

Driveway / Access Permit Application

Franconia Township,
25156 St. Croix N.
PO Box 175
Shafer, MN 55074
Phone: (651)257-8291

Name of proposer _____ Date _____
 Address of proposer _____
 Phone numbers: () _____ () _____ Co. PID# _____
 Purpose of Access (home) (outbuildings) (field) (other) _____
 Number of Existing Accesses to the property _____
 Legal Description of property served _____

Sketch of the Property showing any present and proposed access:

WHAT IS THE DRIVEWAY LOCATION?

ADDRESS _____

DISTANCE TO NEAREST ROAD _____

NAME OF ROAD DRIVEWAY MEETS _____

IS A MAILBOX PROPOSED? (YES) (NO) _____


IF YES, SHOW MAILBOX LOCATION _____

LOT WIDTH ON THE ROAD _____ Feet

PROPOSED CULVERT SIZE ? _____?

PROPOSED CULVERT LENGTH? _____'

WIDTH OF PROPOSED DRIVING SURFACE _____'



NORTH
(DRAW ARROW)

PROPOSED DRIVEWAY
RIGHT OR LEFT ?

NOTE THE TYPICAL DRIVEWAY & ACCESS DRAWING ON THE STANDARDS PAGE

REPAIR ESCROW

Driveway fronts on an existing gravel road _____ ESCROW DEPOSIT = \$1600
 Driveway fronts on blacktop road _____ ESCROW DEPOSIT = \$4100

Escrow amount \$ _____ (See Driveway / Access Permit Procedure)

Dated ___ / ___ / ___ as a _____

AS A (cash deposit) OR (bond) OR (Letter of credit) X OUT THE NOT APPLICABLE

Record of inspection by _____ Dated ___ / ___ / ___

Result of inspection _____

Record of escrow released by _____ Dated ___ / ___ / ___

The undersigned hereby makes application for permission to construct the above described driveway access. Said driveway access shall comply with all Township, County and State requirements. It is agreed that all work shall be completed within 180 days and must be done to the satisfaction of Franconia Township. It is further agreed that no work shall commence until this application is approved in writing below and the permit actually issued. It is expressly understood that this permit is conditioned upon replacement and restoration of the Township roads and boulevards to their original or satisfactory condition as determined solely by the Township. This permit is non-transferable.

Permit Approved by: _____ Dated ___ / ___ / ___

Franconia Township Driveway / Access Permit Procedure

1. An **escrow** is required for all permits.
If a driveway fronts on an existing gravel road, the deposit is **\$1600**
If the driveway fronts on a bituminous paved road the escrow deposit is **\$ 4100**
\$100 non-refundable administration fee will be charged against said deposit.
2. If the property has an existing driveway, or a field driveway, the driveway must meet the specifications as listed in this application. If the driveway does not meet the specifications, it must be brought up to specifications prior to a building permit being issued.
3. A minimum of two (2) **inspections** are required; one for proposed access location so that a building permit may be issued by the County and a final inspection to check compliance in building the access (final inspection should be near the date of occupancy).
4. Applicants shall place a **lath or stake**, with flagging attached, at the center of the proposed access. Complete directions to property shall be included with driveway permit. Contact Franconia Township for the initial inspection.
5. Franconia Township will **inspect the site** for drainage requirements and location approval. Franconia Township will notify the applicant of any special requirements. **Size** will be determined by the Driveway inspector.
6. After initial inspection, if the location and plan are acceptable, the Township will approve the County's issue of your **building permit**.
7. In order for all remaining monies to be refunded to the applicant upon satisfactory completion of the access, the applicant **MUST** request a **final inspection** date within 300 days of the permit issue date. Failure to call and secure a final inspection date within 300 days of permit issue date will cause automatic forfeiture of the entire balance of the escrow.
8. Franconia Township reserves the right to apply all monies deposited for the permit to properly construct or complete the driveway / access.
9. If the applicant requires a culvert, the applicant must furnish the culvert. Culverts are not provided by Franconia Township. All culverts must be **steel or concrete** (culverts, having a total length of 46 feet with flared ends. Culverts of other materials (HDPE, etc.) will only be permitted with the formal approval of the township. Conditions of that approval include:
 - a) Slope of the pipe flow line, ability to prevent low spots.
 - b) Soil at the site, compaction of the subgrade, and bedding proposed
 - c) Depth of the pipe between the crown of the pipe and the driveway surface.
10. It is the responsibility of the applicant and his contractor to locate all utilities, etc. to have them staked, and to preserve them as necessary.
11. Every residential driveway shall include a standardized house address and post which shall be obtained from the township. Cost of these materials will be deducted from the deposits listed in 1. above.
12. **Mailboxes of the swinging type** are required. Mailbox and swing systems may be purchased from the Township. Mailboxes are to be installed in accordance with the attached drawing. To arrange pick-up, call **Franconia Township at the town hall (651) 257-8291**.
13. Questions? Call Franconia Township at (651) 257-8291.

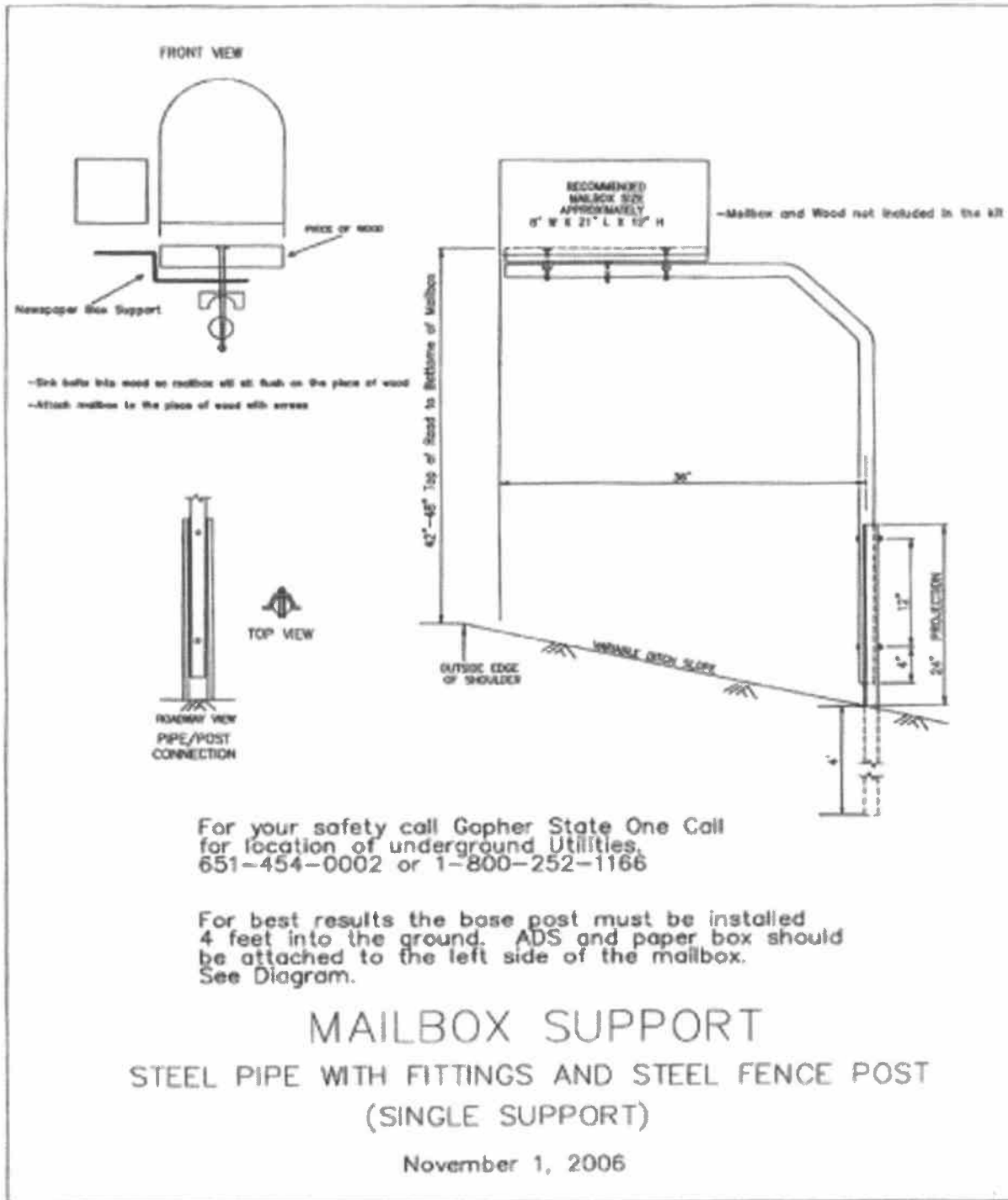
Specifications for a driveway / access

1. If a culvert is required, its size shall be as determined by the Township.
Minimum size = 15" Inside Diameter. Aprons for 4:1 slope are required.
2. Driveway/Access width must be 16 feet driving surface width at the Township right of way line and edges of driving surface shall have a 20' radius. See appended drawing.
3. Driveway side-slopes shall be a minimum of 4 horizontal to 1 vertical. Up to a 6:1 in-slope may be allowed, but this will require a longer culvert. The attached driveway dimension sheet is part of these requirements.
4. Driveway side slopes must be seeded and blanketed upon completion.
5. Driveway must slope downward from the Township Road, bringing runoff to the ditch centerline. Driveways will not be allowed on the end of roads or on turn-arounds without prior approval of the Township Board.
6. Driveway must be surfaced with Class 5 Aggregate, bituminous, crushed rock or other approved materials to a minimum depth as follows:
 - Bituminous..... One- and one-half inches over 8" base
 - Class five..... Four inches
 - Crushed rock: Four Inches

The township is not responsible for bituminous placed on the right of way.

7. Contact the Township for location inspection. If all requirements are agreed to by the owner, the contractor and the Township inspector, the Township will issue a Notice to Chisago County Zoning giving approval for a building permit in Franconia Township.
8. The access must be installed and usable prior to construction of buildings. If not, the site will be deemed in violation and the Township will request that the County stop all construction. Class 5 is not required until final inspection is made, or as is otherwise directed by the Township inspector. In cases where mud being dragged onto the existing road is an issue, the proposer shall provide a rocked "drag-out" area 40' long x 16' wide.
9. Twenty-four (24) hour prior notice must be given for inspection. If you have questions or want inspections, please contact the Township at (651) 257-8291.

MAILBOXES



Mailboxes of the swinging type are required by Franconia Township.
 Mailbox accessories can be purchased from Franconia Township at their cost.
 Mailboxes are the responsibility of the individual.
 Mailbox posts must be sunk no less than 4 to 4-1/2 feet deep due to frost.
 The township will advise as to which side of the road the mailbox shall be placed.

To order your mailbox support, call Franconia Township at (651)257-8291