

# COLLEGEVILLE TOWNSHIP

## Application for Approach Permit

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Road affected \_\_\_\_\_ Side of Road (circle one): North South East West

Type of Approach: Driveway for House \_\_\_\_\_ Driveway for Out-building \_\_\_\_\_ Field Entrance \_\_\_\_\_

Other \_\_\_\_\_ explain: \_\_\_\_\_

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**Definition:** "Approach" or "Access" means the area of the Right-of-Way between the traveled surface of the road and the adjacent property that is intended to provide access for vehicles or equipment from the road to the adjacent property.

**Authority:** In accordance with the Town's Land Use and Zoning Ordinance, all accesses shall require a permit from the Town Board of Supervisors. Furthermore, the applicant shall be required to pay the full cost of the approach including culvert cost. A \$50 approach permit fee is required at the time of application.

**Requirements/Restrictions:**

1. No person may construct or reconstruct any approach to a road without first obtaining approval by the Town Board. The property owner will be required to submit a map or drawing of the existing or proposed approach when seeking approval.
2. Spacing Guidelines:
  - a. Each new access onto Township road shall be separated from adjacent accesses according to the following standards:
  - b. For Collector Roads and County Roads (i.e. 9/50/51/159/160), accesses on the same side of the road shall be located at a minimum of 300 feet.
  - c. Access onto Township roads shall have a minimum separation distance of 100 feet.
  - d. Field access will be spaced on a one access per 40 acre frontage.
  - e. Accesses shall be a minimum of 15 feet from parcel side yards.
  - f. Separation distances may be modified by recommendation of the Planning Commission, due to parcel size, roadway/street access geometrics and/or proposed use of street.
3. Access Width Guidelines:
  - a. Residential access surfacing width shall be a minimum of 16 feet and a maximum of 24 feet.
  - b. Commercial and industrial access surfacing shall be a maximum of 30 feet in width.
  - c. Field accesses shall be a minimum of 16 feet in width and a maximum of 24 feet in width.
  - d. All Access Widths shall be measured at the edge of the roadway travelled way.
4. Driveway Access Standards – all residential dwellings or combinations of residential dwellings that access Township streets/roads shall be improved to ensure access for emergency vehicles and shall be continuously maintained. The access shall be constructed of an all-weather (i.e. gravel, bituminous, or concrete) driving surface.
5. Culverts - culverts shall be corrugated polyethylene (18"), steel or reinforced concrete (18" or over) with flared ends. The culvert shall meet the specifications of the MnDOT standard specifications
6. Slopes – approach fill slopes shall be constructed at a 4:1 ratio (4' horizontal to 1' vertical) covered with a minimum of 4" of topsoil and seeded, sodded or other appropriate erosion control as approved by the Town Board.
7. If the approach is not constructed according to specifications and is not approved by the Town Board of Supervisors, the Town will hire the work to be done by a private contractor and the applicant will be billed for the work done.

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**Drawing of proposed access.** Include property lines and all existing buildings.



Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Permission is hereby granted for the construction of the approach as described above and approach is to be constructed in accordance with the above requirements.

Town Ordinance  
Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Board of Supervisors  
Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_