

Winter 2025 – Spring 2026
Expires September 15, 2026

Town of Thomson
Private Driveway / Private Road Application and
Agreement for Plowing, Grading, Culvert Steaming

NAME _____
ROAD NAME _____
PROPERTY ADDRESS _____
MAILING ADDRESS (IF DIFFERENT) _____
CITY _____ STATE _____ ZIP CODE _____
HOME PHONE _____ OTHER PHONE _____
EMAIL _____

The above-named applicant(s) hereby request that the designated private driveway / roadway as stated above- have requested work performed by the Town of Thomson, subject to the following conditions and provisions:

I. GENERAL PROVISIONS

1. **No township equipment shall be used on private driveways or private roadways until all public roadways are clear of snow. Grading and Culvert Steaming are only done after all public roads are in good condition and when there are no public works projects pending. Therefore, there may be a several day(s)/week(s) delay for work requests due to weather, storm conditions, equipment availability.**
 - i. DRIVEWAYS WILL BE PLOWED/GRADED AT THE DISCRETION OF THE PUBLIC WORKS SUPERVISOR.
 - ii. **The Town of Thomson will not plow private driveways once Spring Road Restrictions are in place.**
 - iii. THERE WILL BE NO PRIVATE DRIVEWAY/ROADWAY SERVICE AVAILABLE ON WEEKENDS OR RECOGNIZED HOLIDAYS.
2. Applications for service must be received by **October 15^h** for the winter season.
3. Non-owner applications (rental property or other non-owner occupant) MUST be signed by the property owner. **In the case of private roads, ALL residents must sign. ****
4. All requests must go through the Town Public Works Office each time the service is needed.
5. The Town will not consider any late applications for driveway/roadway review after November 1st
6. The Town shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrolled circumstances: fire, flood, epidemic, strikes, wars, acts of God. The Town agrees to give notice as soon as possible to the applicant of the inability to perform.

II. SPECIAL PROVISIONS REGARDING SNOWPLOWING & GRADING

1. Driveway grades, slopes, and curves must allow snow removal equipment easy maneuvering and safe passage.
2. Driveway must have a reasonably smooth, firm driving surface with a *minimum* width of 15 feet.
3. Driveway must be clear of obstructions *at least* 12.5 feet on either side of its centerline (must have a 25-foot clear zone and be clear of overhanging branches or wires for a height of 15 feet).
4. A turnaround with minimum dimensions of 30' x 75', and free of obstacles, to allow ample room to turn the snow removal equipment, must be provided.
5. Gates or barricades must be opened to allow unimpeded ingress and egress of snow removal equipment.
6. Wells, septic systems, or other hidden objects near driveway must be clearly marked, five feet high.
7. Driveway/Road length will be verified at the time of inspection.
8. This application will be rejected if, in the opinion of the Town, the above requirements are not met.
9. If there is a change in circumstances during the snowplowing season which, in the opinion of the snow removal equipment operator, makes plowing the driveway unsafe or impractical to plow, this agreement will be terminated. Prior to termination, the Public Works Supervisor will determine if it complies and the applicant will be notified of the change in circumstances and given reasonable time, not to exceed two (2) weeks, to return the driveway to compliance.

III. RATES

1. Regular hourly rates shall be billed monthly in accordance with the rate schedule below. Payment must be made not later than ten (10) days after statement date.
2. Service will be discontinued on delinquent accounts. *If an account is delinquent more than twice in a season; or remains delinquent for more than thirty (30) days, the Town may in its discretion cancel all future services for such account.*
3. Exceptional circumstances that require special equipment shall be charged at the rental rate of the equipment and the operator's time.

RATE SCHEDULE (PER SEASON) – HOURLY RATE

- | | | | |
|----|-------------------------|---|------------------------|
| A. | One-half hour or less | - | \$65.00 minimum charge |
| B. | More than one-half hour | - | \$125.00 per hour |

I hereby declare that I am the owner or occupant of the above-described property and take full responsibility for all snow removal charges. Further, I hereby WAIVE ANY AND ALL CLAIMS FOR DAMAGES TO MY PROPERTY, BOTH REAL AND PERSONAL, WHICH MAY BE CAUSED BY THE TOWN OF THOMSON, ITS EQUIPMENT, OR ITS EMPLOYEES DURING SNOW REMOVAL OPERATIONS.

FURTHER, IN CONSIDERATION OF THIS AGREEMENT AND OTHER GOOD AND VALUABLE CONSIDERATION, I AGREE TO INDEMNIFY THE TOWN OF THOMSON FROM ANY AND ALL LOSSES OR DAMAGES THE TOWN OF THOMSON MAY SUFFER AS A RESULT OF CLAIMS OR JUDGEMENTS AGAINST IT FROM ALL PERSON WHATSOEVER ARISING OUT OF THE DESIGNATED SNOW REMOVAL SERVICES.

I acknowledge that I/we have read and understand this entire agreement and that snow removal operations will be conducted on public roadways prior to being conducted on my driveway.

Date

Signature

The Town of Thomson, having inspected and approved the above-described private driveway, hereby agrees to provide snow removal as agreed upon for the applicant subject to the terms and provisions defined above. Failure of the applicant to meet any of the provisions above described shall be considered a breach of this agreement and grounds for immediate termination of services by the Town. The Town of Thomson reserves the right to cancel this agreement should it be determined that the driveway is unsafe for equipment or employees.

Date

Public Works Foreman

RETURN APPLICATIONS TO THE TOWN HALL:

Email: PublicWorks@TownofThomsonMN.Gov or
admin@townofthomsonmn.gov

Website: <https://townofthomsonmn.gov>

Address: Town of Thomson
25 East Harney Road
PO Box 92
Esko, MN 55733

Phone: (218) 879-9719 Town Office 9am-4pm Monday through Friday
Ext 106 Town Garage
Ext 110 Public Works Supervisor

**** For Private roads with multiple property owners; a signature from all property owners is required and must accompany this annual agreement.**

Private Road Name _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____

Resident Name _____ Address: _____

Signature _____