



1924 Town Road
Two Harbors, MN 55616
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**RESOLUTION 2020-7
TOWN OF SILVER CREEK
LAKE COUNTY MINNESOTA**

**RESOLUTION SETTING POLICY FOR
NEW DRIVEWAY ACCESS TO TOWNSHIP ROADS**

WHEREAS the Town of Silver Creek is the road authority responsible for maintaining township roads and road rights-of-way in a manner that ensures the safety of the traveling public; and

WHEREAS Minnesota statute 160.18 requires Silver Creek to grant by permit suitable approach to its roads; and

WHEREAS driveway entrances that connect to Township Roads must be constructed properly to avoid safety hazards or maintenance problems on town roads such as flooding, ice, or trenching from washouts,

THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Town of Silver Creek hereby adopts the following policy:

Permit Required; All new driveways connecting to Township roads require a “New Driveway Access Permit”. “Access” is defined as that portion of the new driveway that lies in the right-of-way of the Township Road (only). Driveways will not be recognized or permitted as “temporary”.

Construction may not begin until the written New Driveway Access permit is received by the owner.

Requirement to Meet Minimum Standards: A refundable deposit shall be submitted as insurance that the new driveway access will be constructed to conform with minimum standards outlined in “Approaches and Entrances Minimum Standards” page 2 and to provide appropriate drainage. If the Town is required to repair substandard construction or re-install culverts, the deposit will not be refunded, but will instead be applied to repair costs.

Any new driveway connected to a town road without a permit shall result in the owner being charged both an after-the-fact fee and the cost incurred by the Town to bring the driveway entrance into compliance with minimum standards.

Process and Timetable

1. **Application:** Owners must submit a fully complete application before Silver Creek will inspect the site or issue the permit. Application must include site sketch, plan for drainage, copy of deed and payment of both application fee and deposit.
2. **Site Visit:** The Silver Creek Town Operations Manager will conduct an inspection with the owner to ensure that the plan will provide proper drainage and protection of town roads in conformance with minimum standards. If the plan is lacking detail or not adequate for protection of township roads, the owner may be required to submit an amended plan and wait for a second site visit.
3. **Permit Issued:** Upon successful completion of steps one and two, a written permit will be sent to the owner and work may begin. Owners have ninety days to construct the driveway access and meet the minimum standards. During construction, proper traffic control measures per the Minnesota Manual on Uniform Traffic Control Devices must be used if work is obstructing the town road. No gravel, fill, or other material may be deposited on the township road during construction.
4. **Final Inspection:** Owners must request inspection once the new driveway access is done and the site is cleaned up and seeded. The Town will inspect the new access to ensure it meets minimum standards and appropriate drainage. The owner's deposit will not be returned unless the construction meets standards; nor will it be refunded if the process is extended beyond 90 days from the issuance of the permit.



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Approaches and Entrances Minimum Standards

All new driveway entrances (access) must meet the standards listed here. Use this list when preparing the plan.

- The location of the new driveway entrance must avoid wetlands. For questions about wetlands, or to have a specialist examine the area, owners can contact Lake County Environmental Services. If the entrance crosses a stream or river, contact the DNR Division of Water office for approval.
- Residential entrances should be a minimum width of 20 foot.
- Driveway surfaces shall be so constructed as to either slope down a minimum of six inches and away from the shoulder line of the town road; or be crowned and ditched to prevent water from running onto the township road surface.
- In most cases a culvert is needed. Corrugated double walled plastic culverts are preferred. Plans must indicate the culvert type, diameter, and length. At the initial inspection, the Town will verify the size to ensure it is adequate.
- Culverts must be bedded and covered by at least 6 inches of granular material and be backfilled and compacted.
- Riprap is required around culverts.
- Clean ditches of debris, and then mulch and seed them.

This Resolution replaces and supersedes RESOLUTION 99-6 ACCESS DRIVEWAY PERMIT SYSTEM, previously approved in 1999 by the Board of the Town of Silver Creek.

Motion by Supervisor _____.

Adopted on September 22, 2020