

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR ACCESS
DRIVEWAY PERMIT TO OR ACROSS RAILBANK PROPERTY**
Complete the attached form in accordance with the following instructions:

Name of Applicant and Name of Property Owner – *this is usually one and the same person* – applications can be filled out by contractor, developer or others but must be signed by and come from the property owner.

Location of Proposed Driveway – general location info – also shows closest mile point (green numbered posts).

Purpose of Driveway – check proper square – be specific on commercial business type and intended use – Mn/DOT can request projected traffic types and volumes information from the applicant if needed – Mn/DOT can also require applicant to build turn and bypass lanes for new or existing entrances if projected volumes warrant it.

Important! An Entrance Permit must be applied for to Change the Use of an existing driveway (i.e.: vacant lot to house, residence to business, different type of commercial, etc.) – as per state statute “existing driveways are not automatically perpetuated in a Change in Use situation and an Entrance Permit must be applied for.”

Requested Driveway Width – maximum residential entrance width allowed is 24 feet – maximum commercial entrance width allowed is 32 feet with 35-foot radii – any variances from these maximums must be justified and Mn/DOT has final approval on widths.

Is Building to be Constructed? – check proper square, show type (frame, concrete, metal, etc.), type of use.

Number of Present Driveways to Property – list all entrances to this parcel and to adjacent land owned or used by applicant – include entrances on side roads or access available from other parcels – *every individual parcel is not automatically entitled to an entrance.*

Exact Location of Present Driveways – show distance from property lines, adjacent roads, landmarks, etc.

Exact Location of Proposed Driveway – show distance from property lines, adjacent roads, landmarks, etc. – ***mark exact location in field with stake with white flag on it so Mn/DOT can find it for required field review.***

Legal Description of Property – show exactly as appears on your deed – if lengthy submit description on separate sheet of paper. Legal original document proving existing access was allowed by previous rail road owner.

Work Dates – estimate schedule as close as possible – permits are not indefinite and could be revoked if construction is not completed in a timely manner and highway conditions have changed.

Date, Print Name, and Sign the Application! If this is a shared access both property owners must sign the permit application.

A Site Plan must accompany all applications – In order to process your permit application you need to submit either a hard copy set of plans or an electronic file. If you are sending a hard copy plan these plans cannot be any larger than 11 X 17, if you are sending an electronic set of plans it must be in a PDF file. If a set of plans is not submitted with this permit in one of the formats described above, the permit application will be returned to the applicant.

A site plan must accompany all applications – show parcel layout, proposed lots, dimensions, directions, building locations and sizes, parking plans, internal circulation plans, street layouts, etc.

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. If approved a permit will be issued that includes all construction specifications with drawings. You are 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. Plan ahead – processing time for permits is 3 to 4 weeks and can take longer if the proposed entrance could have significant traffic impacts, requires extra investigation or needs more coordination with local governments.

Deposit Requirements – A deposit will be required. The Area Maintenance Engineer will decide the amount of deposit after the field inspection, you will be notified of required deposit amount if permit is approved – permit will not be issued until deposit is received – deposits shall be in the form of a Certified Check, Cashier’s Check, or Bank Money Order (with no expiration date!) made payable to the “Commissioner of Transportation” (personal checks, business checks and lines of credit cannot be accepted). Deposits are returned upon satisfactory completion and acceptance of the entrance by Mn/DOT.

**MINNESOTA DEPARTMENT OF TRANSPORTATION
APPLICATION FOR ACCESS DRIVEWAY PERMIT
TO OR ACROSS RAILBANK PROPERTY**



Document Management System # _____
 District _____ Permit # _____
 C.S. _____ M.P. _____
 Engineering Stationing _____
(DO NOT COMPLETE THIS SECTION. FOR OFFICE USE ONLY.)

ATTACH A SKETCH OF THE PROPOSED WORK AND RELATION TO TRUNK HIGHWAY OR COUNTY ROAD. SUCH 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
C.R. or T.H. _____ 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 Rail Bank property condition 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

MINNESOTA DEPARTMENT OF TRANSPORTATION
 This permit issued pursuant to MN Statute 222.63 and MN Rules 8830.5850 & 8830.5860

Date All Work To Be Completed By _____	Authorized Mn/DOT Signature _____	Date of Authorized Signature _____
DISTRIBUTION State Rail Bank Program Manager 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 rail bank property 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 and away from the shoulder line of the trunk highway for a minimum distance of at least 15 feet with a fall of at least 6 inches.

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.
