

**BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501**

Re: Application for Access Approach Permit

Enclosed is an "Application for Access Approach Permit" form, which you must complete. Fill in the top half of the form and return to our office.

If needed, you may attach a sketch of property with present and proposed approach locations. Please be neat and complete showing distances (as close as possible) from land corners, intersections of highways, etc.

Please mark the exact location with a lath and attached flag where you want the proposed approach so it will be easy to locate. The landowner will be required to submit a permit fee in the amount of \$200.00 with the permit application. The application shall also be accompanied by a separate \$500.00 assurance deposit made payable to the Becker County Highway Department.

Once permit application is received, we will check the location to determine if location is suitable and also if any culvert will be required. The requesting landowner will be required to pay for the entire cost of the required culvert needed for the standard access approach width and required inslopes. Upon approval, you will be responsible for all backfilling, placing topsoil, seeding of all raw slopes and placing of granular surfacing material at your own expense.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach, based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. The requesting landowner will be responsible for the entire cost of the required culvert. Field access approaches will be allowed for each separate parcel of land and the requesting landowner will be required to pay for the entire cost of the required culvert for all standard access approach for each quarter of land and the entire cost for any additional approaches.

The deposit will be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches, and other requirements. A one-year time frame will be allowed for completion. The deposit shall be returned upon the completion of work to the satisfaction of the County.

Submit completed application with fee and deposit in sufficient time (two weeks minimum) for us to investigate the request.

Sincerely,

James D. Olson
Becker County Engineer

**BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501**

ACCESS APPROACH POLICY

I. SCOPE

This policy applies to access approaches abutting all County State-Aid Highways and County Roads under the jurisdiction of Becker County.

II. GENERAL

One (1) access approach shall be granted to each parcel of abutting property upon submission and approval of a permit application. The final location of the access approach will be at the discretion of the County Highway Engineer, or his representative, with consideration given to traffic safety parameters, location of nearby intersections, prevailing traffic patterns, size and shape of land tract, and building locations.

The requesting landowner will be required to pay for the entire cost of the required culvert for a standard access approach width and required inslopes. Standard access approaches shall have finished widths as follows:

Field/ Farm Approach	32 feet maximum / 16 feet minimum
Private Drive	24 feet maximum / 16 feet minimum
Commercial Approach	32 feet maximum / 24 feet minimum

The cost of constructing the access approach shall be the responsibility of the requesting landowner. Wider approaches may be allowed at the discretion of the County Engineer, but the cost of the additional length of culvert required will be the responsibility in full of the requesting landowner.

Secondary access approaches may be allowed within a reasonable distance of the primary access approach, based on each individual circumstance with regards for new building construction, handicap access, and other reasonable situations. However, **the requesting landowner will be responsible for the entire cost of the culvert required.** Field access approaches will be allowed for each separate parcel of land. The culvert for any additional approaches will be the responsibility of the requesting landowner. Approaches on CSAH roads shall have 6:1 inslopes, approaches on CR roads shall have 4:1 inslopes.

III. PERMIT

Prior to any work being performed on the access approach, a permit must be secured. **IN ORDER FOR THE PERMIT TO BE VALID, IT SHALL BE SIGNED BY THE REQUESTING LANDOWNER AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE BECKER COUNTY HIGHWAY DEPARTMENT.**

The permit application shall include all pertinent information required on the form. Prior to issuance of the permit, sketches will be checked and a field inspection will be required.

Upon completion of the installation, entirely in conformance with the permit and policy, a "Certificate of Completion" must be sent to the Becker County Highway Engineer's office notifying that the work is ready for final inspection. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.

IV. FEES

The requesting landowner shall be required to submit a **non-refundable** permit fee in the amount of **\$200.00** with the permit application. This can be in the form of a personal check or cash. **The application shall also be accompanied by a separate \$500.00 assurance deposit in the form of cash or check made payable to the Becker County Highway Department.** The deposit shall be for the assurance that the access approach will be installed and completed in complete conformance with the permit, sketches, and other requirements. A period of one (1) year will be allowed for the work to be completed in compliance with all things previously named. If there is failure to complete the work in a satisfactory period of time the **\$500.00** deposit will be forfeited.

After the site inspection and the amount and size of culvert has been determined the landowner will be notified of the amount due for the culvert cost. After this amount has been submitted to the Becker County Highway Department in the form of personal check or cash the culvert can be picked up and work may begin.

Upon completion of the work, receipt of the "Certificate of Completion" by the Highway Department, and a satisfactory final inspection the **\$500.00** deposit shall be returned in its original form. Additional inspections shall be charged the nominal fee of \$25.00 and deducted from the deposit.

V. INSPECTION

The items that will be inspected upon the request for final inspection are as follows:

- a. Proper culvert installation
- b. Proper fill material & surfacing
- c. Proper slope from edge of surface to end of culvert as required by pre-inspection (see permit)
- d. Establishment of seed or sod to prevent erosion
- e. Removal of excessive debris; rock, limbs, etc.

VI. UNAUTHORIZED ACCESS APPROACHES

Any approach found to be placed adjacent to a County Road without a valid permit will be assessed all permit fees and subject to inspection by a representative of the Becker County Engineer. Should the access approach be found deficient in the required width and elevation, determined that it will alter drainage in the County Right of Way, placed in such a manner that the sight distance of the oncoming traffic may create a safety hazard, or have been built using substandard or no drainage culvert the land owner will be required to remove the approach or correct the deficiency at the landowner's expense within the time period of one (1) year from the time of inspection as well as submit the required approach permit fees. Any unauthorized approach found to be deficient and requiring removal will not be allowed to be utilized from that time forward until properly corrected. If the landowner does not comply with the requirements stated within this policy the County workforce will cause the approach to be corrected and the landowner will be responsible for the entire cost as billed from the Becker County Highway Department.

VII. ADOPTION

This policy shall be in effect by County Board resolution and may be amended from time to time as may be necessary.

Duly adopted by the Becker County Board of Commissioners the 10th day of September, 1991, by Resolution No. BCHD 91-62.

Revised March 25, 2003 with Resolution No. 03-03-2A

Revised August 2, 2022 with Resolution No. 08-22-1D

NOTICE: The applicant will need to come into the Becker County Highway Department or mail the following information:

Permit Fee \$200.00 (Cash or Check)
Assurance Deposit \$500.00 (Cash or check)
Completed Approach Permit Form
Detailed Location Description

Permit Fee \$200.00
Assurance Deposit \$500.00

BECKER COUNTY HIGHWAY DEPARTMENT
1771 N Tower Road, Detroit Lakes, MN 56501
Application for Access Approach Permit

Submit application to Becker County Highway Department, Office # 218-847-4463

Property Owner / Applicant:		Site Address:			
Mailing Address (will be used to return assurance deposit):					
Day Phone:		Cell Phone:			
Is a building to be constructed <input type="checkbox"/> Yes <input type="checkbox"/> No		Purpose of Approach: <input type="checkbox"/> Private Drive <input type="checkbox"/> Farm/Field <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify)			
Initial Approach to Property? <input type="checkbox"/> Yes <input type="checkbox"/> No		Property is: <input type="checkbox"/> Platted <input type="checkbox"/> Unplatted	Requested width of Approach:		
Proposed Location of Approach: On CSAH / CR # _____, _____ miles N-S-E-W of _____ (circle one)					
Give exact location of <u>proposed</u> approach to property:			*Please mark location with flag/ and or marker		
Location of <u>present</u> approach to property (if applicable):					
Legal Description of Property. (Example: NW ¼ NE ¼ Sec. 10 Cuba Twp.)					
The applicant is responsible for the full cost of the culvert and end sections*					
I/We, the undersigned, herewith make application for permission to construct the access approach at the above location, said approach to be constructed to conform with regulations of the Becker County Highway Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Becker County Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the County highway and its right of way to its original or to satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village or township authorities having joint supervision over said street or highway. It is further understood that this permit is issued subject to application's compliance with the rules and regulations of any other affected government agencies.					
Date		DO NOT WRITE BELOW THIS LINE		Signature of Applicant	

ACCESS APPROACH PERMIT

PERMIT NO. _____

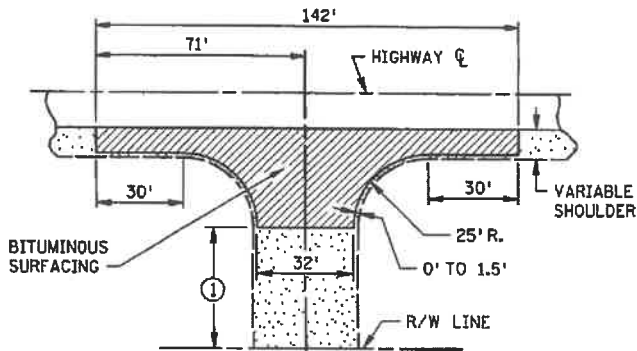
1. No work under this application is to be started until application is approved and a copy of the permit is issued to the applicant.
2. Where work on public roadway is necessary, traffic must be protected in accordance with the MMUTCD Field Guide. No equipment is to be parked on traveled roadway.
3. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Road surface and road must be cleaned up after work is completed, and vegetation restored to control erosion.
5. After approach construction is complete the permit holder shall notify the Becker County Highway Department in writing that the work has been completed and is ready for final inspection and approval by submitting the Certificate of Completion found in the approach application package.
6. No changes or alterations will be made to the approach plan or completed approach in the future with out the permission of the Becker County Highway Department.
7. Driveway fill slopes shall be constructed with _____: 1slopes (_____) feet horizontal drop to each to 1foot vertical slope unless otherwise noted, and shall be covered with topsoil and seeded.
8. Driveways shall be so constructed 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 6 inches. Applicant will place gravel on approach surface.

Work shall be completed by: _____ or assurance deposit will be forfeited.
REQUIRED CULVERT: _____ feet of _____ inch diameter culvert
_____ Bands of same diameter as culvert
_____ End Sections of same diameter as culvert _____ No Culvert Required

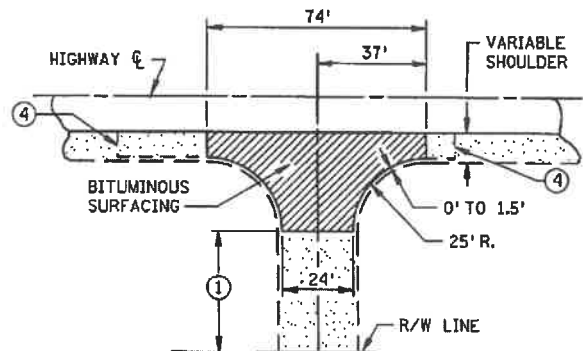
Permission is hereby granted for the construction of the approach as described in the above application, said approach to be constructed in accordance with and subject to the above requirements. In the event that the construction has not been completed by the date above, this permit becomes null and void, and permit holder will be subject to the loss of their assurance deposit.

_____ Date

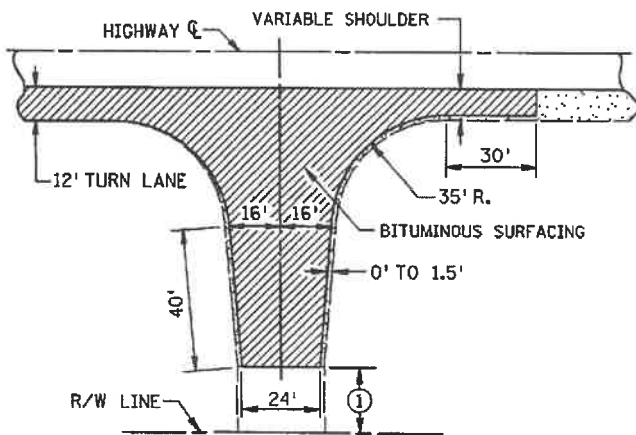
_____ Authorized Signature



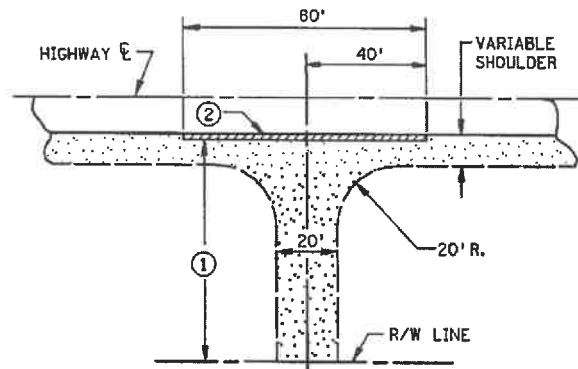
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

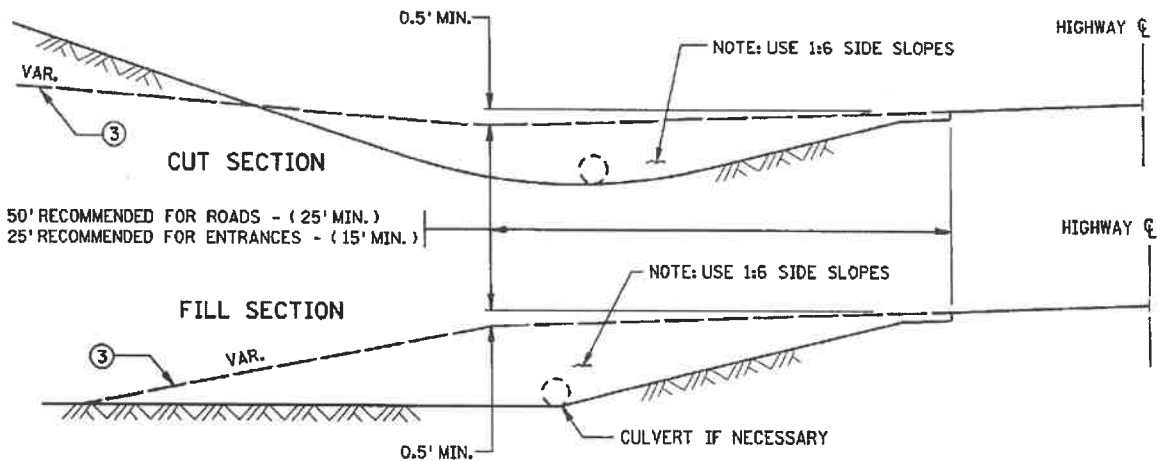


LOW VOLUME ROAD



FIELD ENTRANCES

- ① SURFACING TO MATCH EXISTING CONDITIONS. WHERE THERE IS NO SURFACING, PLACE GRAVEL BEYOND BITUMINOUS SURFACING TO R/W LINE.
- ② PLACE 2 FT. WIDE BITUMINOUS SURFACING AS DIRECTED BY ENGINEER.
- ③ 8% MAXIMUM COMMERCIAL; 15% MAXIMUM RESIDENTIAL.
- ④ THE USE OF PAVING SIMILAR TO COMMERCIAL ENTRANCES MAY BE APPROPRIATE FOR SOME RESIDENCES - AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER.



CROSS SECTIONS

APPROVED SEPT. 27, 2012

Michael J. Stinson
STATE DESIGN ENGINEER

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

APPROACHES AND ENTRANCES
RECOMMENDED STANDARDS

SPECIFICATION
REFERENCE

STANDARD
PLATE
NO.

9000E

CERTIFICATE OF COMPLETION OF APPROACH

BECKER COUNTY HIGHWAY DEPARTMENT

Return to: Jona Jacobson
Maintenance Superintendent
1771 North Tower Road
Detroit Lakes, MN 56501

You may also email the completed form to: jona.jacobson@co.becker.mn.us

I hereby certify that I have completed the installation of an approach as described in accordance with Becker County Approach Permit # _____ located on CSAH / CR # _____.

Applicant's Signature

Date

For Office Use Only

The work covered by the above referenced permit number has been satisfactorily completed.

Jona Jacobson, Maintenance Superintendent

Date