

**APPROACH PERMIT**  
**ITASCA COUNTY TRANSPORTATION DEPARTMENT**  
 123 4<sup>th</sup> Street NE  
 Grand Rapids, MN 55744  
 218-327-2853

Permit No. \_\_\_\_\_  
 Road No. \_\_\_\_\_  
 Work Order \_\_\_\_\_  
 Cost \_\_\_\_\_  
 Check No. \_\_\_\_\_

<b>Name of Applicant:</b>	<b>TELEPHONE</b>	<b>ADDRESS (Street, City, State, Zip)</b>
<b>Name of Contractor:</b>	<b>TELEPHONE</b>	<b>ADDRESS (Street, City, State, Zip)</b>

**LOCATION OF PROPOSED DRIVEWAY** Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
**PARCEL NUMBER** \_\_\_\_\_ Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

<b>PURPOSE OF DRIVEWAY</b> <input type="checkbox"/> Temporary <input type="checkbox"/> Field Entrance <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<b>Number of Existing Driveways to Parcel:</b>
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<b>WORK TO START ON OR AFTER:</b>	<b>DATE WORK TO BE COMPLETED BY:</b>
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**APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION**

The undersigned applicant hereby makes application for permission to construct the driveway access at the above location, said driveway to be constructed to conform with the standard conditions and any special provisions of the permit.

The applicant understands that Itasca County makes no guarantee, expressed or implied, as to the location of any property rights boundaries. Permittee is responsible for verifying the requisite rights are in place prior to construction of any improvements. Itasca County reserves the right to deny a permit when property rights concerns become known.

The applicant agrees that all work will be done to the satisfaction of the Itasca County Transportation Department.

The applicant also understands that this permit is issued subject to the approval of local city or village authorities having joint jurisdiction over said street and highway and is subject to the applicant's compliance with the rules and regulations of any other affect Government agencies.

The undersigned applicant expressly agrees to defend and hold harmless Itasca County, it's agents, employees, and representatives against any claims of damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

<b>DATE:</b>	<b>APPLICANT SIGNATURE:</b>
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**PLACE A STAKE AT THE CENTER OF THE PROPOSED DRIVEWAY**

DO NOT WRITE BELOW THIS LINE (For Office Use Only)

**PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER**

**AUTHORIZATION OF PERMIT**

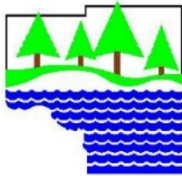
Permission is hereby granted for the construction of the driveway as described in the above application, said driveway to be constructed to conform with the standard conditions and any special provisions of the permit. It is expressly understood that this permit is conditioned upon replacement or restoration of the County Road to its original or satisfactory condition.

**SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS**

<input type="checkbox"/> New Approach	Culvert Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Size Required:
<input type="checkbox"/> Existing App – no permit required	Safety Aprons Required <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>DATE:</b>	<b>SIGNATURE:</b>
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<b>DATE FINAL INSPECTION COMPLETED:</b>	<b>SIGNATURE:</b>	<b>SENT TO ENV. SERVICES</b> <input type="checkbox"/>
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### APPROACH PERMIT REQUIREMENTS

1. No work in conjunction with this application will be started until the application is approved and the permit issued.
2. Temporary driveway approach permit applications require a fee of \$300.00. The fee will be refunded once all the below requirements have been satisfied.
3. The District Highway Maintenance Supervisor will determine the diameter and length of the culvert required and the need for aprons, safety aprons and grates and other hardware.
4. When a culvert is deemed necessary by the District Highway Maintenance Supervisor or the Engineer Technician, the property owner will be required to purchase a culvert and hardware (aprons, bands, safety grates, etc.). The applicant may furnish the necessary culvert meeting the minimum specifications of the County or the County will sell the culvert and hardware based on a cost per foot up to a 24-inch diameter pipe. For approaches requiring a culvert larger than 24 inches, the cost to the permittee will not exceed that of a 24-inch culvert.
5. The culvert will not be delivered until payment has been made in full. Only checks are accepted.
6. Work must be completed within 14 days following culvert delivery.
7. Where work on traveled roadways is necessary, traffic must be protected. The proper signage, and/or barricades must be placed in accordance with the current standards of the Itasca County Transportation Department and the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
8. No foreign materials such as dirt, gravel or bituminous material shall be deposited on the road during the construction of the driveway or installation of drainage facilities.
9. Driveway fill slopes will be constructed with 6:1 (1' vertical to 6' horizontal) side slopes and shall be hand finished and seeded or sodded.
10. Driveway shall be so constructed as to slope down from the shoulder line of the highway for a distance of at least 15 feet with a fall of at least 3 inches.
11. Roadway must be cleaned up after work is completed and restored to its original condition or to the condition satisfactory to the Department.
12. **Prior to construction the permittee shall notify the District Highway Maintenance Supervisor, \_\_\_\_\_ at \_\_\_\_\_. After completion, the permittee shall notify the District Highway Maintenance Supervisor that the work is completed and is ready for final inspection and approval.**
13. Temporary Approaches must be removed once the approach is no longer in use. The permittee shall notify the District Highway Maintenance Supervisor that the approach has been removed and is ready for final inspection and approval.
14. If final inspection does not comply with the County requirements, the applicant will be notified by the District Highway Maintenance Supervisor or the Engineer Technician, and from that date, has 14 days to complete the project. If after this time the approach has not been finished in compliance with the permit provisions, the District Highway Maintenance Crew will complete the project, when time allows, and the cost shall be billed to the applicant.