



AKELEY TOWNSHIP DRIVEWAY / ENTRANCE PERMIT  
STATE OF MINNESOTA / COUNTY OF HUBBARD  
PERMIT NO. \_\_\_\_\_

**This form must be legible and completed in INK.**

Name(s): \_\_\_\_\_ DATE: \_\_\_\_\_

Owner's name(s) (if different from applicant) \_\_\_\_\_

Mailing address: \_\_\_\_\_

E911 property address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone \_\_\_\_\_ Email: \_\_\_\_\_

Tax parcel number(s) \_\_\_\_\_

Legal description: \_\_\_\_\_

SEC \_\_\_\_\_ TWP: \_\_\_\_\_ RGE: \_\_\_\_\_ Name Road Front Accessing: \_\_\_\_\_

Contractor name & number (write "self" if applicable): \_\_\_\_\_

Purpose of Driveway:  Residential  Commercial  Agricultural  Other \_\_\_\_\_

Project Type:  New Driveway  Widen Existing Driveway  Remove Driveway

Is building to be constructed:  No  Yes If yes, what kind? \_\_\_\_\_

Will the building be:  Temporary  Permanent

Is the Property:  Platted  Unplatted

Distance from center of highway to front of building or front of pump island is \_\_\_\_\_ feet.

Present Driveways to the Property # \_\_\_\_\_ Date Proposed Driveway Will Be Needed \_\_\_\_\_

Land is,  Higher  Lower  Level, with the highway. Culvert Size: \_\_\_\_\_:  Existing  Needed

**Applicant Statement**

I have read and fully understand the above instructions. I hereby make application driveway access at the above location, agreeing to do all such in accordance with all local, state, and federal regulations. In making this application, I hereby affirm that I am the fee title owner of the above-described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. By signing this application, I hereby certify that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed permit application. I hereby state and affirm that any and all applications, sketches, surveys, and all other attachments and documents submitted herewith are true and accurate. I understand that if any of the information provided by me in this application is later found or determined by the Township or County to be inaccurate, the Township or County may revoke the permit and/or any accompanying permit based upon the supplying of inaccurate information. I understand and agree that in making application for a permit, I am granting permission to the Township and Assessor, at reasonable times and in a reasonable manner, to enter the land and premises that are the subject of this application to determine compliance of the application with any applicable county, state, or federal laws, statutes, or ordinances. I certify and agree that I will comply with any and all conditions imposed in connection with the approval of the application. I understand that I may be required to submit additional property descriptions, property surveys, site plans, building plans or other information as deemed necessary by the Township for proper consideration of the request before the application is deemed complete or acted upon. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is condition upon replacement or restoration of the township road to its original or to satisfactory condition.

Signature of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_ Date: \_\_\_\_\_



**AKELEY TOWNSHIP DRIVEWAY / ENTRANCE PERMIT**  
**STATE OF MINNESOTA / COUNTY OF HUBBARD**  
PERMIT NO. \_\_\_\_\_

**GENERAL INFORMATION**

To minimize site plan changes, it is desirable that preliminary driveway layouts for proposed driveways at commercial sites be submitted by application to the township prior to making the permit application. By this means, construction and maintenance plans for the portion of the township under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and lessee.

Commercial and industrial driveways should generally be wide enough for two-way operation on two-way streets. The use of design vehicle templates to check the plan layout is recommended. The driveway dimensions listed in Tale 1 of the Regulations should generally be adequate, but variations in width of the buffer area, driveway angle, radii, and site characteristics suggest that careful attention be given to selecting the correct combination of dimensions for the specific site. Inadequate width is hazardous to vehicular traffic, and excessive width is hazardous to pedestrian traffic.

Generally, near left and near right corner driveways should be opposite each other. Where property comes on opposite sides of the street are located such that the corresponding corner driveways would not be located directly opposite each other (skewed intersections and/or varying R/W widths), the near right side property corner should be used for locating both driveways.

**REQUIREMENTS**

1. No work under this application is to be started until application is approved and the permit is issued
2. Where work on travelled roadway is necessary, traffic must be protected and flags, flares and proper barricades must be placed in accordance with the standards of Akeley Township and any other applicable state, local, federal standards.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is complete
5. After driveway construction is completed, the applicant shall notify the township that the work has been completed and is ready for final inspection and approval by Akeley Township.
6. No changes or alterations in entrances may be made at any time without written permission from the township.
7. Driveway fill slopes shall be constructed 6:1 (6' horizontal to 1' vertical) where existing road slopes are 4:1 or better and shall be hand finished and seeded.
8. Concrete or Pavement shall end at the right-of-way of the township road not the road edge.
9. Culvert shall be metal with a minimum of 15" w/apron on the end

**Application Checklist**

- Complete, signed application
- Authorized agent form (if applicant is not the owner)
- Site Plan (please attach)
  - You must include all structures and additions, well(s), septic system(s) existing and proposed. You must also include all dimension, including height, of the structures as well as all setbacks to property lines, lakes, rivers, streams, wetlands, roads, and any other pertinent setbacks.
- Building permit (if applicable)
- Payment for the application

**The applicant is responsible for securing any other local, state, or federal permits that may be required.**

*DISCLAIMER: FEE CHARGES ARE SUBJECT TO CHANGE UNDER THE DIRECTION OF THE AKELEY TOWNSHIP BOARD.*

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_ Date: \_\_\_\_\_



AKELEY TOWNSHIP DRIVEWAY / ENTRANCE PERMIT  
STATE OF MINNESOTA / COUNTY OF HUBBARD  
PERMIT NO. \_\_\_\_\_

**FEE SCHEDULE FOR DRIVEWAY ACCESS**

\$200.00 – Upon satisfactory completion you will be reimbursed \$100.00

\$300.00 After-The-Fact (AFT) Permit with no reimbursement

**ACCESS DRIVEWAY OR ENTERANCE PERMIT**

*(NOT VALID WITHOUOT SIGNATURE)*

Permission is hereby granted for the consideration of the driveway(s) as described in the above applications, said driveway to be constructed in Akeley Township.

All work to be completed by \_\_\_\_\_  
*(Date)*

In the event that the construction has not been completed within 6 months of this date, this permit becomes null and void.

Approved by: \_\_\_\_\_  
*(Supervisor)* *(Date)*

Attested by: \_\_\_\_\_  
*(Township Clerk)* *(Date)*

Application Fee Paid (Y/N) \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ MO \_\_\_\_\_

**DRIVEWAY ACCESS SATICFACTORY COMPLETION REFUND**

Date of Completion: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*(Supervisor)* *(Date)*

Attested by: \_\_\_\_\_  
*(Township Clerk)* *(Date)*

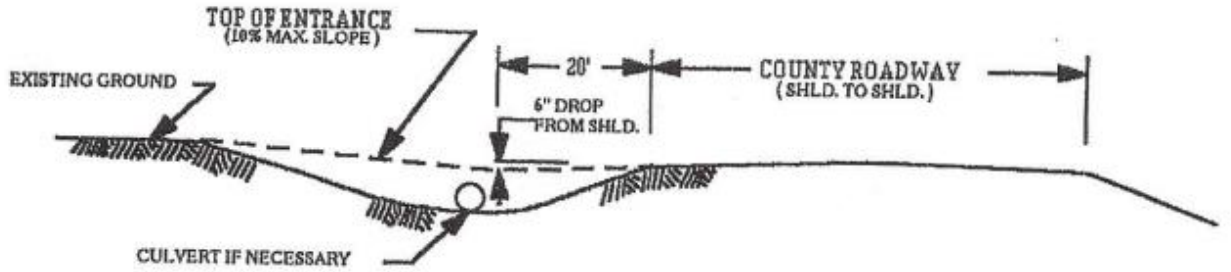
Date \$100.00 Refund Issued: \_\_\_\_\_ Check # \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Notified: \_\_\_\_\_ Date: \_\_\_\_\_

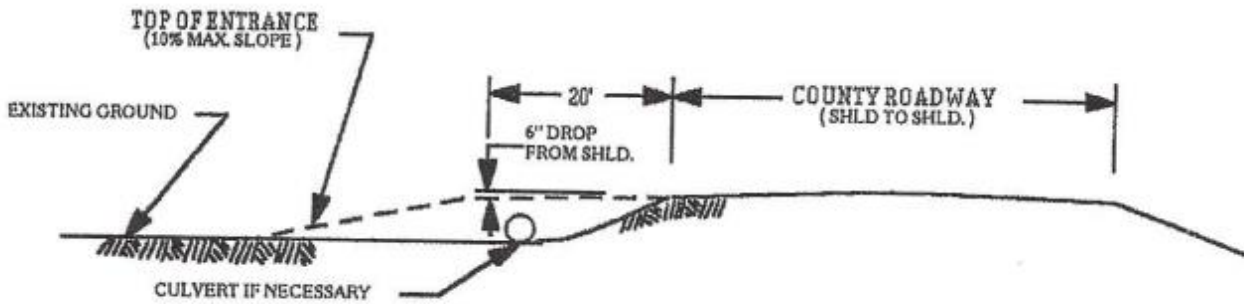


AKELEY TOWNSHIP DRIVEWAY / ENTRANCE PERMIT  
 STATE OF MINNESOTA / COUNTY OF HUBBARD  
 PERMIT NO. \_\_\_\_\_

**ENTRANCE CONSTRUCTION ACROSS COUNTY ROAD DITCH**

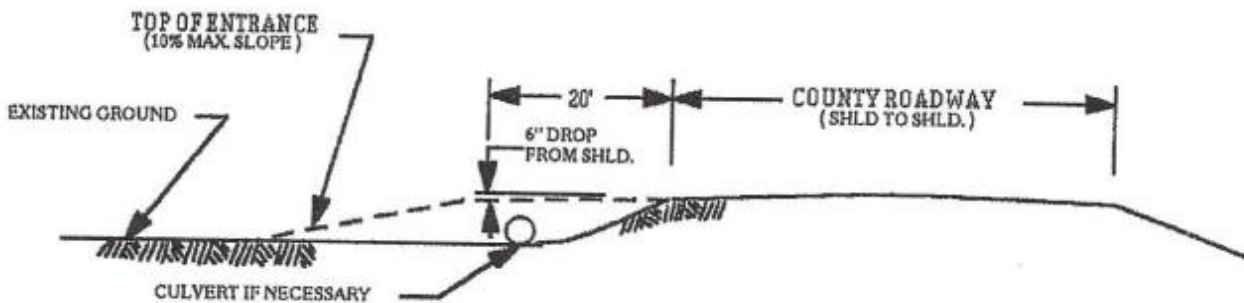


**ENTRANCE CONSTRUCTION ACROSS COUNTY ROAD WITHOUT DITCH**



**ENTRANCE DIMMENSIONS**

**NOTE: ENTRANCE JUNCTION, WITHIN 40ft COUNTY ROADS, MUST BE AT RIGHT ANGLE**

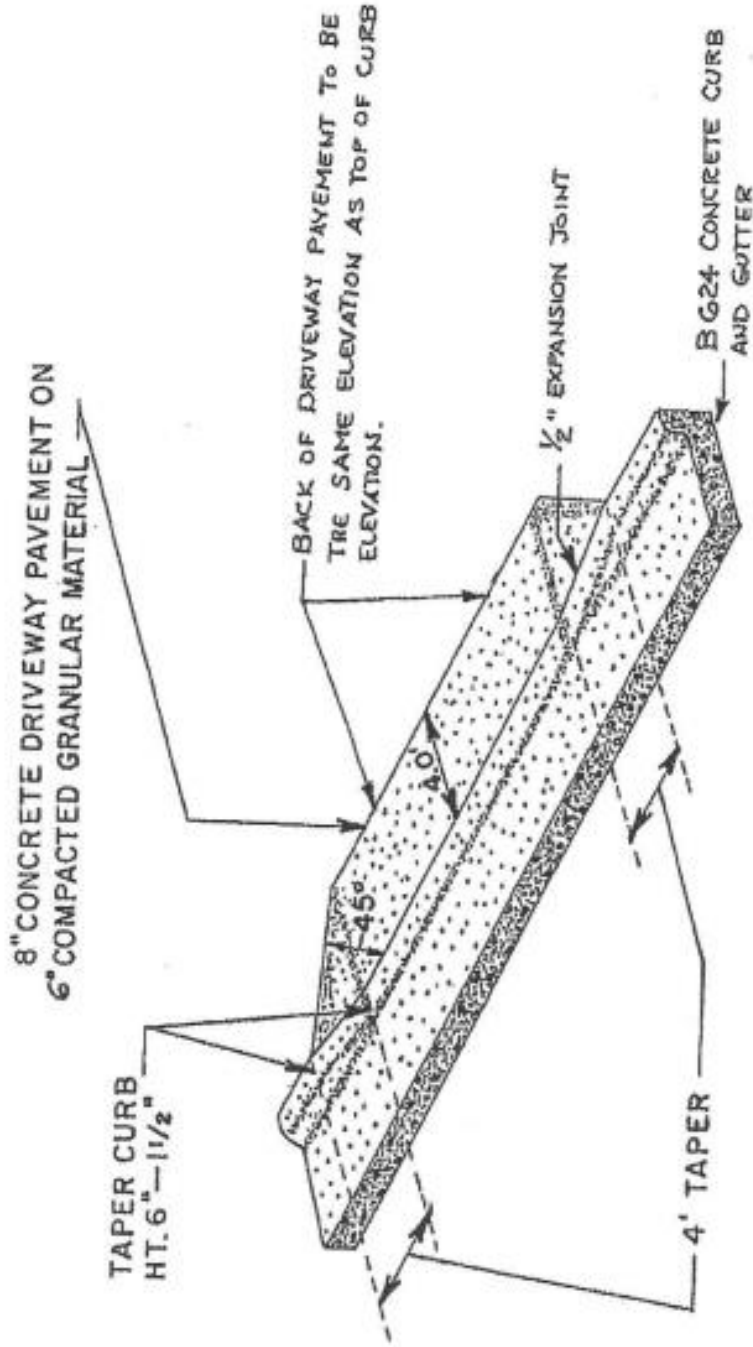


Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Notified: \_\_\_\_\_ Date: \_\_\_\_\_



AKELEY TOWNSHIP DRIVEWAY / ENTRANCE PERMIT  
 STATE OF MINNESOTA / COUNTY OF HUBBARD  
 PERMIT NO. \_\_\_\_\_

**TYPICAL DRIVEWAY SECTION**



Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Notified: \_\_\_\_\_ Date: \_\_\_\_\_