

November 13, 2002
Wabedo Township
Memorandum On Road Qualifications

The following are the minimum road requirements that must be met in order for the township to take over maintenance of a private road. These requirements are gathered from previous minutes of the Wabedo Township Board meetings and from the Cass County Subdivision And Platting Ordinance dated August 15, 2002.

Technical Specifications

1. All roads must have a 66-foot right-of-way and must be platted at 66 feet.
2. All 66 feet of the road may not have to be cleared but the minimum clearance should be at least 44 feet.
3. It would be ideal for the cleared road to be in the center of the 66-foot right-of-way.
4. Dead end roads are prohibited but cul-de-sacs shall be permitted. There must be a way for emergency vehicles to turn around. Cul-de-sacs shall have a terminal turn around which shall be provided at the closed end, with a turn around of a minimum outside right-of-way diameter of one hundred twenty (120) feet and a radius of sixty (60) feet.
5. A road taken over for maintenance by the township must have adequate sub-grade with a minimum of 3 inches of class five gravel over the sub-grade. A road taken over by the township shall have no gravel added for the first two years.
6. Road Grade--In general, the grade of the road should not be more than ten (10) percent. Proper consideration should be given as to whether an emergency vehicle can get started from a stopped position on the grade.
7. Appropriate ditches must be present on both sides of the road, which provide for appropriate drainage. This includes consideration of culverts under driveways.
8. The road to be taken over must have an adequate crown of 1/3 to 1/2 inch for each foot of width measured from the center of the road to the edge of the driving surface. An appropriate crown or slant to the road must be provided to allow for proper water run-off from the roadway.

Administrative Considerations

9. Regular grading and snowplowing can begin immediately upon takeover.
10. The decision whether to take over a road or not should not be made at the site but should be tabled for the next regular meeting of the Town Board.

References: Minutes of the Wabedo Township Board—May 9, 1996.
Cass County Subdivision And Platting Ordinance—August 15, 2002.

Compiled by the Wabedo Township Planning Commission at their monthly meeting on October 3, 2002. Members present at that meeting included: Chair person Craig Anderson, Vice Chair person Harold Harper, and members Jack Abrahamson, Ron Anderson, and Ken Sausman.

Wabedo Township Snowplow Policy

The criteria for snow removal in Wabedo Township will be as follows:

- Snow accumulation of 4 inches or more;
- or severe drifting snow.

Snow plowing under sever conditions will consist of opening roads first and widening at a later time. Under normal conditions, one plowing per snow fall will be considered sufficient.

Snow removal operation may also be delayed because of weather conditions, personnel, equipment availability, and budget.

The Township does not salt or sand roads.

Residents are reminded that it is unlawful to plow snow unto roads and frozen solid mass can create a hazard situation for which the property owner may become liable.

Wabedo Township
Barbara Anderson, Clerk
November, 2002

**WABEDO TOWNSHIP APPROACH POLICY
WABEDO TOWNSHIP
CASS COUNTY, MINNESOTA**

The following policy shall apply to approaches that provide access to township roads.

Attachment to application for driveways or entrance approval permits

PROPERTY OWNERS ARE RESPONSIBLE FOR DRIVEWAY INSTALLATION STANDARDS AS OUTLINED IN THE FOLLOWING REQUIREMENTS:

1. Permits are required for all new driveway construction and alterations at entrances to township roads. No work is to be started until the application is approved by Wabedo Township.
Wetland permits need to be obtained by owner in advance from the DNR.
2. When work on traveled roadway is necessary, traffic must be protected. Flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation. Silt fence must be installed if covered by regulation.
3. Residential driveways surfaces should be a minimum of 20 feet wide and not more than 24 feet wide, and intersect the township road at a right angle. Commercial, industrial, field accesses shall be reviewed and approved by the Wabedo Township Board on case-by-case basis. Driveways shall be constructed to slope down and away from the shoulder line of the township road for a distance of at least 15 feet with a fall of at least 6 inches. Driveways should be free of obstructions at the approach to a township road to allow for good visibility of on coming traffic.
4. Culverts provided by the applicant must be new and meet the minimum requirements of gauge thickness for corrugated steel pipe, or double walled plastic pipe.
5. No foreign material such as dirt, gravel, or rocks shall be deposited or left on the road during the construction of driveway or installation of drainage facilities.
6. After driveway shoulder construction is completed, the applicant shall notify Wabedo Township that the work has been completed and is ready for final inspection and approval by Wabedo Township. Roadside must be cleaned up after work is completed.
7. Driveway fill slopes shall be constructed 4:1 (4' horizontal to 1' vertical). Where existing roadside slopes that are 4:1 or greater the slope shall be hand finished. Slopes will require to be seeded with road ditch grass.
8. One (1) driveway per parcel is allowed. Additional driveways will require township board action.

Wabedo Township
3726 Co Rd 54
Longville, MN 56655

APPLICATION FOR DRIVEWAY ACCESS OR ENTRANCE APPROVAL

Applicant/Agent _____ Phone # _____

Address _____ City _____

Location: Wabedo Township Road Name and location _____

Legal description of property: Township Name Wabedo Section # _____ Range _____

Purpose of driveway (residence, commercial, field, etc) _____

Date driveway will be needed _____ Number of present driveways on property _____

Other comments: _____

APPLICATION PROCESS

1. Complete this application, and include 1 check for \$600.00 payable to Wabedo Township.
2. Put up flags where culvert is to be placed and include a sketch of the proposed driveway. See attached Sketch.
3. Wabedo Township will check location to determine whether a culvert is required, and if required, the size.
4. Wabedo Township will return a copy of the application to the applicant indicating Wabedo Township determination.
5. I/ We the undersigned herewith make application for permission to construct the access driveway at the above location.

Driveway to be constructed will conform with the standards of Wabedo Township. It is agreed that no work will be started until this application is approved. I have received a copy of the Wabedo Township Approach Policy.

Applications Signature: _____ Date signed: _____

Applicant - do not complete this section, to be completed by Wabedo Township

Permit # _____

Permits end date _____

_____ No culvert required

_____ Culvert required Size _____ x _____

Approved _____ Date _____

Signature: Wabedo Township Personnel

DRIVEWAY / FINAL INSPECTION APPROVAL

Final inspection approval of the constructed driveway entrance: _____

This approval will authorize the return of the remaining balance of the deposit from Wabedo Township at the next regular monthly meeting when warrants are issued.

Date: _____ By: _____

Wabedo Township, Chair

Attest: _____ By: _____

Wabedo Township, Clerk/Treasurer

Wabedo Check #: _____ Amount Refunded: _____ Date Issued: _____

**WABEDO TOWNSHIP APPROACH POLICY
WABEDO TOWNSHIP**

APPROACH PERMIT APPLICATION PROCESS

1. A landowner must submit an application for an driveway approach permit if the landowner is proposing (a) to construct a new approach or (b) to modify an existing approach. Permits are available by calling the Township Clerk or from the Wabedo Township Road Supervisor. All applications must be accompanied by a permit application fee in the amount of \$600.00. After the approach and culvert are inspected and determined to be satisfactory by the township, the township will refund \$500.00 of the initial fee.
2. Upon the receipt of the approach permit, the township shall inspect the approach and determine if the proposed design is adequate to promote proper drainage.
3. If the township determines a culvert is needed, the landowner will have to purchase a acceptable culvert on their own.

DRAINAGE CULVERT SPECIFICATIONS

- * Drainage culverts diameter will be determined for each driveway and be constructed of steel or double walled plastic .
- * Drainage culvert length and diameter shall be adequate to handle drainage needs as determined by the township at the time of permit application and design inspection.
- * Culverts and aprons shall be installed by the landowner at their expense and shall be installed in such a manner that will not impede existing drainage.
- * All culvert installations are subject to the approval of Wabedo Township.

REPLACEMENT OF EXISTING CULVERTS

1. If an existing culvert is in need of replacement, the landowner must submit an application for an approach permit and proceed with the permit process.
2. The township will not replace existing culverts under any circumstances unless damage to a culvert is due to an operation initiated by the township. Reason for replacement will be reviewed on a case by case basis and will be limited to replacement of existing culverts.

Draft update 6 October 08
Clerk
Road Supervisor

APPLICANT _____

TOWN ROAD : _____

SKETCH OF PROPOSED APPROACH LAYOUT

