

# Access/Entrance Application

For more information, see our website at: [www.windemeretownship.com](http://www.windemeretownship.com).

## PROCEDURE FOR ACCESS/ENTRANCE PERMIT

- Completed application form – *Submitted only via email to [roads@windemeretownship.com](mailto:roads@windemeretownship.com)*
- Application fee \$300 – *Check Only – Payable to “Windemere Township”*
- Escrow amount (varies, see Town Fee Schedule on website) – *Check Only – Payable to “Windemere Township”*
- Escrow agreement, see Attachment B
- Mark the proposed location of the driveway entrance with lath or flagging
- Windemere Township will review the permit application to determine a) if the access/entrance will be permitted and b) if a culvert is needed
- Applicant is responsible for installation of culvert, aprons, and mailbox support to conform to policies set forth by Windemere Township. Applicant is responsible to construct the access/entrance within 60 days of an approved permit
- Upon completion of installation of access/entrance, the applicant shall notify Windemere Township that access/entrance is ready for final inspection.

## PROPERTY OWNER INFORMATION

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			
Site Address	City	State	ZIP
PID	Township Road Name		

## CONTRACTOR INFORMATION

Name	Phone
Email Address	

## PROJECT INFORMATION

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Temporary Access
If temporary access, indicate period of time needed for temporary access (6-month max)		
Mailbox required?    Yes        No		

## AGREEMENT

I, we, the undersigned herewith make application for permission to construct the access/entrance at the above location, said entrance to be constructed to conform with all standards of the Windemere Township Road Maintenance Department included in the permit and any special provisions included in the permit. All work will be done to the satisfaction of Windemere Township Road Maintenance Department. Work outlined in this application will not be started until the application is approved and the permit is issued.

The undersigned certifies that they are familiar with application fees and other associated costs, and with the procedural requirements of the Access/Entrance Permit.

*Applicant Name	*Applicant Signature	*Date
*Applicant Name	*Applicant Signature	*Date

### -FOR OFFICE USE ONLY-

Date Received:	File #:
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## Windemere Township Road Maintenance Department Entrance/Access Permit Construction Requirements

1. Construction of driveway entrances in Windemere Township rights of way requires a permit from the Windemere Township Road Maintenance Department.
2. All driveway entrance construction work shall take place outside of the shoulder of the road. Where work on the road is necessary, appropriate traffic control signage shall be placed in accordance with the MnDOT Temporary Traffic Control Field Manual.
3. Driveway entrances shall be at right angles to the road for a minimum distance of 15 feet from the shoulder line.
4. Residential driveway entrances shall be constructed 20 feet wide. Commercial driveway entrances shall be constructed 24 feet wide.
5. The portion of the driveway entrance within 15 feet of the road shoulder shall be constructed to additional width to achieve a 15-foot turning radius between the highway shoulder and the edges of the driveway entrance.
6. The portion of the driveway entrance within 15 feet of the road shoulder shall drain away from the highway shoulder at a minimum slope of 2%, unless specifically approved otherwise.
7. The side slopes of the driveway shall be constructed to a slope of one foot vertical to four feet horizontal (1:4) or flatter. Three inches of topsoil shall be placed on all slope areas, with slope areas seeded with a roadside seed mixture and mulched with hay/straw.
8. Residential access/entrances shall have a minimum two-inch thickness of class 5 aggregate or bituminous surfacing. Commercial access/entrances shall have a minimum four-inch thickness of class 5 aggregate or bituminous. The driveway entrance surface shall match the adjacent highway shoulder elevation.
9. All access/entrance that require a drainage structure must be of corrugated metal pipe with aprons attached to each end, at a minimum, have a size of 12 inches in diameter, be at least 24 feet in length for residential and 28 feet in length for commercial, and shall extend at least 2 feet beyond the edges of the driveway. Used drainage structures are not accepted. On improved or reconstructed roads, the culvert, aprons, and inslope grade shall meet the design of that road.
10. A swing-away mailbox support must be installed (if needed). A MnDOT or township approved swing-away are the only supports allowed on the Township right-of-way. Mailboxes placed or replaced within a town road right-of-way shall comply with MN Rules Chapter 8818 regardless of the speed limit on the road.
11. Landscape timbers, boulders, retaining wall blocks, or riprap is not allowed on inslopes or in Windemere Township right-of-way.
12. If the access/entrance construction requires placement of fill in wetland areas, it is the applicant's responsibility to obtain applicable permits for wetland impacts.
13. Any damage to the roadway will be assessed to the applicant.

**Attachment B**  
**WINDEMERE TOWNSHIP**  
**ESCROW POLICIES AND PROCEDURES**

**The following items are to be read, and this statement signed before any application is accepted.**

It is the policy of the Windemere Town Board that events resulting from planning and zoning and development, to include any right-of-way work, in Windemere Township should not create costs to be borne by the taxpayers. The Town Board has adopted a fee schedule and requires an escrow deposit to cover consultant planning, engineering and legal fees related to each application.

The escrow monies are for, but not limited to, any fees that are incurred by the Towns attorney, planner, or engineer. Please note that the attorney, planner or engineer are not Windemere Township employees, they are contracted consultants. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment submitted to Windemere Township within 30 days of the billing date.

Any unreimbursed amounts constitute a service charge the Township will certify to the County Auditor for collection on the applicant's property as provided in Minn. Stat. § 366.012.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant.

By signing this, I agree to pay fees associated with my application and understand the above escrow policies and procedures.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name