

### **DRIVEWAY PERMITS**

#### Permit Procedures and Specifications for Driveways and Entrances on LaGrand Township Roads

1. Anyone contemplating acquisition or development of property adjacent to township roads which will require access to the township road should determine what limitations are in force before proceeding with plans. No work shall be started until an application is approved and the permit issued.
2. Any work that involves constructing a new driveway or moving/replacing an existing culvert within the township road right-of-way requires a permit from the township office. Normal maintenance of driveway, such as paving a driveway, does not require a permit. Planting grasses, flowers or other non-woody vegetation does not require a permit. Constructing retaining walls or placing other obstructions near the driveway is generally not allowed, unless approved by the Township Maintenance Supervisor.
3. A driveway permit application may be obtained from the township office or from the township's website at [www.lagrandtownship.com](http://www.lagrandtownship.com)
4. The permit applicant shall submit all information required on the application form. Each application should include a layout or sketch of the property showing the location of the proposed driveway, any existing driveways and any other pertinent information.
5. A permit fee of \$100 is required for a driveway. Checks can be made payable to "LaGrand Township". This fee includes the cost of two required inspections; one prior to construction and one after completion.
6. The applicant should install a lath or stake at the location desired for the center of the proposed driveway.
7. The township maintenance supervisor will inspect the location for safety, sight distance, proximity to other driveways and drainage requirements. The applicant will be notified of approval and/or any necessary requirements.
8. If the driveway requires a drainage structure, the culvert and all accessories must be provided by the applicant. The Township does not provide these materials.
9. After construction of the driveway according to the attached specifications and any special provisions noted on the permit, the applicant shall notify the Township maintenance supervisor for final inspection. The permitted driveway will not be considered complete until all disturbed areas have been fine graded, topsoiled and seeded. All work is to be completed within 90 calendar days after receipt of the approved permit.
10. The Township does not supply mailbox supports, but does have recommended guidelines for installation. If a landowner installs a mailbox support to Township guidelines, any damage to the support from Township maintenance activities will be repaired or replaced at no expense to the landowner.
11. Prior to beginning any excavation work, Minnesota Law requires the applicant or their contractor to contact "Gopher State One-Call" for locations of underground utilities. They can be reached at 800-252-1166.
12. Whenever work on the traveled portion of the roadway or shoulder is necessary, proper traffic control devices shall be furnished by the applicant and shall be in accordance with the most current edition of the Minnesota Manual on Uniform Traffic Control Devices.
13. Please note that all equipment which may damage surfaced roadways is prohibited from use on the roadway. Any damage to the roadway surface due to loading, unloading or operating such equipment will be assessed to the applicant. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the road during construction of the driveway or installation of drainage facilities. Roadside must be cleaned up after work is completed. Please help us protect our highway surfaces.

*Thank you for your cooperation.*

### **Mailbox Placement & Maintenance Policy**

Mailboxes and mailbox supports are the property of the mail route patron and must be placed and maintained by the patron. The township does not issue permits for the placement of mailboxes within the road right-of-way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the township difficult and renders the boxes susceptible to damage as a result of such activity. It is the township's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off a snowplow or wing which destroys a mailbox. On occasion, however, the plow's wings will hit and damage them.

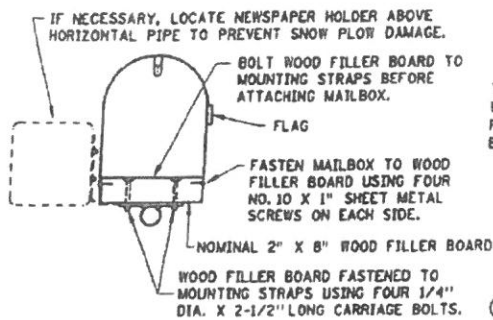
We believe most of the mailbox damage, which occurs during a typical winter, would be eliminated if postal patrons would install a mailbox that swings away when hit by snow or snowplow equipment. Attached is a steel post mailbox support diagram that is required. This mailbox configuration has been crash-tested and is acceptable in terms of nationally tested safety criteria. It is the **only** support approved by the township.

The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, the township's policy encourages the use of this recommended support.

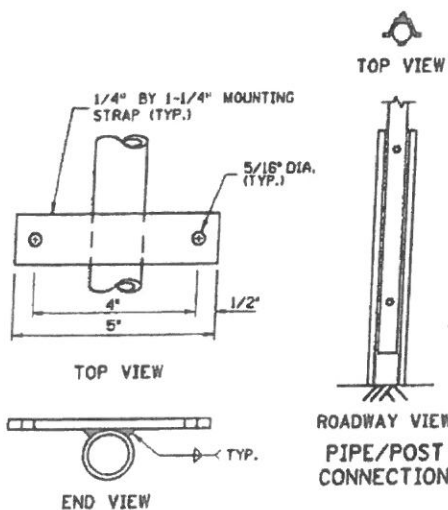
If a properly placed mailbox support conforming to the approved design is hit by snow or a plow wing and is damaged or destroyed, the township will repair or replace the support. Other mailbox support configurations, not conforming to the recommended mailbox support, are not eligible for repair or replacement by the township.

Kelly Beilke  
LaGrand Township Clerk

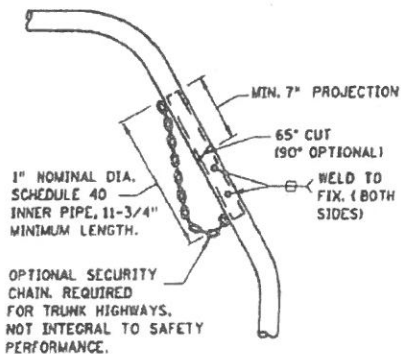
Adopted this 4<sup>th</sup> day of April, 2022



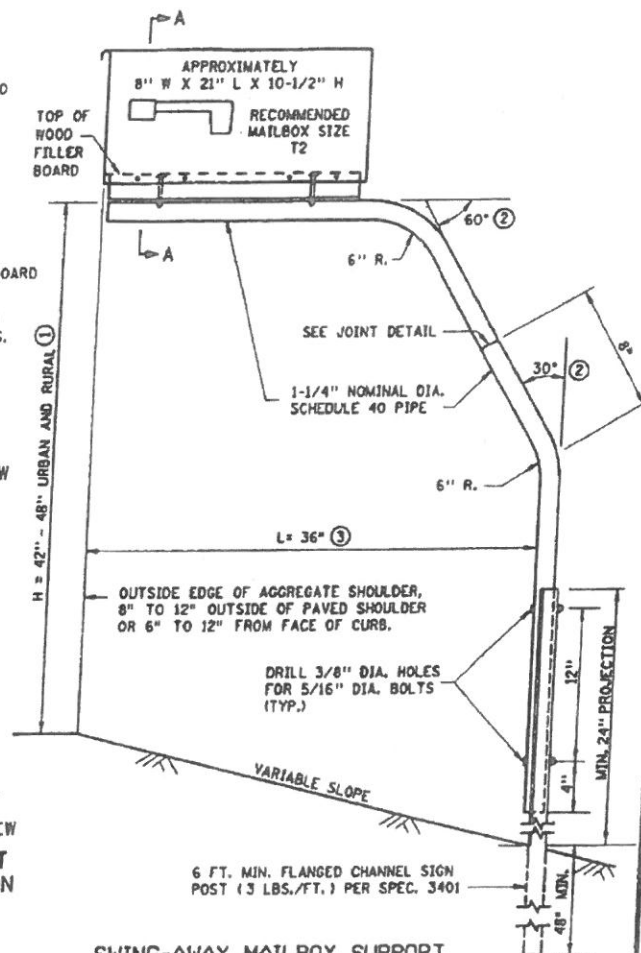
SECTION A-A



MOUNTING STRAP DETAIL



JOINT DETAIL



SWING-AWAY MAILBOX SUPPORT

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.

ALL FASTENERS SHALL CONFORM TO SPEC. 3391.

PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

② 45° BENDS MAY BE USED AS AN OPTION.

③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

*M. Rakus*

STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT  
SWING-AWAY TYPE

SPECIFICATION  
REFERENCE

3362  
3391  
3392  
3401

STANDARD  
PLATE  
NO.

9350A

**LaGrand Township**

P.O. Box 762, Alexandria, MN 56308  
Phone: 320/763-7482 fax: 320/335-2366

Application # \_\_\_\_\_

Date Application Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Collected \$ \_\_\_\_\_

(for office use only)

**APPLICATION FOR DRIVEWAY PERMIT**

Instructions: Print application, sign and mail to the township office.

***A \$100 fee payable to LaGrand Township shall accompany the application.***

Attach a sketch of the property, present and proposed driveways in relation to the township road, such sketches shall be drawn to scale when required by the Maintenance Supervisor.

Name of  
Property Owner \_\_\_\_\_ Address \_\_\_\_\_ Ph: \_\_\_\_\_

Name of  
Contractor \_\_\_\_\_ Address \_\_\_\_\_ Ph: \_\_\_\_\_

Location of proposed driveway \_\_\_\_\_ Parcel No.: 27- \_\_\_\_\_ - \_\_\_\_\_

Physical address (or directions if no address) of proposed driveway \_\_\_\_\_

Purpose of driveway: \_\_\_\_\_ Residence \_\_\_\_\_ Commercial \_\_\_\_\_

Is a building to be constructed: \_\_\_\_\_ Yes \_\_\_\_\_ No What kind: \_\_\_\_\_

No. of present driveways to property: \_\_\_\_\_ Distance of proposed driveway to property line: \_\_\_\_\_

Distance of proposed driveway to nearest existing driveway: \_\_\_\_\_

Date proposed driveway will be needed: \_\_\_\_\_

Comments: \_\_\_\_\_

I, We, the undersigned, herewith make application for permission to construct the driveway at the above location, said driveway to be constructed to conform to township and county standards and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the township. It is further agreed that no work in connection with this application will be started until the application is approved by the township maintenance supervisor. It is understood that this permit is conditioned upon replacement or restoration of the township road to its original or to a satisfactory condition if needed.

Dated: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

***Complete and sign application, then mail to the address stated above***

\*\*\*\*\* Do Not Write Below This Line, For Township Use Only \*\*\*\*\*

Fee paid by: \_\_\_\_\_ Name \_\_\_\_\_ Check Number \_\_\_\_\_

Approved By Township Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Special provisions: \_\_\_\_\_

**Installation**

Applicant reported work is finished as of \_\_\_\_\_

Final Inspection Approved by \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

LAGRAND TOWNSHIP  
DOUGLAS COUNTY  
STATE OF MINNESOTA

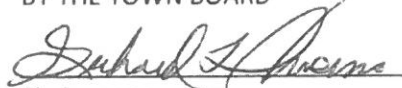
**RESOLUTION #11-2016 GOVERNING PRIVATE AND PUBLIC DRIVEWAY ROAD APPROACHES TO  
LAGRAND TOWNSHIP ROADS.**

**WHEREAS**, The LaGrand Township Board of Supervisors, pursuant to authority granted under Minnesota Statutes, Chapters 160, 164, and 462, enacts the following rules and regulations for the purpose of protecting the health, safety and welfare of the citizens in LaGrand Township by governing and providing standards for private and public driveway entrances which enter onto LaGrand Township's public road system. This resolution puts forth those standards for driveway approaches with the public safety and welfare in mind.

**NOW, THEREFORE, BE IT RESOLVED**, by the LaGrand Township Board of Supervisors that all driveways meeting a township road must meet the following requirements set forth in the Policy Governing Private and Public Driveway Road Approaches to LaGrand Township Roads.

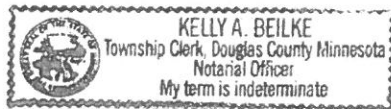
Adopted this 18<sup>th</sup> of July, 2016

BY THE TOWN BOARD

  
Chairperson

Attest:

  
Clerk





**LAGRAND TOWNSHIP  
DOUGLAS COUNTY  
STATE OF MINNESOTA**

**POLICY GOVERNING PRIVATE AND PUBLIC DRIVEWAY ROAD APPROACHES TO LAGRANT TOWNSHIP  
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All driveway approaches in LaGrand Township must meet the following requirements:

**DESIGN**

The following standards shall apply when considering a driveway entrance onto an existing Township Road:

A driveway shall intersect the Township road at a right angle. Width and spacing of residential and commercial driveways shall conform to current Township Engineering Standards (see Appendix A).

**CONSTRUCTION AND MAINTENANCE OF DRIVEWAYS**

The following rules will apply to construction and maintenance of driveway entrances onto an existing Township road.

All work done on Township road right-of-way is subject to approval by the Township Maintenance Supervisor or Township representative. All culverts shall conform to standards specified in the current Township Engineering Standards.

No driveway entrance shall cross a wetland unless a wetland permit has been obtained in advance from the Douglas County Soil & Water Conservation District.

Proper and adequate drainage facilities shall be provided as required by the Township. Modifications to the present ditch system may not be done without prior Township approval. Approved culverts shall be furnished and paid for by the applicant. Applicant shall also be responsible for arranging the delivery of the culvert. No obstructions which would be likely to create a traffic or safety hazard shall be constructed or planted in the Township right-of-way without prior approval of the Township maintenance supervisor or its representative. Obstructions include but are not limited to the following: retaining structures, posts, trees, shrubs and any other such items. Property owners are hereby notified that the Township may remove any such obstruction at any time, without prior notice and that the Township may assess all costs related to removal against the affected property, as well as pursue any other legal remedies available against the offending property owner.

The driveway must be constructed with, at a minimum, four to six inches (4-6 inches) of class 5 aggregate or approved equal. (i.e. pavement, concrete driveway, etc.) Must install a culvert of not less than 12 inches in diameter and be of galvanized steel. Culvert must be installed so that the bottom of

the culvert is a grade level or slightly lower. In the event that a temporary driveway is used for access to the property, the Township may require additional aggregate or material be used to reinforce the driveway at its intersection with a public road if the Township determines that use of the temporary driveway as constructed is causing damage to the roadway.

No foreign material such as dirt, gravel, clumps of clay, mud, sand, soil washings, building materials or bituminous materials shall be left or deposited on the Township road during construction of driveway or installation of drainage facilities. Failure to clean up such dirt or debris or any damage to the roadway or portions of the right-of-way due to driveway related construction, may result in the Township pursuing other legal remedies available against the offending property owner.

#### **REQUIREMENTS**

A driveway entrance approval shall be required prior to the construction, relocation or alteration of any driveway or culvert within a presently existing Township road easement or right-of-way, including those right-of-ways that have been dedicated but not yet formally accepted by LaGrand Township.

The following activities are exempt from the requirement of approval of a Township driveway: regular maintenance of an existing driveway (including grading, paving or other minor repairs not affecting drainage or the aggregate base), driveway construction or relocation of a driveway within a county, state or federal right-of-way or connecting with a private road.

#### **INSPECTION PRIOR TO CONSTRUCTION**

Call LaGrand Township for driveway entrance location to be inspected to determine culvert requirements.

If the driveway location is satisfactory and no culvert is required Township maintenance supervisor or representative will call and let you know.

When work on driveway approach is commenced, traffic on the Township road must be protected, and flags and/or proper barricades must be placed in accordance with the most current edition of the standards used in the Minnesota Manual of Uniform Traffic Control Devices, which is on file at the LaGrand Township Maintenance Office.

#### **FINAL INSPECTION**

Upon completion of the driveway approach and/or culvert installation, including turf restoration, (or at a more appropriate time as determined by the Township) the approach shall receive a final inspection by the Township.

The time of final inspection may be delayed for a reasonable period of time if the Township determines that it is likely that heavy construction activity is likely to occur immediately after driveway construction, which could materially affect the driveway or damage Township roads.

If construction of the driveway approach does not pass final inspection, the Township shall notify the landowner of the deficiencies and require that they be addressed within a specified time period, in accordance with Enforcement of this policy.

## **ENFORCEMENT OF POLICY**

### **TOWNBOARD**

The Town Board, Township Maintenance Supervisor, or designee (i.e. Township Road Authority, or duly authorized representatives) shall enforce this policy.

### **ENFORCEMENT**

The duly authorized representative shall institute appropriate action for any violations of this policy at the direction of the Board and through the Township Attorney as deemed necessary.

### **VIOLATION NOTICE**

Whenever the Town Board or the Board's designee (i.e. Township Road Authority, or duly authorized representatives) determines that a violation has occurred or exists on property within the Township, the owner or occupant of such property shall be notified first by call, then written. The notice shall be served in person or by certified or registered mail. If the property is not occupied and ownership of the property cannot be ascertained, or in the event that personal service cannot be made, or certified or registered mail is returned, notice is deemed served when posted on property or deposited in the U.S. Mail.

Any previous Township policy regulation the construction, relocation or alteration of any driveway is hereby repealed.

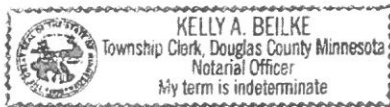
### **EFFECTIVE DATE**

This policy, its rules and regulations shall take effect and be in full force immediately following its adoption by LaGrand Township Board of Supervisors.

**ADOPTED** this 18<sup>th</sup> day of July, 2016 by the Town Board of Supervisors of LaGrand Township.

  
Gerhard Thoennes, Chairperson

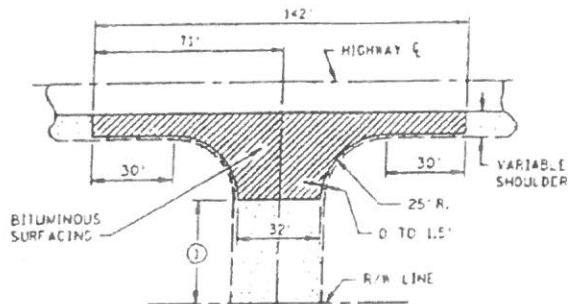
  
Kelly A. Beilke, Town Clerk



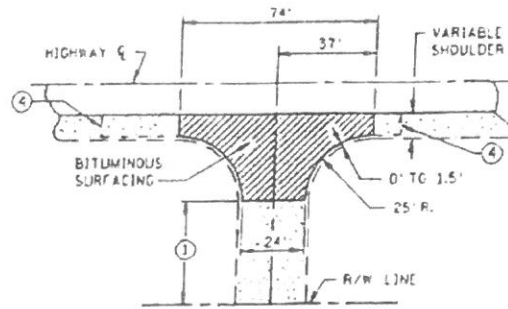


## Appendix A

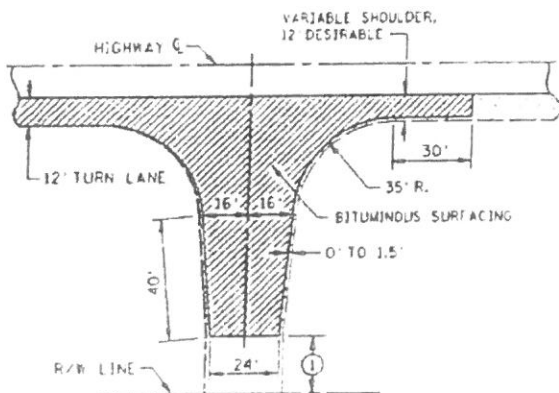
### LaGrand Township Engineering Standards Driveways and Approaches



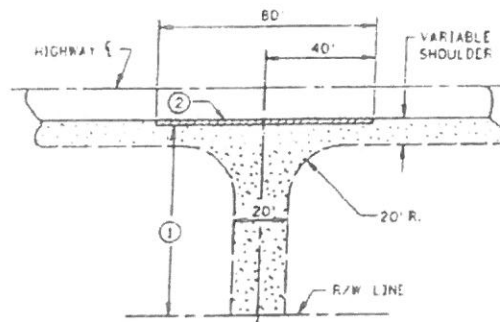
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

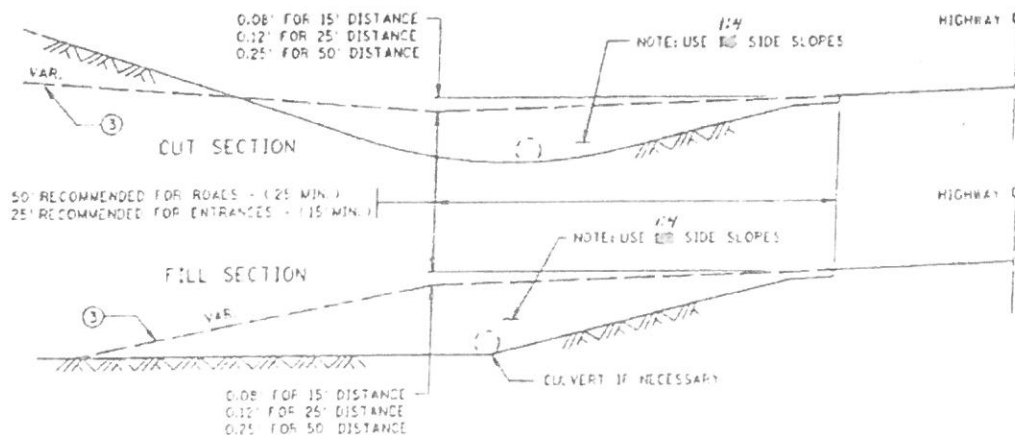


LOW VOLUME ROAD



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 NOVEMBER 1, 2000

*Robert W. Lindes*  
STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

# APPROACHES AND ENTRANCES RECOMMENDED STANDARDS

SPECIFICATION  
REFERENCE

REVISED  
5-15-2001 A.P.J.

STANDARD  
PLATE  
NO.

90000