**2023 Windemere Township New Driveway Requirements**

*Past practice in Windemere Township for the installation of driveways/access to township roads has been to apply Article V-B of the 2015 Windemere Township Zoning Ordinance, in conjunction with the minimum standards set out by the Pine County Public Works (Highway) Department for right-of-way access to public roads. In applying these rules to township roads, any reference to Pine County shall be read and applied as a Windemere Township requirement. Both sets of requirements are provided, below. The Windemere Township zoning administrator must visit the site and approve the proposed plan for installation of a driveway/access before work commences. The zoning administrator is Dennis Genereau, Jr. He can be reached by phone or text at 218-576-7654, or by email at* [*dennis.genereau@windemeretownship.com*](mailto:dennis.genereau@windemeretownship.com)*.*

*Neither set of requirements addresses culvert size. However, past practice has been to require a minimum 12 inch culvert for residential driveways and a minimum 15 inch culvert for commercial driveways. Owners can always use a larger diameter culvert, but cannot go smaller.*

Windemere Township culvert vendors:

Hinckley Trailer and Culvert Sales (218) 343-0948 or (218) 485-4166

**WINDEMERE TOWNSHIP 2015 ZONING ORDINANCE ARTICLE V-B: PRIVATE DRIVES**

Each lot on which a structure is to be erected, altered in its exterior dimensions, or moved, shall have frontage on and access to an improved public road, except as follows:

1. Such lots to be used for a seasonal or recreational cabin may have alternate means of access, which shall be either a private drive, easement of record, or by public water.
2. Such lots to be used for other single family residential structures may have permits issued for such use only after the lot owner has met the following criteria:
3. The lot owner shall provide to the Planning Commission and/or Zoning Administrator a copy of an easement of record across all lands between the lot in question and an improved public road, which easement shall be in perpetuity and transferable to the successors, heirs and assigns of the lot owner, and which easement shall provide to the lot owner the right of ingress and egress between the lot in question and an improved public road.
4. The lot owner shall agree to maintain a private access to the lot, within the easement, at his or her own expense, that allows the reasonable access of emergency vehicles.
5. For divisions of property containing more than two (2) parcels per forty not having frontage on, and access to, an improved public road, see Subdivision Regulations for the County of Pine.
6. Private drives must have a minimum side yard setback of five (5) feet, unless adjoining property owners have a deeded agreement to a mutual driveway.

**PINE COUNTY RIGHT-OF-WAY ACCESS REQUIREMENTS**

**PURPOSE**

The purpose of this policy is to provide guidelines for access/entrance onto Pine County right-of-way.

No access/entrance shall be constructed, removed, or altered in any manner without written authorization by Pine County. All access/entrance installations or alterations shall conform to requirements set forth by Pine County.

For the purpose of regulating right-of-way access or encroachment, Pine County has categorized an access/entrance as RESIDENTIAL or COMMERCIAL. Each categorized access/entrance has specific designs for their intended use.

The following design policies are the minimum requirements set forth for each categorized access/entrance. All access/entrance that require a drainage structure must be of CORRIGATED STEEL PIPE with aprons attached to each end. On improved or reconstructed roads, the culvert, aprons, and inslope grade shall meet the design of that road.

**RESIDENTIAL**

Access/entrance to a single dwelling or resident. The driving width of the access/entrance lanes shall be a minimum of twenty (20) feet with a 4:1 inslope (\*) grade or flatter. At least two (2) inches of class 5 gravel shall be placed on the driving lanes.

**COMMERCIAL**

Access/entrance to multi-dwelling or multi-resident, business, agriculture land, or access/entrance used by a commercial vehicle. The driving width of the access/entrance lanes shall be a minimum of twenty-four (24) feet with 4:1 inslope grade or flatter. At least four (4) inches of class 5 gravel shall be placed on driving lanes.

All access/entrance inslopes must be covered with topsoil that promote vegetative growth. Landscape timbers, boulders, retaining wall blocks, or riprap is not allowed on inslopes or on Pine County right-of-way.

*(\*****Inslope******means****that portion of the highway commencing at the edge of the shoulder and sloping to the ditch bottom.)*