

## When is it best to contact us?

Local government officials and developers should contact MnDOT immediately when they become aware of conditions that may involve changes to access abutting a state highway or interstate.

They include:

**Changes in** land use, zoning, or changes in traffic patterns of an existing entrance

**Subdivision** of parcel by plat, registered land survey, or metes and bounds

**Building/conditional use permits** potentially affecting type and use of existing entrances to property

### Site or concept plans

detailing existing and proposed roads, right-of-way lines, easements, controlled access, and lot dimensions

**Preliminary plats** containing existing and proposed roads, lots, dimensions, outlets, monuments, wetlands, bodies of water elevations, easements, etc.



**Final plats** showing consistency with preliminary plat approval

**Local initiatives** to stay connected with District 3

### Please keep us updated on local planning initiatives in your community that may impact:

- Local comprehensive plans and zoning ordinance updates
- Zoning changes
- Corridor plans
- Access management plans
- Local transportation plans and studies
- Environmental reviews

## What's needed from you

### Preliminary and final plats or drawings must be to scale and include:

- Date, title, scale, and north arrow
- Legal description, monuments, and bearings
- Dimensions of all boundaries and lots
- Locations of ingress and egress
- MnDOT right of way, including dimensions from the centerline of the highway to the right of way line at one or more locations
- Land tie(s) to section corner(s)
- Contours, existing drainage, and drainage plans
- Land use designation or zoning category
- A vicinity map with information on surrounding land uses and the local road network should be provided along with any plat, survey, or other subdivision documents. At a minimum, this should include the surrounding quarter mile. For larger developments, that area shown should be increased.

### Preliminary and final site plans should be drawn to scale and illustrate:

- Date, title, scale, and north arrow
- Lot dimensions
- The location of MnDOT right of way, including dimensions from the centerline of the highway to the MnDOT right of way line
- Location and dimension of existing and proposed buildings and features
- Location and dimensions of existing and proposed streets, roads, and highways, on or adjacent to the site
- Existing and proposed ingress and egress to the site
- Circulation and parking plans for the site



## What's legally required?

**Plat Subdivision Review** (*Minnesota Statute Chapter 505.03 Subdivision 2*) requires local units of government to submit any preliminary plat abutting a state highway to MnDOT for review and written comments before granting approval. Cities and counties are required to submit preliminary plats for review at least 30 days prior to the local governing body taking final action. MnDOT review is required even when the plat does not propose direct highway access.

**MnDOT has 30 days to submit written comments and recommendations** to the local governing body after a complete preliminary plat is received. Local governments are authorized to act on the plat after receiving comments from MnDOT or when the 30-day period has elapsed.



Once a preliminary plat is approved, state law requires that the final plat also be approved if it's consistent with the preliminary approval. That's why questions surrounding access should be addressed before the preliminary plat is approved.

**A MnDOT Entrance Permit** is required to create or modify access to a state highway.

Existing driveways are not automatically perpetuated when there is a change in land use or a major change in the traffic pattern at the existing entrance.

Minnesota Statute 160-18 requires a permit whenever there is a change in property use or significant changes in the traffic patterns. Such changes may warrant modification or elimination of access to the property.

Changes to access or land use abutting the state highway are referred to district staff for review. The MnDOT District 3 Entrance Committee of engineers and planners, exists to review entrance permits, plats, and development proposals impacting the state highway system. The group meets bi-weekly during the construction season and monthly the rest of the year. Notification of the district's response is made after the review process is complete.



## A guide to simplify

This guide is designed to assist local officials, planning personnel and commissioners, developers, and property owners in understanding the process and requirements for involving MnDOT District 3 in the review of local plats and development proposals. It applies to all plats, development proposals, or entrance requests that impact access or abut property to an interstate or state highway.

## Why is it necessary to contact us?

Too many driveways, intersections, and closely spaced traffic signals along major roads create concerns for safety:

- Crashes increase as vehicles cross and turn along the road in an uncoordinated manner
- Stop and go traffic conditions frustrate commuters and local residents
- Adjacent businesses suffer when customers have trouble turning into their sites
- Businesses are affected when freight and delivery trucks are stuck in traffic
- Pedestrians can't find a safe spot to cross the road
- Overall, community livability suffers



## District 3 Contacts

For information on preliminary and final plat reviews, contact the MnDOT Planning Office:

**3A** **3B** 218-828-5780 or 218-828-5700

For more information on entrance permits, contact the MnDOT Road Regulations Office:

**3A** Brainerd: 218-828-5778

**3B** St. Cloud: 320-223-6522



Central Minnesota  
District 3



# A guide to simplify the Local Plan & Development Process

