

**ALEXANDRIA TOWNSHIP  
DOUGLAS COUNTY  
STATE OF MINNESOTA**

**ORDINANCE NO 113  
THE TOWN BOARD OF ALEXANDRIA, DOUGLAS COUNTY, STATE OF  
MINNESOTA, DOES HEREBY ORDAIN:**

**ORDINANCE GOVERNING PRIVATE AND PUBLIC DRIVEWAY ROAD  
APPROACHES TO ALEXANDRIA TOWNSHIP ROADS**

**SECTION ONE**

**AUTHORITY / PURPOSE**

The Alexandria Township Board of Supervisors, pursuant to authority granted under Minnesota Statutes, Chapters 160, 164, and 462, enacts the following rules and regulations for the purpose of protecting the health, safety and welfare of the citizens in Alexandria Township by governing and providing standards for private and public driveway entrances which enter onto Alexandria Township's public road system. This ordinance puts forth those standards for driveway approaches with the public safety and welfare in mind.

**SECTION TWO**

**GENERAL PROVISIONS AND CONDITIONS**

2.1. DESIGN

The following standards shall apply when considering a driveway entrance onto an existing Township road:

- 2.1.1. A driveway shall intersect the Township road at a right angle. Width and spacing of residential and commercial driveways shall conform to current Township Engineering Standards (see Appendix A).
- 2.1.2. Mailboxes and support posts may be located within the Township road right-of-way. However, the Township is not responsible for damage to mailboxes or posts during road maintenance or snow plowing unless they are installed according to Township Standards (see Appendix B).

## 2.2. CONSTRUCTION AND MAINTENANCE OF DRIVEWAYS

The following rules will apply to construction and maintenance of driveway entrances onto an existing Township road:

- 2.2.1 All work done on Township road right-of way is subject to approval by the Township Road Authority or the Town's duly authorized representatives. All culverts shall conform to standards specified in the current Township Engineering Standards.
- 2.2.2 No driveway entrance shall cross a wetland unless a wetland permit has been obtained in advance from the Douglas County Soil & Water Conservation District.
- 2.2.3 Proper and adequate drainage facilities shall be provided as required by the Township. Modifications to the present ditch system may not be done without prior Township approval. Approved culverts shall be furnished and paid for by the applicant. Applicant shall also be responsible for arranging the delivery of the culvert. No obstructions which would be likely to create a traffic or safety hazard shall be constructed or planted in the Township right-of-way without prior approval of the Town Board or its representative. Obstructions include but are not limited to the following: retaining structures, posts, trees, shrubs, and other such items. Property owners are hereby notified that the Township may remove any such obstruction at any time, without prior notice and that the Township may assess all costs related to removal against the affected property, as well as pursue any other legal remedies available against the offending property owner.
- 2.2.4 The driveway must be constructed with, at a minimum, four to six inches (4 to 6 inches) of class 5 aggregate or approved equal. (i.e. pavement, concrete driveway, etc.) In the event that a temporary driveway is used for access to the property, the Township may require additional aggregate or material be used to reinforce the driveway at its intersection with a public road if the Township determines that use of the temporary driveway as constructed is causing damage to the roadway.
- 2.2.5 No foreign material such as dirt, gravel, clumps of clay, mud, sand, soil washings, building materials or bituminous materials shall be left or deposited on the Township road during construction of driveway or installation of drainage facilities. Failure to clean up such dirt and debris or any damage to the roadway, or portions of the right-of-way due driveway related construction, may result in the Township pursuing other legal remedies available against the offending property owner.

### 2.3. REQUIREMENTS

- 2.3.1 A driveway entrance permit shall be required prior to the construction, relocation or alteration of any driveway or culvert within a presently existing Township road easement or right-of-way, including those right-of-ways that have been dedicated but not yet formally accepted by Alexandria Township.
- 2.3.2 The following activities are exempt from the requirement of a Township driveway entrance permit: regular maintenance of an existing driveway (including grading, paving or other minor repairs not affecting drainage or the aggregate base), driveway construction or relocation of a driveway within a county, state or federal right-of-way or connecting with a private road.
- 2.3.3 The permit application shall be in writing on a form provided by the Town Board or the Board's designee and shall be accompanied by a permit fee, as set from time to time by resolution of the Town Board. The application must include a drawn plan detailing the location and pertinent dimensions of the proposed driveway installation or relocation. The permit application must be signed by the landowner of the lot where the driveway is to be installed, but may be applied for and issued to a contractor or other designated representative of the landowner. Permit applications shall be submitted to the Township Office.
- 2.3.4 No driveway entrance permit shall be issued unless and until such permit application is reviewed and approved in writing by the Town Board or its designated representative. Prior to issuing a permit, the Town Board or its designated representative may in its discretion require a review and written comments regarding said application by the Township Engineer, a licensed Surveyor, the Township Attorney, the Township Zoning Administrator or any other person determined necessary.

### 2.4. INSPECTION PRIOR TO CONSTRUCTION

- 2.4.1. Upon receipt of application, the driveway entrance location will be inspected to determine culvert requirements.
- 2.4.2. If the driveway location is satisfactory and no culvert is required, the approval notice will indicate said fact.
- 2.4.3. When work on a driveway approach is commenced, traffic on the Township road must be protected, and flags and/or proper barricades must be placed in accordance with the most current edition of the standards used in the Minnesota Manual on Uniform Traffic Control Devices, which is on file at the Township Office.

## 2.5. FINAL INSPECTION

- 2.5.1. Upon completion of the driveway approach and/or culvert installation, including turf restoration, (or at a more appropriate time as determined by the Township) the approach shall receive a final inspection by the Township.
- 2.5.2 The time of final inspection may be delayed for a reasonable period of time if the Township determines that it is likely that heavy construction activity is likely to occur immediately after driveway construction, which could materially affect the driveway or damage Township roads.
- 2.5.3 If construction of the driveway approach does not pass final inspection, the Township shall notify the landowner of the deficiencies and require that they be addressed within a specified time period, in accordance with Section 3 of this ordinance.

## **SECTION THREE**

### **ENFORCEMENT OF ORDINANCE**

#### 3.1. TOWN BOARD.

The Town Board, the Board's designee (i.e. Township Road Authority, or duly authorized representatives) shall enforce this ordinance.

#### 3.2. ENFORCEMENT

The duly authorized representative shall institute appropriate action for any violations of this ordinance at the direction of the Board and through the Township Attorney, as deemed necessary.

#### 3.3. WRITTEN NOTICE

Whenever the town Board or the Board's designee (i.e. Township Road Authority, or duly authorized representatives) determines that a violation has occurred or exists on property within the township, the owner or occupant of such property shall be notified of the fact in writing. The notice shall be served in person or by certified or registered mail. If the property is not occupied and ownership of the property cannot be ascertained, or in the event that personal service cannot be made, or certified or registered mail is returned, notice is deemed served when posted on the property or deposited in the U.S. Mail.

#### 3.4. THIRTY DAYS WRITTEN NOTICE.

A written notice shall specify the violation and the steps required to correct said violation and the time, not to exceed thirty days (30 days) within which the corrections must be completed. If the violation is not corrected, then the Township may take actions necessary to bring the violation into compliance and seek redress.

3.5. APPEALS.

A person served with a written notice may appeal to the Town Board for a hearing. A hearing notice shall be given at least ten days (10 days) prior to the date of the hearing before the Town Board and will be served in the manner as described above. In order to expedite matters, the Township may at its discretion, include notice of the aforementioned hearing in the original notice of violation.

3.6. HEARING.

If after conducting a hearing on the matter the Town Board determines that correction of the violation is necessary to protect the public health, safety and welfare, then the Township may correct the violation, or cause the same to occur, in any manner and using any method that it finds appropriate.

3.7. PROSECUTION.

Any person who violates a Section, Subdivision, paragraph, or provision of this shall be subject to prosecution. Each day of non-compliance with any terms of this ordinance shall be considered a separate violation and a separate criminal act.

**SECTION FOUR**

**PENALTIES**

4.1.PENALTIES.

Violation of this ordinance is a petty misdemeanor offense punishable by up to a three hundred dollar (\$300.00), fine or the maximum allowed by law. Each day the violation is continued will be deemed a separate punishable offense under this ordinance, plus the costs of prosecution.

4.2.CIVIL REMEDIES.

The Township may, at its discretion, seek any civil remedies available to it as well, including injunctive relief and reimbursement of all costs and disbursements, including Attorney's fees expended by the Township in enforcing this ordinance. In addition, if

after proper notice to property owner the Township must cause the removal of obstructions from the Township right-of-way, any costs incurred by the Township may be assessed against the affected property pursuant to Minnesota Statute 429.101.

4.3. OTHER REMEDIES.

Each right or remedy accruing to the Township under this ordinance or at law is separate and distinct and may, at the Township's discretion, be exercised independently or simultaneously with any other right or remedy.

**SECTION FIVE**

**AMENDMENTS OR CHANGES**

5.1. HEARING.

The Board may from time to time amend this ordinance by publishing notice and conducting a hearing.

5.2. PROCESS.

Notice shall be provided before any amendments or changes to this ordinance are adopted by the Board. Published notice in the official newspaper will be required prior to the hearing on the ordinance. Any party may be heard at the hearing or through written comment addressed to the Alexandria Township Board of Supervisors.

5.3. EFFECTIVE DATE.

The proposed amendment or change to this ordinance will become effective upon adoption and publication by the Alexandria Town Board of Supervisors.

**SECTION SIX**

**VALIDITY AND SEVERABILITY**

The invalidity of any Section, clause, sentence or provision of this ordinance shall not affect the validity of any part of this ordinance, which can be given effect without such invalid part or parts.

**SECTION SEVEN**

**REPEAL**

Any previous Township ordinance regulating the construction, relocation or alteration of any driveway is hereby repealed.

**SECTION EIGHT**

**EFFECTIVE DATE**

This ordinance, its rules and regulations shall take effect and be in full force immediately following its adoption and publication by the Alexandria Township Board of Supervisors.

**ADOPTED** this 18<sup>th</sup> day of June 2007 by the Town Board of Supervisors of Alexandria Township.

**ALEXANDRIA TOWNSHIP**

---

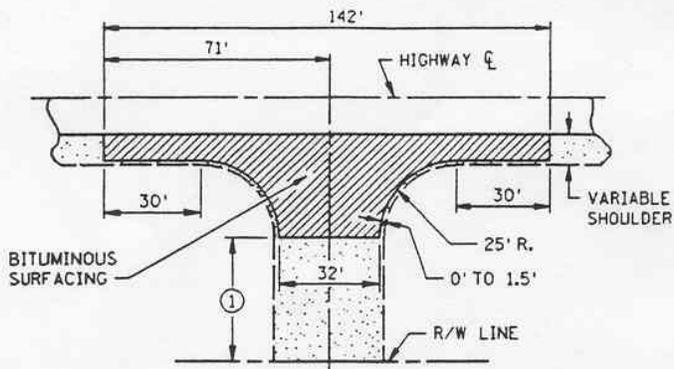
Roger Thalman, Chair

---

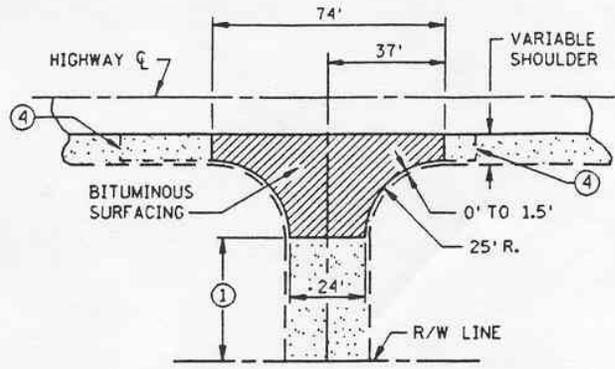
Gregg Raisanen, Town Clerk

# **Appendix A**

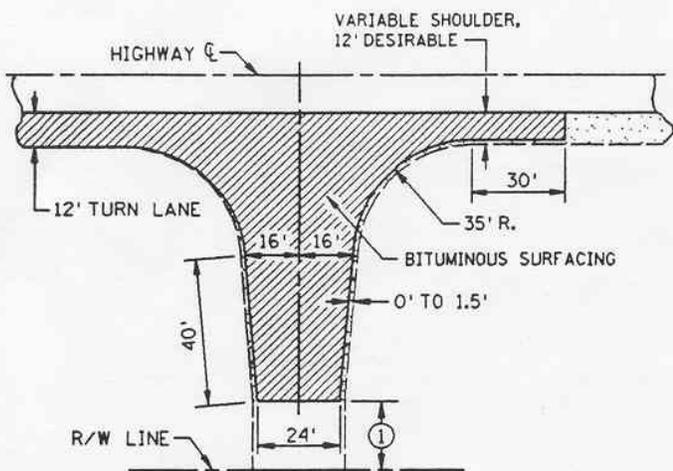
## **Alexandria Township Engineering Standards Driveways and Approaches**



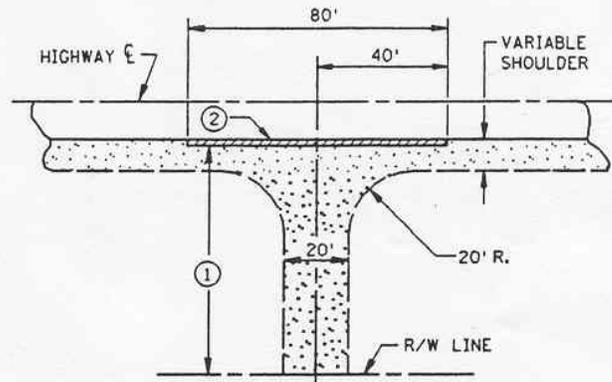
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

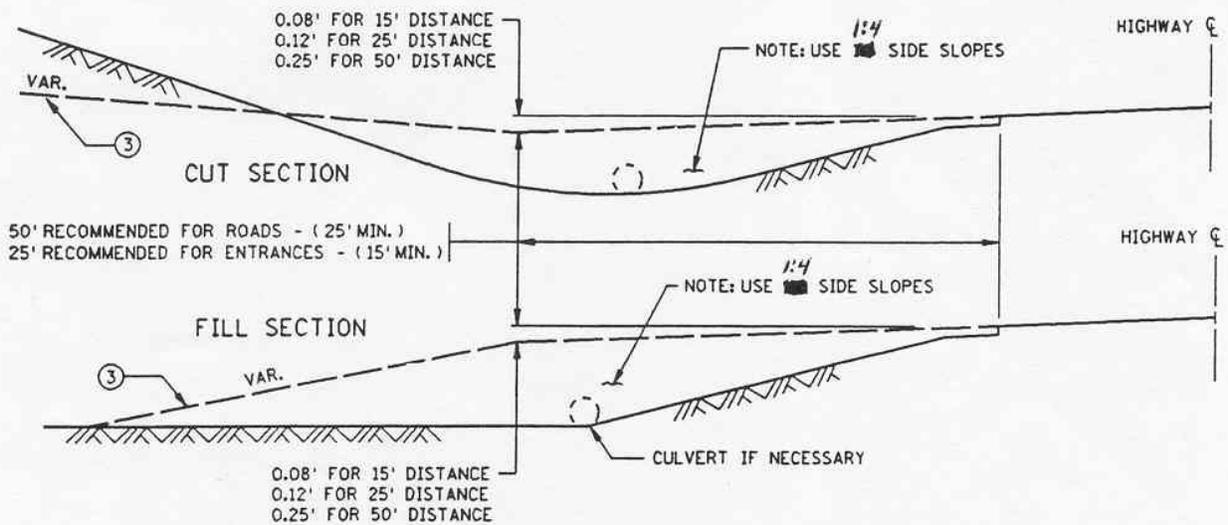


LOW VOLUME ROAD



FIELD ENTRANCES

- ① SURFACING TO MATCH EXISTING CONDITIONS. WHERE THERE IS NO SURFACING, PLACE GRAVEL BEYOND BITUMINOUS SURFACING TO R/W LINE.
- ② PLACE 2 FT. WIDE BITUMINOUS SURFACING AS DIRECTED BY ENGINEER.
- ③ 8% MAXIMUM COMMERCIAL; 15% MAXIMUM RESIDENTIAL.
- ④ THE USE OF PAVING SIMILAR TO COMMERCIAL ENTRANCES MAY BE APPROPRIATE FOR SOME RESIDENCES. AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER.



CROSS SECTIONS

APPROVED NOVEMBER 1, 2000

*Delbert W. Gerdes*  
STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

**APPROACHES AND ENTRANCES**  
RECOMMENDED STANDARDS

SPECIFICATION  
REFERENCE

REVISED  
5-19-2001 A.K.J.

STANDARD  
PLATE  
NO.

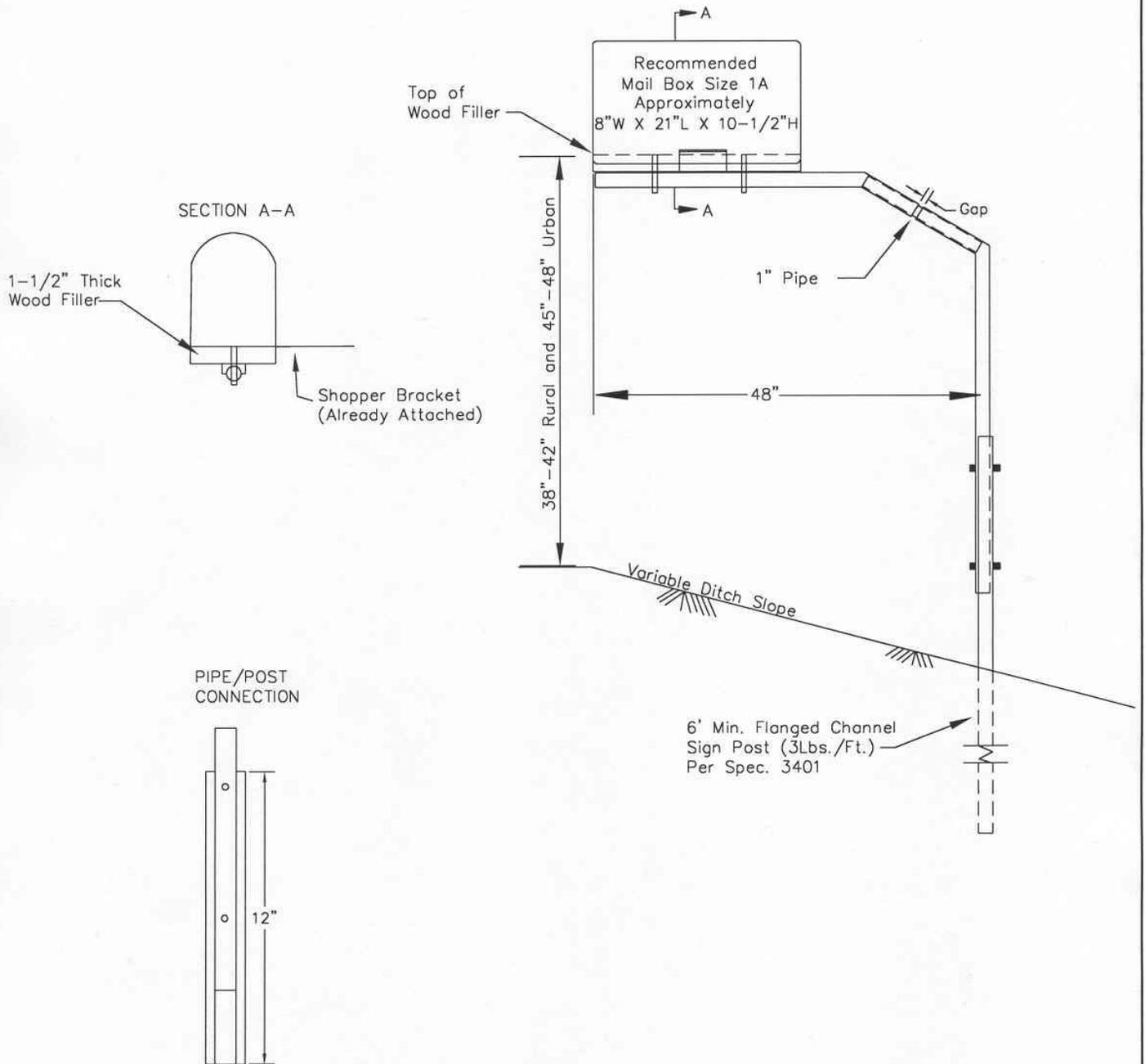
**9000D**

## **Appendix B**

# **Alexandria Township Design Guidelines Mailboxes**

# MAILBOX SUPPORT WITH ATTACHED SHOPPER BRACKET

STEEL PIPE WITH FITTINGS AND STEEL FENCE POST  
(SINGLE SUPPORT)



## NOTES:

The mailbox to be 8 inches to 12 inches outside the edge of shoulder or 6 inches to 12 inches from face of curb.

Shopper Connection Bracket is to be installed away from the traffic flow wherever practical.