

**TOWN of PAGE
MILLE LACS COUNTY
STATE of MINNESOTA**

**PAGE TOWNSHIP POLICY NO. 204
DRIVEWAY ACCESS and RIGHT-OF-WAY ALTERATION
REGULATIONS and PERMIT REQUIREMENTS**

Sect. 1. **Purpose**. The purpose of this policy establishing driveway access and right-of-way alteration regulations and permit requirements ("policy") is to specify requirements for the construction or installation of a new or alteration of existing driveway or field access which spans or crosses a Township Right-of-Way and connects to a Township Road or otherwise makes structural alterations within a Township Right-of-Way controlled by Page Township ("Page") as the Road Authority.

Sect. 2. **Legal Authority**. This policy is enacted under the following authority:

- Access to Roads – *M.S. 160.18 subd. 3*, or its successors
- Drainage Connection – *M.S. 160.20 subd. 1*, or its successors
- Alteration of Right-of-Way – *M.S. 164.36 and M.S. 161.2715*, or their successors

Sect. 3 **Permit Requirement**. A parcel's owner or designee ("Applicant") must obtain a permit from Page prior to construction, installation, or replacement of any driveway, field access, or any other structure, barrier, or bridge that crosses, spans, excavates, or otherwise substantially alters a Town Right-of-Way. This shall include shaping of ditches, driveway side-slopes, or replacement of an existing driveway culvert in its current location. In addition, a permit shall be required for connecting any new drainage or expanding existing drainage into the Town ditch.

- a. A permit fee shall be set according to a schedule adopted by the Page Board of Supervisors.
- b. The permit fee may be increased, pursuant to the fee schedule above, if construction has already begun or is completed without an approved permit in place.
- c. A separate deposit may be required, pursuant to the fee schedule above. The deposit shall be returned upon final inspection of an approved driveway.
- d. No permit is required for standard maintenance, such as placing additional gravel on an existing driveway surface, cleaning out culverts, or vegetation management.

Sect. 4 **Application Procedure**. A completed application must be submitted along with any applicable permit fees and deposit. Prior to submission of the application, applicant shall place a stake, inscribed with the applicant's last name, on each side of the proposed driveway or other alteration of the right-of-way. The application shall include:

- a. Applicant and property owner names, addresses, and contact information.
- b. A sketch showing the parcel boundaries, nearby driveways and intersections, and any other pertinent information.
- c. Any other information required by the Page Board of Supervisors on the application form.

Sect. 5 **Driveway Regulations**. In issuing a permit, Page or its designee will provide specific requirements for driveway placement, width, and culvert size as well as other requirements as appropriate. The following technical specifications shall be generally applicable to all driveways:

- a. Driveway side slopes shall be constructed not steeper than 1:4 slope (i.e. for every 1 foot vertically, you need 4 feet horizontally). Flatter slopes may be constructed on certain roadways. Side slopes shall be hand finished and seeded or sodded with perennial vegetation.
- b. All new driveways shall be so constructed as to the slope down and away from the maintained edge of the road surface for a distance of at least 6 feet with a fall of at least ½ inch.
- c. Driveways shall have a minimum of 6 inches of Class 5 aggregate placed from the edge of the road to the right-of-way line.

- d. Minimum driveway widths are determined by position along a roadway and by usage as follows:

Residential	16 feet
Farm/Field	20 feet
Commercial/Industrial	30 feet
- e. All new driveways shall be constructed a safe distance from neighboring approaches.
- f. Only new corrugated steel culverts may be installed on a new or substantially altered approach.
- g. Drainage associated with the new driveway shall adhere to the requirements of Sect. 6.
- h. Any driveway requiring a mailbox and support must have an approved swing-away mailbox support meeting MnDOT and USPS standards. The support must be installed prior to final inspection. Approved mailbox supports may be purchased from Page or local retailers.
- i. Any other reasonable specification as required by Page or its designee to ensure safety, visibility, water management, or other concern as the road authority.

Sect. 6. **Drainage Regulations.** A permit is required for any new or expanded drainage connection to a ditch within a Page right-of-way. The applicant must provide details to Page of the area to be drained.

- a. In order for a permit to be granted, sufficient outlet must exist such that there are not negative downstream impacts.
- b. Page or its designee may set conditions for approval of permit, including payment for expanding connected road or approach culverts, installation of water retention structures, or others as deemed necessary by Page or its designee.

Sect. 7 **Other Requirements.** The following requirements apply to all permits issued:

- a. **NO WORK** may be started until the Application is approved and the Permit issued.
- b. Applicant is responsible for obtaining utility locate(s).
- c. Where work on traveled roadway is necessary, traffic must be protected by use of flagmen, cones, barricades, and any other traffic control devices deemed necessary by Page or its designee.
- d. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during or after construction.
- e. As determined by Page or its designee, appropriate best management practices shall be employed to limit sediment runoff, including but not limited to placement of temporary sediment fencing and cover crop seeding and/or hydromulching.
- f. After construction is completed, the Applicant shall notify the Page Clerk or designee so the final inspection can be scheduled.
- g. Any construction completed during the winter months may not be inspected until all snow and frost is gone.
- h. The Applicant will have 120 days from the Application approval date to complete construction. If not constructed within the time period, the entire permit fee will be forfeited and the Application will be void.

Sect. 8. **Effective Date.** This Policy shall become effective immediately following adoption and supersede any previous policy or control.