



# Pipestone County Highway Department

David J. Halbersma, P.E.  
Highway Engineer  
600 4th St. NW  
PO Box 276  
Pipestone, MN 56164

Phone: 507-825-6710  
Fax: 507-825-6712  
Email: david.halbersma@co.pipestone.mn.us

## DRIVEWAY ENTRANCE APPLICATION\*

\*Please read the attached Driveway Entrance Policy and Supplemental Specifications

APPLICATION TO (Please check one):

Install New Driveway  Widen Present Driveway  Remove Driveway

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

PURPOSE OF DRIVEWAY:  FIELD DRIVEWAY  RESIDENTIAL DRIVEWAY

NUMBER OF PRESENT DRIVEWAYS TO PROPERTY \_\_\_\_\_ WIDTH OF DRIVEWAY REQUESTED \_\_\_\_\_

LOCATION OF DRIVEWAY: \_\_\_\_\_  
(Co Road #) (Township) (Section) (1/4)

DESCRIPTION: \_\_\_\_\_

CONTRACTOR \_\_\_\_\_  
(\$250 Deposit Required) if done by anyone other than County Forces.

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Approval is hereby requested for the above driveway located along a Pipestone County maintained road. Construction of the driveway is subject to review by the County Highway Department and applicant agrees to abide by the County Driveway Policy and Supplemental Specifications.

\_\_\_\_\_  
(Name of Owner) BY: \_\_\_\_\_  
(Signature)

APPROVAL OF PIPESTONE COUNTY: \_\_\_\_\_  
(County Engineer/Maintenance Supervisor) Date

Culvert Needed:  YES  NO Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Aprons: \_\_\_\_\_ Bands: \_\_\_\_\_  
For Office Use Only

Deposit Received  YES  NO Deposit Returned Date \_\_\_\_\_ \$50.00 Permit Fee Charged  Yes  No

TOTAL CULVERT COST \$ \_\_\_\_\_  
TOTAL CONSTRUCTION COST \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

FINAL INSPECTION APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**RESOLUTION 59-08-08**  
Driveway Entrance Policy

Whereas, there are many requests for driveway construction (including widening of existing driveways) adjacent to County maintained highways, and

Whereas, the County Board has determined that a policy should be adopted regarding the construction of such driveways,

Now therefore, be it resolved that effective February 5<sup>th</sup>, 2008 the following policy be adopted superseding all previously adopted policies and/or resolutions.

Construction of driveways is subject to a permit from the County Highway Engineer according to the Engineer's specifications. Engineer's specifications shall include but not limited to the following guidelines;

- Driveway locations shall have adequate sight distance.
- Culvert size shall 18" diameter or larger providing adequate drainage.
- Driveway width shall have a minimum of a 20' top for farm/field entrances.
- Driveway width shall have a maximum of a 35' top.
- Driveways shall be surfaced with a minimum of 2" of gravel.
- Driveways shall be constructed with a 1:6 inslope.
- Driveway culverts will require 1:6 aprons.
- All culverts for driveway construction shall be riveted metal or concrete in new condition meeting current County Highway construction standards.

The applicant shall be responsible for the construction and the materials needed to construct the driveway. A \$250 deposit will be required plus the permit fee. The deposit will be returned to the applicant upon final inspection and approval by the Highway Department. All costs related to the driveway construction will be the applicant's expense.

Driveways are generally limited to one entrance to building sites and one entrance each ½ mile per landowner. Driveways shall be combined at property lines when possible.

ADOPTED by the Pipestone County Board of Commissioner on this 5<sup>th</sup> day of February, 2008.

The undersigned, a duly authorized officer of the County of Pipestone, hereby certifies that the above is a true and correct copy of a resolution duly approved by the County Board at a duly authorized meeting.

  
\_\_\_\_\_  
Sharon Hanson, Pipestone County Coordinator

Date: 2-5-08

## Driveway Entrance Policy Supplemental Specification

The applicant shall meet and agrees to all the specifications listed on the Driveway Entrance Policy and the following:

- Only clean fill may be used to construct the driveway. No rocks, concrete, debris, or demolition will be allowed.
- Plastic pipe will not be allowed.
- Spiral metal pipe will not be allowed.
- The culvert aprons shall be constructed so as not to lift up in the future.
- The culvert will be placed so as not to retain water in the ditch.
- Black dirt (4" minimum depth) shall be placed on the slopes, hand finished and seeded.
- The driveway entrance material (culvert, aprons, and fill) will become the property of Pipestone County upon completion of the installation.
- Pipestone County reserves the right to remove or move the entrance in the future.

If the driveway installation does not comply with the above specifications, the applicant will have two weeks to make the required corrections or the County will make the corrections and bill the owner for time, equipment, and materials needed to meet the specifications plus keep the required deposit.