

**DUNN TOWNSHIP  
OTTERTAIL COUNTY MINNESOTA**

**APPLICATION FOR DRIVEWAY ACCESS PERMIT**

Applicant	Phone Number Email
Company Name	Mailing Address
Property Owner	Phone Number
<b>Parcel Number</b>	Is this Parcel within 1000 feet of any lake? ( ) Yes ( ) No <b>If yes, has an Ottertail County Structure and Shoreland Alteration Permit been issued? Attach a copy of the permit</b>
Is a building to be constructed? ( ) Yes ( ) No	Building will be ( ) Permanent ( ) Temporary
Purpose of Driveway ( ) Single Residence ( ) Agricultural ( ) Commercial, specify ( ) Industrial, specify ( ) Other, specify	Indicate 911 address.
Width of the purposed driveway _____ft	
<b>Attach a sketch plan of the proposed driveway</b>	

I/We the undersigned, below make application for permission to construct, reconstruct or resurface a driveway access at the above location. The driveway shall be constructed, reconstructed, or resurfaced in accordance with the requirements of the Dunn Township Driveway Ordinance.

ATTACHMENTS:

- Ottertail County Structure and Shoreline Alteration Permit
- Sketch of proposed driveway
- Checks for inspection fee **\$200.00**, and escrow **\$500.00**. Check numbers \_\_\_\_\_

Person who will be onsite for inspection. \_\_\_\_\_ Phone Number \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

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**DRIVEWAY PERMIT REQUIREMENTS**

All driveway accesses upon Dunn Township Road rights-of-way which are being **built new, reconstructed, or resurfaced** must be issued a Driveway Access Permit prior to work commencing. Failure to obtain a permit prior commencement of work will result in a \$200.00 after-the-fact fee, in addition to the normal inspection fee of \$200.00.

Property within an Ottertail County shoreland management area must obtain an **Otter Tail County Structure and Shoreland Alteration Permit** before the Town Board will issue a driveway access permit. All permits will be subject to the requirements in the Dunn Township Ordinance Regulating Driveways and Driveway Accesses.

**The proposed driveway access will be inspected by a Township Supervisor following receipt of the completed application, applicable fees, and escrow. The property owner or an owner's representative must meet the supervisor for the onsite inspection.**

Please attach a sketch plan of your property and the proposed driveway access. Please be complete showing distances from lot boundaries.

Please mark the location of the proposed driveway access by placing stakes at each end and at each corner of the desired access showing its proposed location and width.

The application must be accompanied by a \$200.00 inspection fee and escrow payment in the amount of \$500.00 in the form of a cashier's check, money order, or bank draft made payable to Dunn Township. The escrow will be for (1) the Township's actual costs incurred, including an engineer's review of the proposed driveway access, if required, and (2) assurance that the driveway access will be installed and completed in conformance with the permit, the sketch plan, and the Township Driveway Ordinance, and if the driveway access is not completed within one year of the issuance of the permit or is not completed in conformance with the permit, the sketch plan, and the Township Driveway Ordinance, the Township's actual costs to remove the driveway access and restore the right-of-way. Any amounts remaining in the escrow will be refunded upon the satisfactory inspection of the completed driveway access. A one-year period shall be allowed for completion.

The cost of the constructing, reconstructing, or resurfacing a driveway shall be the property owner's responsibility.

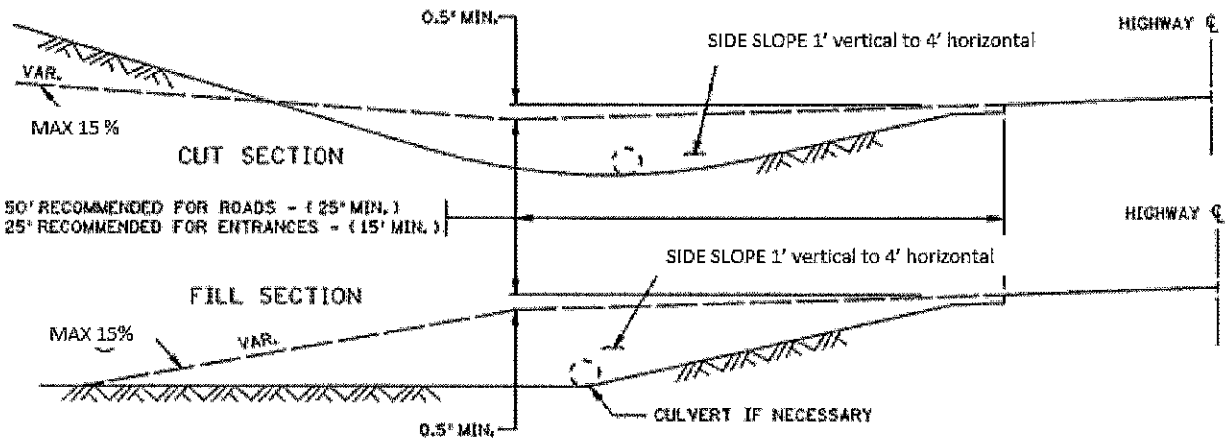
The construction, reconstruction or resurfacing of a driveway access must not interfere with the maintenance or safe use of the Town road. No materials shall be dumped or stockpiled on the surface of the road, on the shoulder, or within the right-of-way outside of the permitted location for the driveway access. Upon the completion of the work, the right-of-way must be cleared of any excess materials and any dirt or other materials shall be removed from the surface of the road. Unless stated otherwise, all construction activities, right-of-way restoration, and clean up shall be completed within one year from issuance of the driveway access permit.

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Any part of the right-of-way disturbed during construction, reconstruction or resurfacing of a driveway access, or the installation of drainage facilities, shall be restored by the applicant to its pre-construction or pre-installation condition. Restoration shall include, but not be limited to, grading, seeding, and landscaping as needed to fully restore the right-of-way and prevent erosion. Only natural netting blanket is allowed within the Town right-of-way and both temporary seed and perennial ditch grass mix shall be used in accordance with supplier application rates. Slope shall be no flatter than 4 to 1 (horizontal to vertical).

Driveway access hard surfacing shall extend from the driveway approach within the right-of-way onto the driveway within the private property as set forth in the cross section below and as needed to prevent eroded materials from running into the right-of-way. Gravel surfaced driveway accesses shall be a minimum of six (6) inches class 5 aggregate. Bituminous surfaced driveway accesses shall be a minimum of three (3) inches bituminous over six (6) inches class 5 aggregate base. Hard surface shall be no less than 12 feet and no more than 24 feet in width.

**Driveway accesses shall slope down and away from the shoulder line of the right-of-way for a distance of at least fifteen feet with a fall of at least 6 inches. See cross section of approach below:**



Culverts, when determined to be necessary by the Town Board, are to be paid for by the property owner.

Only corrugated metal pipe (CMP), dual wall high density polyethylene, dual wall polypropylene, reinforced concrete pipe (RCP), or other material approved by the Town Board that is designed for the intended use, with a culvert apron, shall be used and culverts shall extend at least 2 feet beyond the edges of the driveway. Each line of culvert installed shall be made of only one type and design of material.

All culverts shall have a minimum of 12 inches of cover, excluding aggregate base and surfacing materials, and shall have adequate length to achieve 4:1 slopes or flatter.

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**CERTIFICATE OF COMPLETION OF DRIVEWAY ACCESS**

*To be submitted by Applicant once project is completed:*

Send or Deliver To:

Dunn Town Clerk  
P. O. BOX 347  
PELICAN RAPIDS MN 56572

I hereby certify that I have completed the construction, reconstruction or resurfacing of a driveway access as described in accordance with Dunn Township Driveway Access Permit No. \_\_\_\_\_

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

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

*Township use only*

The work authorized by the above referenced driveway access permit number has been satisfactorily completed.

Amount of Assurance Deposit to be refunded. \_\_\_\_\_

Dunn Township \_\_\_\_\_ Date: \_\_\_\_\_

Dunn Township \_\_\_\_\_ Date: \_\_\_\_\_