



1924 Town Road
Two Harbors, MN 55616
218-834-5255

New Driveway Access Application

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.** Full guidelines are provided in Resolution 2020-7.

Name of Property Owner:	Owner Phone:	Owner Mailing Address
Name of Contractor	Contractor Phone	Property Parcel Number

Property on (Township Road Name) _____ **Fire Nbr:** _____

Location of proposed driveway: _____ Miles (circle) N S E or W of nearest intersection
_____ and _____

Is location marked with stakes? _____ Purpose of Driveway _____

Has a copy of the deed been attached? (required proof of ownership) _____

Plan for Proposed New Access

Is there a stream, lake or wetland next to the Township road at point of proposed access? _____

Planned width of driveway at point it connects to Township road? _____ feet

What type of culvert is planned? _____ Culvert length: _____ feet Culvert diameter: _____ inches

What type of fill material will be placed over the culvert and how many inches?

Will rip-rap be placed around the ends?

If the driveway is on a hill, explain drainage plan to protect the Township road:

Sketch of Driveway Approach and Culvert Placement



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Approaches and Entrances Minimum Standards

All new driveway entrances (access) must meet the standards listed here. Full regulations provided in Resolution 2020-7.

- 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.

Timeline and Process - Full timeline guidance provided in Resolution 2020-7.

1. **Application:** Complete this document fully, attach copy of deed, and pay both application fee and deposit.
2. **Site Visit:** The Town will perform a site visit to review the plan and verify location.
3. **Permit Issued** with any required modifications to the plan. Work can begin once the owner has received it. Permit is good for 90 days.
4. **Owner must call** 218-834-5255 to schedule the final inspection when work is complete.
5. **Final inspection:** Deposit will be refunded if inspection shows work complete and meeting minimum standards. If the Township road is damaged or if the Town must repair the driveway access or install a larger culvert, then the deposit is forfeit and will not be returned to the owner.

I, the undersigned, herewith make application for permission to construct the access driveway at the above location. Said driveway shall be constructed to conform with the regulations of the Town of Silver Creek and to any requirements and special provisions included in this permit. I understand that the deposit will not be refunded if the driveway access does not meet minimum standards. It is expressly understood that this permit is conditional upon restoration of the Township road to its original or equally satisfactory condition. I understand that this permit applies to the new driveway only where it connects to the Township road and crosses the right of way. The remainder of the driveway falls under the zoning authority of Lake County and may require additional permit(s) from them.

Signature of Property Owner _____ **Date:** _____

Application Fee: \$125
Refundable Deposit \$500

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Is application complete including sketch and copy of deed? _____ Date of Application _____ After the Fact Y / N

Permit Fee Received _____ Check Nbr _____ Receipt Nbr _____
Deposit Fee Received _____ Check Nbr _____ Receipt Nbr _____

Site Visit by: _____ Date: _____ Approval of Permit - Signature _____

Final Inspection by: _____ Date: _____ Approval to refund - Signature _____