

INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR ACCESS (DRIVEWAY) PERMIT TP-1721

Note: An incomplete application will delay processing.

Print (in ink), type the application, or fill out online and print the form at:

www.dot.state.mn.us/utility/forms/index.html

- Be sure to sign it at the bottom. Submit the original form only.
- *COPIES AND FAXES ARE UNACCEPTABLE AND WILL BE RETURNED TO YOU.*

Complete each item on the application. Be specific. If any item does not apply, print "N.A." in the blank.

Legal descriptions must be completed before an application can be processed:

- The legal description of the property may be obtained from your deed to the property or tax statement.
- Long legal descriptions should be attached to the application on separate sheets of paper.

Include plans or drawings with your applications as follows:

- Use 8 -1/2" x 11" or 11" x 17" paper.
- For a private, single-family dwelling or field access, include one (1) drawing showing the location of the proposed access in relation to your property lines and proposed buildings, adjacent roads, and landmarks. Show all dimensions, and if possible, draw to scale.
- For a commercial, industrial, or multiple dwelling access, include one (1) copy of the site/plot plan, and grading and drainage plan. Show parcel layout, proposed lots, dimensions, directions, building locations and sizes, parking plans, internal circulation plans, street layouts, etc. Show all dimensions, drawn to scale.

After the application has been completed, signed (if shared access, both property owners must sign application) and dated, mail the application (both sides of form) with the required plans to the correct District office. Contacts and addresses can be found at: www.dot.state.mn.us/utility/files/pdf/contacts/permits-contacts.pdf

After your application is received Mn/DOT will research all access options, local conditions, do a field review, ensure compliance with local government plans, and discuss internally with engineering staff. Request could be approved, approved with conditions, or denied.

In some cases you may be asked to place a stake at the center of the proposed location of the access with a white cloth tied to the stake to aid in locating the site. It would be helpful to write the name of the applicant on the stake for ease in identifying the property.

After the Access Permit has been approved

If approved a permit will be issued that includes all construction requirements with drawings.

Read and observe these instructions during construction operations. The owner shall construct and maintain the access at their own expense. The owner is responsible for the entire construction and costs of the entrance; including proper traffic control, culvert and aprons, turf establishment, etc. Work cannot be started until all permit and deposit requirements are met and you have received the approved permit.

Security Deposit

A security deposit is required for permits that authorize work in state right of way to ensure that work is completed to Mn/DOT's satisfaction. The actual amount required will depend on the specific situation.

The District Permit Section will determine the amount and type of deposit to be submitted, (if applicable), payable to the Minnesota Commissioner of Transportation. Minnesota rules require that deposits be submitted in the form of a certified check, cashier's check, or surety bond payable to the Minnesota Commissioner of Transportation. Deposits must be irrevocable and cannot expire. *A permit will not be issued until the deposit is received.*

After construction is completed

You must notify the Permit office. If the construction of access is satisfactory, the deposit will be returned to the applicant. The approved permit application is a legal document and should be retained with other valuable papers.

**MINNESOTA DEPARTMENT OF TRANSPORTATION
APPLICATION FOR ACCESS DRIVEWAY PERMIT**



Document Management System # _____
 District _____ Permit # _____
 C.S. _____ T.H. _____
 R.P. _____
(DO NOT COMPLETE THIS SECTION. FOR OFFICE USE ONLY.)

ATTACH A SKETCH OF THE PROPOSED WORK AND RELATION TO TRUNK HIGHWAY. SUCH SKETCH SHALL BE DRAWN TO SCALE WHEN REQUIRED BY THE ENGINEER. PRINT OR TYPE APPLICATION. SIGN IN SPACE PROVIDED. SUBMIT TO LOCAL OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.

APPLICANT	TELEPHONE	ADDRESS (Street, City, State, Zip)	
PROPERTY OWNER	TELEPHONE	ADDRESS (Street, City, State, Zip)	
LOCATION OF PROPOSED WORK (City/Township)	(County)	(Distance)	(N-S-E-W) SPECIFIC ROAD INTERSECTION OR LANDMARK
Highway _____ in _____ Miles _____ of _____			
PURPOSE OF DRIVEWAY <input type="checkbox"/> Temporary <input type="checkbox"/> Field Entrance <input type="checkbox"/> Residential <input type="checkbox"/> Proposed Public Street <input type="checkbox"/> Commercial (Specify Type) _____		REQUESTED ENTRANCE WIDTH _____ Feet	PROPERTY IS IN <input type="checkbox"/> Platted Area <input type="checkbox"/> Unplatted Area
IS A BUILDING TO BE CONSTRUCTED <input type="checkbox"/> No <input type="checkbox"/> Yes (Specify Type) _____		WILL BUILDING BE <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	NUMBER OF PRESENT DRIVEWAYS TO PROPERTY _____
EXACT LOCATION OF PRESENT DRIVEWAYS		EXACT LOCATION OF PROPOSED DRIVEWAY	
LEGAL DESCRIPTION OF PROPERTY	WORK TO START ON OR AFTER (Date)	WORK TO BE COMPLETED BY (Date)	

I, We, the undersigned, herewith accept the terms and conditions of the permit requirements of the Commissioner of Transportation and agree to fully comply therewith to the satisfaction of the Minnesota Department of Transportation. It is agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is further understood that this permit is issued subject to the approval of local city, village or borough authorities having joint supervision over said street or highway and subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.

Furthermore, except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the State, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing usage, constructing, reconstructing, maintaining and using of said access driveway under this application and permit for construction.

Name and Title _____ (Print or Type) Email address _____

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER	AUTHORIZATION OF PERMIT	SEE REVERSE SIDE FOR PERTINENT REGULATIONS AND LIMITATIONS
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It is expressly understood that this permit is conditioned upon replacement or restoration of the trunk highway to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the regulations of the Commissioner of Transportation covering such operations, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with special provisions as hereby stated:

SEE ATTACHED SPECIAL PROVISIONS

Date All Work To Be Completed By _____	Authorized Mn/DOT Signature _____	Date of Authorized Signature _____
DISTRIBUTION Original to Area Maintenance Engineer Applicant Subarea Supervisor Roadway Regulations Supervisor	DEPOSIT REQUIREMENTS <input type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ Deposit to be returned upon satisfactory completion of all work.	DEPOSIT TYPE Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
DATE WORK COMPLETED _____ <i>(The date when the work is completed must be reported to the local Mn/DOT Roadway Regulations Supervisor.)</i>		

GENERAL INFORMATION

To minimize site plan changes, a plat review shall be approved by the Minnesota Department of Transportation in accordance with Chapter 505 of the Minnesota Statutes and Minnesota Rule 8810 prior to the issuance of any access permit. By this means construction and maintenance plans for the portion of the trunk highway under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and/or lessee.

REQUIREMENTS

1. No work under this application is to be started until application is approved and the permit issued.
2. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
3. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. After driveway construction is completed the permittee shall notify the Area Maintenance Engineer or his authorized representative that the work has been completed and is ready for final inspection and approval by the Minnesota Department of Transportation.
6. No changes or alterations in entrances may be made at any time without written permission from the Minnesota Department of Transportation.
7. Driveway side slopes shall be constructed 6:1 (6' horizontal to 1' vertical) and shall be hand finished and seeded.
8. Driveways shall be so constructed as to slope down away from the shoulder line of the trunk highway according to the most recent MNDOT Standard Plate No. 9000. Approaches, of entering roadways, shall have a grade of 0.5% away from the MNDOT roadway for 50' (25' minimum). All other entrance approaches shall have a grade of 0.5% away from the MNDOT roadway for 25' (15' minimum).

Permission is hereby granted for the construction of the driveway as described in the above application, said driveway to be constructed in accordance with MINNESOTA RULES 8810.41 - 8810.56 and subject to the above requirements and the special provisions.

Certified Check or Bond may be required to insure proper restoration of highway surfaces and to cover payment for any damage to highways or State property. Additionally, any expense incurred by the Minnesota Department of Transportation above the posted deposit will be assessed against the applicant. In the event that the construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and deposit refunded.