

DRIVEWAY PERMITS
Permit Procedures and Specifications for
Driveways and Entrances on Alexandria Township Roads

1. Anyone contemplating acquisition or development of property adjacent to township roads which will require access to the township road should determine what limitations are in force before proceeding with plans. No work shall be started until an application is approved and the permit issued.
2. Any work that involves constructing a new driveway or moving/replacing an existing culvert within the township road right-of-way requires a permit from the township office. Normal maintenance of driveway, such as paving a driveway, does not require a permit. Planting grasses, flowers or other non-woody vegetation does not require a permit. Constructing retaining walls or placing other obstructions near the driveway is generally not allowed, unless approved by the Township Engineer.
3. A driveway permit application may be obtained from the township office or from the township's website at www.alexandriatownship.org.
4. The permit applicant shall submit all information required on the application form. Each application should include a layout or sketch of the property showing the location of the proposed driveway, any existing driveways and any other pertinent information.
5. A permit fee of \$100 is required for a driveway. Checks can be made payable to "Alexandria Township". This fee includes the cost of two required inspections; one prior to construction and one after completion.
6. The applicant should install a lath or stake at the location desired for the center of the proposed driveway.
7. The township engineer will inspect the location for safety, sight distance, proximity to other driveways and drainage requirements. The applicant will be notified of approval and/or any necessary requirements.
8. If the driveway requires a drainage structure, the culvert and all accessories must be provided by the applicant. The Township does not provide these materials.
9. After construction of the driveway according to the attached specifications and any special provisions noted on the permit, the applicant shall notify the Township Engineer for final inspection. The permitted driveway will not be considered complete until all disturbed areas have been fine graded, topsoiled and seeded. All work is to be completed within 90 calendar days after receipt of the approved permit.
10. The Township does not supply mailbox supports, but does have recommended guidelines for installation. If a landowner installs a mailbox support to Township guidelines, any damage to the support from Township maintenance activities will be repaired or replaced at no expense to the landowner.
11. Prior to beginning any excavation work, Minnesota Law requires the applicant or their contractor to contact "Gopher State One-Call" for locations of underground utilities. They can be reached at 800-252-1166.
12. Whenever work on the traveled portion of the roadway or shoulder is necessary, proper traffic control devices shall be furnished by the applicant and shall be in accordance with the most current edition of the [Minnesota Manual on Uniform Traffic Control Devices](#).
13. Please note that all equipment which may damage surfaced roadways is prohibited from use on the roadway. Any damage to the roadway surface due to loading, unloading or operating such equipment will be assessed to the applicant. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the road during construction of the driveway or installation of drainage facilities. Roadside must be cleaned up after work is completed. Please help us protect our highway surfaces.

Thank you for your cooperation.

Alexandria Township
P.O. Box 445, Alexandria, MN 56308
Phone: 320/759-5300 fax: 320/763-5320

Mailbox Placement & Maintenance Policy

Mailboxes and mailbox supports are the property of the mail route patron and must be placed and maintained by the patron. The township does not issue permits for the placement of mailboxes within the road right-of-way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the township difficult and renders the boxes susceptible to damage as a result of such activity. It is the township's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off a snowplow or wing which destroys a mailbox. On occasion, however, the plow's wings will hit and damage them.

We believe most of the mailbox damage, which occurs during a typical winter, would be eliminated if postal patrons would install a mailbox that swings away when hit by snow or snowplow equipment. Attached is a steel post mailbox support diagram that we recommend. This mailbox configuration has been crash-tested and is acceptable in terms of nationally tested safety criteria. It is the **only** support approved by the township.

The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, the township's policy encourages the use of this recommended support.

If a properly placed mailbox support conforming to the approved design is hit by snow or a plow wing and is damaged or destroyed, the township will repair or replace the support. Other mailbox support configurations, not conforming to the recommended mailbox support, are not eligible for repair or replacement by the township.

Gregg Raisanen
Alexandria Township Clerk

Adopted this _____ day of _____, 2007

Alexandria Township
P.O. Box 445, Alexandria, MN 56308
Phone: 320/759-5300 fax: 320/763-5320

Application # _____
Date Application Rec'd ____/____/____ Fee Collected \$ _____
(for office use only)

APPLICATION FOR DRIVEWAY PERMIT

Instructions: Print application, sign and mail to the township office.

A \$100 fee payable to Alexandria Township shall accompany the application.

Attach a sketch of the property, present and proposed driveways in relation to the township road, such sketches shall be drawn to scale when required by the Engineer.

Name of Property Owner _____ Address _____ Ph: _____

Name of Contractor _____ Address _____ Ph: _____

Location of proposed driveway _____ Parcel No.: 03-____-____

Physical address (or directions if no address) of proposed driveway _____

Purpose of driveway: _____ Residence _____ Commercial

Is a building to be constructed: _____ Yes _____ No What kind: _____

No. of present driveways to property: _____ Distance of proposed driveway to property line: _____

Distance of proposed driveway to nearest existing driveway: _____

Date proposed driveway will be needed: _____

Comments: _____

I, We, the undersigned, herewith make application for permission to construct the driveway at the above location, said driveway to be constructed to conform to township and county standards and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the township. It is further agreed that no work in connection with this application will be started until the application is approved by the township engineer. It is understood that this permit is conditioned upon replacement or restoration of the township road to its original or to a satisfactory condition if needed.

Dated: _____
Signature of Applicant

Complete and sign application, then mail to the address stated above

***** Do Not Write Below This Line, For Township Use Only *****

Fee paid by: _____
Name Check Number

Approved By Township Engineer: _____ Date: _____

Special provisions: _____

Installation
Applicant reported work is finished as of _____
Final Inspection Approved by _____
Name Date