

City of North Branch

Driveway/Road Access Permit Process



PERMIT PROCEDURES AND SPECIFICATIONS DRIVEWAY/CURB CUT ACCESS ON CITY STREETS

1. Any driveway within City Right of Way requires written permission from the City of North Branch. Any driveway within County or State right-of-way requires approval from each respective road authority. This includes any change in use or alteration to an existing access. **No work under this application is to be started until application is approved and the permit is issued.**
2. **The City of North Branch access permit is not a wetland drain or fill permit. Any wetland impacts must be permitted through Chisago County Environmental Services and/or the U.S. Corps of Engineers. Jeff Fertig (651) 213-8378.**
3. The permit form must be fully completed and returned to the City of North Branch. **Each application shall include a copy of the parcel layout or sketch of property. It shall show the exact location of the proposed access, with dimensions, along with any existing access and any other pertinent information.**
4. **All work is to be completed and accepted by the City of North Branch within 12 months of the date on the signed permit.** Accesses not meeting specifications will be notified by mail requesting the required work to be completed within a 30 day period. After 30 days, City Forces will complete required work, and bill accrued expenses to the applicant.
5. Applicant shall install the supplied lath with flagging, at the exact location desired for the center of proposed access. Applicant will then notify the **City of North Branch** that the proposed access is ready for the first inspection. The location will be inspected for safety, sight distance, proximity to other accesses and drainage requirements. Please allow 7-14 working days for this inspection to take place. The applicant will be notified, VIA U.S. Mail of approval and any special requirements.
6. Prior to beginning any excavation work, Minnesota Statutes requires that you or your contractor contact "Gopher State One Call" for locations of buried utilities. Call 612-454-0002 or 1-800-252-1166.
7. The applicant shall provide and install the necessary culvert pipe and aprons for the access to be constructed or reconstructed. All culverts will be a minimum of a 15" HDPE or galvanized material and have a metal apron on both ends of the culvert. If two sections of culvert pipe are needed, a metal pipe band must be used to connect the sections together. Culverts will be placed in the ditch bottom
8. Access driving lanes must be 18 - 32 feet wide. At least 2 inches of class 5 gravel must be placed over the driving lane. The driving lane must have a negative grade from the city roadway. (No washing is allowed onto the city roadway.) **This new entrance must come onto the City Street at a 90 degree angle from shoulder of roadway going 60 ft into property from centerline of road to ensure safety.** This access permit is only for 60 feet starting at the centerline of the road, any other permits need to be obtained from the proper authority.

9. Inslopes must be at a 4:1 grade or flatter. (1 foot vertical drop for every 4 feet horizontally.) Inslopes must extend from the edge of the driving lane to the end of the apron. All inslopes must be topsoiled, seeded and mulched or sodded. Turf needs to be established before final approval is granted. **Landscape timbers, boulders, retaining wall bricks, rip rap etc. are not allowed on inslopes or in the city right-of-way.**
10. Placement of the mailbox support is the responsibility of applicant. Contact your local postal carrier to determine which side of roadway and the height of support. (Call “Gopher State One Call” before driving support post in the ground.)
11. Whenever work on the traveled portion of the roadway is necessary, proper Traffic Control Devices and Procedures must be used. All traffic control devices, barricades, flashers, etc, shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices, including the current edition of Temporary Traffic Control Zone Layout Field Manual. (Or subsequent editions if appropriate). Mn/DOT, Traffic Engineering Website at: <http://www.dot.state.mn.us/trafficeng/>.
12. **Please note that all equipment which may damage surfaced roadway 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. Protect our roadway surfaces.**
13. Follow Specifications and Procedures carefully. Applicant will be assessed \$50.00 for each additional inspection due to applicant’s failure to meet access specifications and procedures.
14. Roadside must be cleaned up after work is completed.





CITY OF NORTH BRANCH DRIVEWAY/ACCESS PERMIT APPLICATION

Attach a sketch of the property, present and proposed construction and relation to the city street.

| | | |
|--|--------|------------------|
| Applicant Name (please print): | | |
| Email: | Phone: | Alternate Phone: |
| Applicant Address: | City: | State: Zip: |
| Owners Name (if different than applicant): | | |
| Email: | Phone: | Alternate Phone: |
| Address: | City: | State: Zip: |

| | |
|--------------------------------|---|
| Location of Project (address): | Legal Description: PID#: _____ Lot: _____ Block: _____ Tract: _____ |
|--------------------------------|---|

| | | |
|--|--------------------------|---|
| Purpose of Access: ___ Driveway ___ Commercial ___ Field Entrance | Proposed Driveway Width: | Purpose Surface Type: ___ Bituminous ___ Concrete ___ Gravel/Class V |
|--|--------------------------|---|

| | | |
|---|--------------|----------------------------|
| Number of present accesses to property: | Date Needed: | Estimated Completion Date: |
|---|--------------|----------------------------|

Give exact location of proposed driveway to property

Give exact location of present driveway to property

I, we, the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform with the regulations of the City of North Branch and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of North Branch. 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 highway to its original or to satisfactory condition. This permit is non-transferable. **Note: All work should be completed within 90 days but due to weather 1 year is given. You must call for final inspection, so the Public Works Director can approve final inspection within 12 months.**

| | | |
|---------------------------|------------------|------------|
| Applicant Signature _____ | Print name _____ | Date _____ |
|---------------------------|------------------|------------|

OFFICE USE ONLY
City Driveway/Access Permit Authorization
Performance Requirement

If the work is not completed by the date given on this application, the cost of completing unfinished construction by City forces will be billed to applicant. In the event that construction has not started by this date, this permit becomes null and void.

Special Provisions:

Permission is hereby granted for the construction of the driveway as described in this application, said driveway to be constructed in accordance with the regulations of the City of North Branch and subject to the above requirements and special provisions.

All work to be completed by _____ Culvert _____ with Aprons _____

Copies: ___ Applicant ___ Public Works Director ___ Building Official ___ City Engineer

Proposed Location Approved by: _____ Date: _____

Completed Access Approved By: _____ Date: _____

PERMIT #: _____ **PARCEL ID:** _____