

PERMIT NO. _____

**Town of Thomson
Driveway Access Permit Application**

Location of Proposed Driveway: Road Name _____ PID# _____

N - S - E - W of _____ (specific Intersection) The Applicant is: Owner/Occupant Contractor

Property Owner

Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Contractor

Name: _____ Contact Person: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Contractor License # _____

Purpose of Access

- Residential Street Other _____
- Commercial Field Entrance

Is a Building to be Constructed No

Yes (Type) _____

Property is in: Platted Area Un-platted Area

Proposed Surface Type: Gravel Concrete Asphalt

Distance from adjacent Driveways: _____ (feet) Width of Driveway _____ (feet) Road Ditch Depth at Driveway: _____ (feet)

Land in Relation to Local Roads: Level Higher Lower

Present # of Driveways to Property: _____

Notice

Attach a sketch of the property showing present & proposed driveway and their relation to local road and/or county hwy.

I, the undersigned, make application for permission to construct said driveway at the above location. Said driveway to be constructed to conform with the regulations of the Town of Thomson and to any special provisions included in the permit. No work will be started until application is approved and the permit issued. All work will be done to the satisfaction of the Town of Thomson Public Works Dept. If the existing street is disturbed as part of the permit, it is understood the street will be restored to the original condition.

FINAL INSPECTION REQUIRED

****See Next Page for Permit Requirements**

Signature of Contractor/Applicant

Date

Certificate of Insurance for \$1,000,000.00 listing "Town of Thomson" as Also Insured - Required for ROW Work

FEES

- \$ _____ Permit
- \$ _____ Culvert
- \$ _____ Apron
- \$ _____ Band
- \$ _____ Gravel/Class 5
- \$ _____ Installation
- \$ ----- 911 Sign & Post
- \$ _____ 911 Sign Only
- \$ _____ **TOTAL FEE**
- \$ _____ **Total Paid**

Zoning Official

Date

Public Works

Date

For Office Use Only:

Culvert Type _____ New Used
Culvert Diameter _____ in Culvert Length _____ ft # of Aprons _____

Gravel Yds _____ Class 5 Yds _____ Final Inspection Date _____

By _____

Requirements

1. No work under this application is to be started until application is approved and the permit issued.
2. All driveways shall be constructed in such a manner as to not direct drainage onto the roadway.
3. Where work on a traveled roadway is necessary, traffic must be protected, and the proper traffic control devices must be in place.
4. Culvert size will be determined by the Town of Thomson Public Works department with the minimum sizes of 12" diameter for pipes Less than 30' and 15" diameter for pipes Greater than 30'.
5. The applicant may purchase the necessary culvert pipe and aprons for the access to be constructed or reconstructed from the Town of Thomson at the Townships' cost.
6. Installation of primary driveway culverts by the Town of Thomson will be done as work schedules permit.
7. Culverts installed by a contractor must be inspected by the Township's representative prior to work start.
8. The applicant shall be responsible for the furnishing and placement of all soils needed in the construction or reconstruction of the access embankment to the permit requirements.
9. Access side slopes shall be constructed per the Zoning Ordinance or as per the special provisions and shall be hand finished and seeded.
10. Driveway Access should meet the below requirements as per the provisions of this permit. Additional requirements for driveways may be listed within the Town Road Policy. Driveway requirements are applicable to all types of roads, including Private Roads.

Commercial Driveways/Multi-Family Residential Developments:

- For the purpose of this specification, multi-family residential units such as apartments or condominiums that include a use-specific parking lot, shall be considered a commercial driveway.
- All commercial driveways shall be located such that driveways intersect with the adjacent roadway in a 90-degree angle and provide the safest practical access to the public roadway.
- Commercial driveways shall be located such that clear lines of sight are available based on the speed limit of the roadway.
- Commercial driveways shall require demonstration that fire apparatus and/or delivery vehicles can safely enter and exit the site.
- Driveways in rural sections shall have a minimum radius of 15-feet.
- Driveways shall have a minimum clear width adequate to allow vehicles to pass simultaneously while in the Town Right of Way.
- Submittal of a traffic impact statement or traffic study may be required by the Town Engineer. If required, such documents shall be prepared by a Professional Engineer, licensed in Minnesota, and include projected traffic demands for the development and turning movements on adjacent Township and County roads.

Single-family residential driveways:

- Driveways shall be located in a location to provide the safest practical access to the public street. The Town will review all driveway requests and must approve driveway locations.
- Driveways in rural sections shall have a minimum radius of 15-feet.
- Driveways shall have a minimum clear width of 15-feet and a clear height of 15-feet.
- Residential driveways shall be separated by at least 25-feet, unless approved otherwise by the Town.

11. Driveways may be paved or unpaved; however, if a paved driveway is located on an aggregate surfaced road, the paving must stop no less than 2 feet from the edge of the graded road. Paved driveways on paved roads must be paved with bituminous within the extent of the right-of-way or roadway easement. No concrete pavement or pavers will be allowed within the Town's maintenance area unless variance is given by the Town Board of Supervisors. Any paved driveways with concrete or alternative pavement that require maintenance by the Town shall be replaced with asphalt.
12. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of the access.
13. Roadside must be cleaned up & / or restored upon work completion.
14. No changes or alterations in accesses may be made without written permission from the Town of Thomson.
15. After access construction is completed, the permittee shall notify the Town that the work has been completed and is ready for final inspection and approval.
16. In the event that the construction has not been started within one year of the permit approval date, this permit becomes null and void.
17. No fences, rocks, trees, shrubs or other obstructions shall be placed by the driveway within the road ROW.

Office Use Only – Township Inspection Report Area

Meets Requirements Does Not Meet Requirements Additional Instructions Attached

Remarks: _____

Date _____ Authorized Signature: _____