the County Engineer.
2. No work under this application is to be started until the application is approved.
3. No changes or alterations may be made at any time without written permission from the Watonwan County Public Works Department.
4. It is the responsibility of the landowner/contractor to obtain all other necessary permits from other agencies to complete the entrance construction.
5. It is the responsibility of the landowner/contractor to notify the GOPHER STATE ONE CALL (811) for utility location for any work being performed within the WATONWAN COUNTY right-of-way.
6. Where work on traveled roadways is necessary, the proper signage, barricades, etc., must be placed in accordance with the MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) and the standards of WATONWAN COUNTY PUBLIC WORKS.
7. The landowner/contractor shall be responsible for the construction and clean fill material needed to construct the driveway.
8. Watonwan County Public Works department shall determine if a culvert is needed and the size needed to maintain adequate drainage. The Landowner shall work with their respective township to arrange the purchase of a culvert from the Public Works Department in accordance with the fee schedule, or the landowner may furnish their own culvert meeting the requirements of the County Engineer. Culverts may be metal or concrete, **plastic will not be allowed**. Used culverts will be allowed with the approval of the County Engineer.
9. Culverts adjacent to paved roads shall have aprons installed on both ends. The Engineer will determine if aprons are needed on all other culverts.
10. The maximum width for residential and field driveways shall be 24 feet. The maximum width for commercial and shared field driveways shall be 40 feet. Any variances from these dimensions need justification and are subject to board approval.
11. The driveway shall have a minimum side slope of 1:4 (1' vertical to 4' horizontal). The slopes shall have topsoil placed and it shall be seeded.
12. All disturbed areas from work under this permit application must be seeded with MnDOT Seed Mix 250 or approved equal, at the rate of 100 lbs per acre, and any necessary permanent erosion control installed within 14 days after completed work has been approved by the County.
13. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway while performing the work.
14. The roadside must be cleaned up immediately after work is completed.
15. The driveway/entrance is the property of the landowner. Watonwan County claims no ownership or holds any liability for the maintenance of the entrance or entrance culvert.
16. **Once installed, the Landowner must contact the Watonwan County Public Works Road Maintenance Supervisor at (507)-317-5586 to complete a final inspection within seven days of completion. If final inspection does not meet county requirements, landowner is responsible for removal of non-compliant entrance and reconstruction of a compliant driveway/entrance.**
17. If non-compliant entrance is not removed **within 2 weeks** of the County notifying the Landowner, County forces will remove non-compliant entrance **at the cost of the Landowner** and this permit approval will be rescinded. The Landowner will then have to restart permit approval process for a compliant entrance.

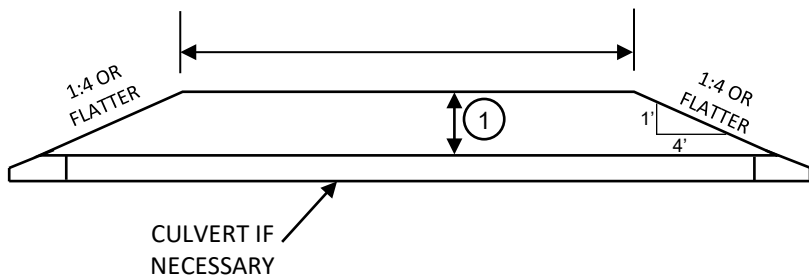
SINGLE RESIDENTIAL/FIELD DRIVEWAY



COMMERCIAL/SHARED FIELD DRIVEWAY



SIDE SLOPES



① IT IS RECOMMENDED TO MAINTAIN AT LEAST 1 FOOT OF COVER OVER THE CULVERT.

Note: Any variances from these standards are subject to board approval.

STANDARD CONDITIONS OF WORK IN COUNTY HIGHWAY RIGHT-OF-WAY

1. The permit holder must comply with all applicable laws and regulations, including Workers Compensation laws.
2. **The permit holder shall notify the County Highway Department (507-375-3393) at least 48 hours prior to the initiation of work within the county highway right-of-way.**
3. The permit holder is responsible for placing a **GOPHER STATE ONE CALL (811)** prior to any digging.
4. If work to be done lies within a city or platted town, permission must also be obtained from such city or town.
5. Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
6. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects be stored within the clear zone as determined by the Watonwan County and as defined by the latest edition of AASHTO's "Guide for Selecting Locations, and Designing Traffic Barriers".
7. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins. All excavations, trenching and/or jacking and boring pits shall be shored or sloped in accordance with OSHA requirements.
8. No guys, stays, or any structures are to be attached to trees on county highway right of way. No poles, anchors, anchor braces, or other construction shall be placed on the roadway shoulder or within the prescribed clear zone.
9. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring or other approved methods.
10. When open trenching or excavating in existing roadways, all subgrade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed.
11. All work that involves trenching, backfill, or compaction must be done to MnDOT's Standard Specifications for Construction. Depending on the construction work to be performed, use of one or more of the following specifications may be needed: Excavation and Embankment 2105, Aggregate Base 2211, Aggregate Shouldering 2221, or Structural Excavation and Backfills 2451, Subgrade Preparation 2112.
12. If pavement or roadway is inadvertently damaged by operations, same shall be restored to a condition as good as or better than the original condition. All pavements shall be replaced in accordance with applicable MnDOT specifications.
13. The permit holder is responsible for the complete restoration of the county right-or-way. This shall include excavation backfill, road patching, seeding, or anything else necessary to restore the area to pre-construction activities.
14. If settlement occurs or excavation caves in so that replaced materials settle (bituminous mat or concrete base), same shall be restored to a condition as good as or better than the original condition.
15. No lugs shall be used on equipment traversing the road which will damage the road surface.
16. No driving onto highway from ditch or driving on shoulders will be permitted where damage will occur.
17. No foreign material such as dirt, gravel, or bituminous shall be deposited or left on the road during any construction activities.
18. Roadside shall be cleaned to original status upon completion of work.
19. Underground construction must not harm or unnecessarily disturb the root growth of specimen trees.
20. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the County Highway Maintenance Supervisor or his authorized representative.
21. If Watonwan County shall make any improvements or changes upon, over, under, or along the county highway, then and in every case, the applicant herein named shall, after notice from Watonwan County proceed to alter, change, vacate, or remove from county highway right of way said works necessary to conform with said changes without cost whatsoever to Watonwan County.
22. **After work on a project is completed, the permit holder must notify the County Highway Maintenance Supervisor or his authorized representative that such work has been completed and is ready for final inspection and acceptance by Watonwan County.**
23. The permittee is responsible for contacting all adjacent landowners for approximate location(s) of drainage tile and/or drainage appurtenance(s) within the County Highway right-of-way and shall take measures to avoid intersecting or damaging tile/drainage appurtenance(s). If tile and/or drainage appurtenance(s) are damaged, permittee shall take measures to restore tile/drainage appurtenance(s) to pre-damaged condition and **shall have the repair inspected by Watonwan County Maintenance Supervisor (Rick Bak 507-317-5586) before backfilling the repair.** If Watonwan County Personnel repair the damaged tile, Watonwan County will charge the permit holder for all costs associated with the repair.
24. **Manure pipe permits must be in accord with Chapter 168 of the 2016 Minnesota Session Laws, Subd. 12, 13, and 14 as attached.**