



Lake County Highway Dept
Application for Access Driveway Permit
 Print or type application, complete sketch and sign

Phone: 218-834-8380
 Fax: 218-834-8384
 Permit #: _____

ON REVERSE SIDE, PLEASE DRAW A SKETCH OF PROPERTY IN RELATION TO THE COUNTY HIGHWAY

Name of Applicant	Address, City, State, Zip	Telephone #
Name of Property Owner	Address, City, State, Zip	Telephone #

Location of proposed driveway: County Highway # _____ County Highway Name _____

_____ Miles N – S – E – W of _____
 (circle) (specific road, landmark or road intersection)

Purpose of Driveway (check boxes) →	Residence <input type="checkbox"/>	Commercial <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
-------------------------------------	------------------------------------	-------------------------------------	------------------------------------	------------------------------------

I, the undersigned, make application for permission to construct the access driveway at the above location. The driveway shall be constructed to conform with the regulations of the Lake County Highway Department and to any requirements and special provisions included in this permit (see reverse side). It is expressly understood that this permit is conditional upon replacement or restoration of the highway to its original or to a satisfactory condition.

_____ Date _____ Signature of Applicant _____

This permit does not constitute a building permit. If approved, it only authorizes the permit holder an access to a County Highway. No other authority is granted. The applicant should contact the Lake County Land Use Department before altering the site or beginning construction.

DO NOT WRITE BELOW THIS LINE

Permit Fee:	\$ 50.00	Make 2 separate checks payable to: LAKE COUNTY HIGHWAY DEPT.
Deposit:	\$200.00	*Deposit to be returned after satisfactory completion and inspection of entrance.
Total Remittance (two separate checks)	\$250.00	Be sure to call for inspection. If not completed in 90 days , deposit will not be refunded unless extension of permit granted by Lake County Highway Dept.

Office Use Only:
 Initial Inspection: I recommend the following culvert be installed:

Type: _____ Diameter _____ inches x Length _____ feet Price _____

Minimum driveway fill slope _____ Initial review by: _____ Date: _____

Final Approval by: _____ Date: _____
 Lake County Highway Representative

Permit Fee rec'd _____	Check # _____	Receipt # _____	
Deposit Fee rec'd _____	Check # _____	Receipt # _____	Deposit return date _____
Culvert Fee rec'd _____	Check # _____	Receipt # _____	

RETURN APPLICATION AND CHECKS TO:
LAKE COUNTY HIGHWAY DEPT.
 1513 HWY 2
 TWO HARBORS MN 55616

SKETCH OF PROPOSED ENTRANCE: Draw sketch of property, present, and proposed driveways, and relation to the county highway. Application will be returned if not complete.

REQUIREMENTS

1. No work under this application is to be started until application is approved and the permit issued.
2. Where work on a traveled roadway is necessary, traffic must be protected using the appropriate traffic control devices placed in accordance with the Minnesota Manual on Uniform Traffic Control Devices, including the Field Manual.
3. No foreign material such as dirt, gravel, or bituminous material shall be deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed. This includes, but is not limited to, slope restoration and turf establishment.
5. Applicant shall provide the appropriate erosion control during construction and if necessary take out an NPDES/SDS General Storm Water Permit for Construction Activities.
6. **AFTER DRIVEWAY CONSTRUCTION IS COMPLETED, THE PERMITTEE SHALL NOTIFY THE HIGHWAY DEPARTMENT, (Two Harbors office, 218-834-8380, Finland office, 218-353-3001) THAT THE WORK HAS BEEN COMPLETED AND IS READY FOR FINAL INSPECTION AND APPROVAL BY THE LAKE COUNTY MAINTENANCE SUPERINTENDENT. *If construction is substandard and not corrected in a timely manner, your deposit will be forfeited and you will be billed for any additional expenses.***
7. No changes or alterations in entrances may be made at any time without the written permission of the Lake County Highway Department.
8. Driveway fill slopes shall be constructed according to the recommendations of the Lake County Highway Department. Vertical ends constructed of concrete or masonry will not be permitted.
9. Driveway surfaces shall be so constructed as to slope down and away from the shoulder line of the County Highway for a distance of at least 15 feet with a fall of at least 3 inches. Standard residential entrances will be 30' wide, commercial entrances shall be 32' wide.
10. **THIS PERMIT WILL EXPIRE 90 DAYS AFTER ISSUE.** If the work is not completed during this time, your deposit will be non-refundable and you will need to reapply for another permit. Extensions may be granted depending upon the circumstance and if fee and deposit have been paid.
11. This permit is for construction within the road right-of-way only. Any additional grading, filling or excavation may possibly need a permit by the Lake County Environmental Services Department.