

# **WADENA COUNTY HIGHWAY DEPARTMENT**

## **DRIVEWAY and ENTRANCE POLICY**

Permit Procedures and Specifications for Driveways and Entrances  
on Wadena County State Aid Highways and County Roads

### 1. GENERAL

The Board of Commissioners of Wadena County recognizes the need for regulating and minimizing the number of entrances providing access from adjoining lands to the County State Aid Highway and the County Road Systems under the oversight of the County Engineer. This is necessary to primarily promote safety, but is also to preserve esthetic values and engineering integrity of the public road system under the County's jurisdiction.

The intent of this policy is to permit reasonable access to the road from abutting lands as is compatible with the principals as set forth in the following Minnesota Statutes; Chapter 160, Sec. 160.08 Subd. 3, Sec. 160.18 Subd. 1, 2, 3, and Sec. 160.27 Subd. 1 through 13.

An Entrance Permit is required for all requests to construct new driveway and farm or field entrances accessing the roadways under the jurisdiction of Wadena County.

Anyone contemplating acquisition or development of property adjacent to a roadway under county jurisdiction which will require access to the roadway, should determine what limitations may exist and are in force before proceeding.

Each land owner shall be allowed access to the public road system by the following:

- A single (one) driveway or entrance to their place of residency.
- Farm or field entrances numbering no more than one (1) every quarter mile.

Additional entrances may be allowed at the discretion of the County Engineer.

### 2. ENTRANCE LOCATION

The County Engineer shall determine the appropriate location of all entrances, and the size (diameter and length) of the culvert if required. In determining the appropriate location of the entrance, the County Engineer will consider safety, sight distance, proximity to other entrances and drainage. If required, the culvert will be delivered to the site with the accessories (aprons, bands, etc.) at the time requested by the applicant.

Entrances shall not be located closer than 300 feet to adjacent entrances or road approaches. If this is not practical, it may be required to share an entrance with an adjoining land owner. If a shared entrance is required, it shall be located half on each property it provides access to.

Entrances shall be located on the lower volume roadway whenever a parcel has access to more than one roadway.

For plats or subdivisions adjoining roadways under the Counties jurisdiction, access to the parcels within the plat or subdivision shall be to the internal or lower volume roadways only.

Effective Date: June 1, 2008

### 3. ENTRANCE CONSTRUCTION

Entrances shall be constructed at the location determined by the County Engineer and to the specifications as outlined in this policy along with any special provisions noted in the application. No work shall begin until an application is approved and the permit issued.

All expenses associated with construction of the entrance shall be paid for by the owner.

Whenever working near the traveled portion of the road, extreme care should be exercised. If work is required on the traveled portion of the roadway or shoulder, proper traffic control devices shall be provided by the applicant and/or owner. The devices shall be in accordance with the most current edition of the Minnesota Manual on Uniform Traffic Control Devices.

Upon completion of construction, the entrance shall be suitably surfaced and vegetation established on the side slopes in accordance with the specifications and any special provisions noted in the application.

Any damage to the adjoining roadway surface will be assessed back to the applicant. No foreign material such as dirt, gravel, bituminous or other material shall be left or deposited on the roadway surface at anytime during construction. If construction extends over several days, no mounds of soil or other construction materials shall remain on the roadway inslope. The road right-of-way shall be cleaned up immediately after completion of the work.

All entrances shall be constructed within 90 days of the permit issue date.

### 4. MAILBOX SUPPORT

If the new driveway entrance is for a residence or business receiving mail at curbside, at the owners option, an approved swing-a-way mailbox support (**no mailbox**) will be properly installed at an agreed upon location in accordance with the current fee schedule.

### 5. PERMIT PROCEDURES

Applications for driveway entrances for residences and businesses shall be received from the Wadena County Zoning Office located in the courthouse. This was established to create a single stop for applicants to assure coordination of assigning the E911 address for the location and a single fee payment. For field, farm and all other entrances, applicants may obtain an entrance application from the Highway Department.

The applicant shall submit the completed application form including a simple drawing or sketch showing the desired location of the new entrance, any existing entrances, other pertinent information and required permit fee. The fee includes the cost of two (2) required field inspections; an initial visit to confirm and approve the entrance location and a second to perform a final inspection of the construction.

The applicant shall install a lathe or stake at the center of the desired location of the entrance.

Upon field review and approval of the entrance application, a permit will be issued.

The applicant shall have 90 days from the permit issue date to complete construction of the entrance.

Upon completion of entrance construction, the entrance shall be reviewed for compliance with specifications and any special provisions noted in the application.