

**ROAD PETITION  
DUNN TOWN  
OTTERTAIL COUNTY MINNESOTA**

**ROAD PETITION STEPS**

- **READ ENTIRE DOCUMENT**
- **PREPARE PETITION**
  - **REGISTERED VOTERS PETITION**
  - **ADJACENT LANDOWNER PETITION**
- **SUBMIT PETITION AND HEARING FEE**
- **TOWN ACCEPTS PETITION AND SETS HEARING DATE**
- **NOTIFY ALL AFFECTED LANDOWNERS OF HEARING**
- **PRESENT CERTIFIED SURVEY OF PROPOSED ROAD**
- **PRESENT ENGINEERS ESTIMATE OF REQUIRED WORK**
- **DECISION TO PROCEED**
- **COMPLETED CONSTRUCTION ACCEPTED BY TOWN**

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**General Instructions**

Please furnish all information requested so that your petition will not be delayed.

**The petition must contain the signatures of at least eight residents who are registered to vote in Dunn Township and who reside within three miles of the referenced road. (Voter Petition)**

**In addition, all property owners (both husband and wife) shown on the deed of property abutting the road to be petitioned, including those with an easement or other property interest in it must also sign the petition. (Landowner Petition)**

The road must meet all applicable law, regulations, and the Town's Standard Specifications and Details for construction. Road being petitioned must connect to a County State or Town road.

**Responsibilities of and Commitments by Petitioners**

**ALL EXPENSES INCURRED PRIOR TO TOWNSHIP ROAD ACCEPTANCE ARE TO BE PAID BY PETITIONERS**

Furnish complete/accurate and legible property information requested on form.

All property owners of each lot or parcel as shown on deed must sign the petition, e.g., both husband and wife.

If the roadbed is owned by someone other than the adjoining property owners, the owner of the roadbed must agree to and sign the petition.

If more than one road is being petitioned, separate petitions must be submitted for each road (or portion thereof).

Mail or deliver completed petition and nonrefundable hearing fee of \$500.00 to:

Dunn Township  
47979 East Lake Lizzie Road  
PO Box 347  
Pelican Rapids MN 56572

After the petition has been received and validated, the Town Clerk will advise the petitioners concerning whether the petition, as submitted, is valid for further consideration by the Township. If the petition is not valid, petition spokesperson will be advised what steps are necessary to make the petition administratively acceptable.

Once the petition has been validated, the Town will set a hearing date. **The petitioners must notify all affected landowners by certified mail of the time, date, and place of the scheduled hearing.** The hearing will include a field inspection to determine if the roadway visually meets minimum construction standards, allowing the petition process to go forward. If the roadway fails the visual inspection, the spokesperson for the petitioners will be notified of the reasons, at this point the petitioners have the option of withdrawing the petition.

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For the petition to move forward, it becomes the responsibility of the petitioners to have Certified Survey performed to establish the exact location of the proposed Town Road and a civil engineers assessment detailing the extent of work needed for the roadway to meet Township Standards. Based on the assessment and cost estimate, the petitioners must decide whether to proceed with the petition.

If the decision is made to proceed, the Town will review the construction plans to confirm compliance with Towns standards. Once all necessary construction has been completed and accepted by the Town, the Town will accept the road and record the acceptance and the Survey with the Ottertail County Recorder.

***The Township will not maintain any road until the entire right of way has been turned over to the Township, accepted and so recorded.***

Please provide the information requested in accordance with these instructions. If you have any questions after you have read these instructions and studied the petition form, please contact the Town Clerk.

Be certain all information is complete and understandable.

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This petition is submitted for consideration of the Dunn Township. **The undersigned accepts responsibility as spokesperson for this group of petitioners** and has also signed as a petitioner. The undersigned spokesperson confirms by signature below that petitioner signatures appearing in this petition are the actual signatures of owners of property abutting the petitioned road (or portion thereof) and that each petitioner does understand that the purpose of this petition is for the Township to assume management of the roadbed described in this petition.

Spokesperson Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

The road (or portion thereof) being petitioned for acceptance into the Township Road system is described as follows:

Name \_\_\_\_\_

Extends from \_\_\_\_\_ To \_\_\_\_\_

Abuts a Town, County, or State Road. \_\_\_\_\_

Is approximately \_\_\_\_\_ feet long.

Has, \_\_\_\_\_ number of property owners.

Include a Map or drawing depicting the road.

We, the undersigned petitioners, do hereby propose for acceptance into the Dunn Township Road system the private road (or portion thereof) described in above

We, the undersigned adjacent property owners:

are prepared to deed, without cost to Dunn Town, such additional rights of way and slope easements as may be necessary to cause said road to conform to minimum Town standards effective as of the date of this petition, and

waive any claim for damages to improvements, fences, shrubs, hedges, or trees within the required right of way, and

do agree that in the event the roadbed *as it is being used* goes outside the dedicated right of way and encroaches on the property of any of the signers of this petition, to deed that portion to the Town also if requested to do so, and

do understand that if the roadbed of the existing private road is separately owned by parties other than abutting property owners and those parties do not participate in this petition, the petition cannot be allowed.

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Here begin the signatures and other relevant property information of owners of property abutting \_\_\_\_\_ road, which is being petitioned for the Town to assume maintenance of said road.

**ADJACENT LANDOWNER PETITIONERS:**

I have read and understand this petition:

Name(s) (signed) \_\_\_\_\_ / \_\_\_\_\_

(printed) \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

I/We own land abutting the afore mentioned road by virtue of a deed dated \_\_\_\_ and recorded in Ottertail County.

I have read and understand this petition:

Name(s) (signed) \_\_\_\_\_ / \_\_\_\_\_

(printed) \_\_\_\_\_ / \_\_\_\_\_

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**Petition by voters registered to vote in Dunn Town and reside within three miles of the petitioned road.**

I have read and understand this petition:

Name(s) (signed) \_\_\_\_\_  
(printed) \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_

I have read and understand this petition:

Name(s) (signed) \_\_\_\_\_  
(printed) \_\_\_\_\_  
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