



22817 Typo Creek Drive N.E. • Stacy, MN 55079
Phone (651) 462-2812 • Fax (651) 462-0500
E-Mail: records@linwoodtownship.org

Permit # _____
Fee \$200.00 Rcpt # _____
Chk # _____ Date: _____
Escrow \$800.00 Rcpt # _____
Chk # _____ Date: _____

DRIVEWAY APPLICATION & PERMIT

Project Location:

Address: _____

PIN (Tax) Number: _____

Applicant Information

Applicant: _____

Address: _____

City: _____

State: _____

Zip: _____

Contact Person: _____

Work Phone # _____

Cell Phone # _____

E-mail: _____

Contractor Information

General Contractor: _____

Contact Person: _____

Work Phone # _____

Contractor License # _____

E-mail: _____

Property Zoned

☐ R-A

☐ R-1

☐ Business

Proposed Access

☐ New

☐ Replacement

☐ Repair

☐ 2nd Driveway

Existing Street Surface

☐ Bituminous

☐ Gravel

☐ _____

Proposed Driveway Surface

☐ Bituminous

☐ Gravel

☐ Concrete

PROVIDE A SKETCH SHOWING PROPERTY DIMENSIONS, PROPOSED & EXISTING DRIVEWAY WIDTHS AND LOCATIONS. SHOW DISTANCE TO PROPERTY LINES. IDENTIFY STRUCTURES AND ROADS.

Location of Proposed Driveway must be staked to show exact location. Contact Township Driveway Inspector to arrange inspections. No work may commence until Proposed Location is approved.

The fee for a residential driveway access permit includes three required inspections. The applicant will be charged \$50.00 for each additional inspection due to the applicant's failure to meet access specifications and procedures. The undersigned accepts the terms and conditions of this permit by Linwood Township as stated and agrees to fully comply to the satisfaction of Linwood Township. The applicant also declares that he/she has read, understands, and will comply with the Residential Driveway Policy and Design Standards and relevant Township Ordinances.

It is expressly understood that this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the Town Board, as road authority, and subject to the applicant's compliance with the rules and regulations of any other affected government agencies. All "Special Provisions" are to be complied with. Escrow amounts shall be reduced by additional inspections and other expenses incurred, per Town Code Chapter.2, Article VI, Division 3.

Applicant Signature _____ Date _____

EMAIL TOWNSHIP DRIVEWAY INSPECTOR TO ARRANGE ALL DRIVEWAY INSPECTIONS
mike.olson@linwoodtownship.org

DO NOT WRITE BELOW THIS LINE – TOWNSHIP USE ONLY

Date of Proposed Location Inspection	Date of Compliance Inspection	Date of Final Inspection
Culvert required Y / N Size	Date of Extra Inspections (\$50)	Final Approval By
Special Provisions	Date of Extra Inspections (\$50)	Date Escrow Refunded
	Escrow Paid By	
Date Permit Issued/Applicant Notified	Escrow balances shall only be refunded to the person/company paying the escrow indicated on this application.	

PROVIDE A SKETCH SHOWING PROPERTY DIMENSIONS, PROPOSED & EXISTING DRIVEWAY WIDTHS AND LOCATIONS. SHOW DISTANCE TO PROPERTY LINES. IDENTIFY STRUCTURES AND ROADS.



LINWOOD TOWNSHIP

ANOKA COUNTY
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Residential Driveway Policy & Design Standards

Purpose

The purpose of Linwood Township's Residential Driveway Policy & Design Standards is to specify requirements for the construction or reconstruction of a new or alteration of an existing driveway which connects to a Township Road under the authority of Linwood Township.

Definitions

The following words, terms and phrases, shall have the meanings ascribed to them in this policy, except where the context clearly indicates a different meaning:

- 1) *Driveway/driveway access* means the area of the right-of-way between the traveled surface of the road and the adjacent property that is intended to provide access for vehicles or equipment from the road to the adjacent property.
- 2) *Driveway inspector* means the person or department, appointed by the Linwood Town Board, responsible for inspecting driveway accesses to confirm that they are constructed in accordance with township driveway design standards.
- 3) *Headwall* means rock, concrete, masonry, metal, timber or other similar materials placed on the sides of an approach as support, to prevent erosion, or for decorative purposes.
- 4) *Right-of-way* means the entire width between boundary lines of any way or place under the jurisdiction of the town when any part thereof is open to the use of the public, as a matter of right, for the purposes of vehicular traffic and is maintained by the town.
- 5) *Rural driveway* refers to town road sections constructed without a curb and/or gutter. Rural road sections typically have a ditch and may require installation of a culvert.
- 6) *Urban driveway* refers to situations in which the driveway access is connecting to a section of town road constructed with a curb and/or gutter. Urban driveways typically do not require installation of a culvert.

Driveway Access Permits

- 1) The construction or reconstruction of a driveway access onto County roads shall require a driveway access permit from the Anoka County Highway Department, which must be obtained prior to the issuance of any building permits by the Township. The County Engineer shall determine the appropriate location, size and design of such driveway accesses and may limit the number of driveway accesses in the interest of public safety and efficient traffic flow.
- 2) The construction or reconstruction of a driveway access onto a Town road shall require a driveway access permit from Linwood Township, which must be obtained prior to the issuance of any building permits by the Township. The Township Driveway Inspector shall determine the appropriate location, size and design of such driveway accesses and may limit the number of driveway accesses in the interest of public safety and efficient traffic flow.

- 3) All driveway accesses constructed or reconstructed within a Town road right-of-way shall comply with the standards and requirements of Linwood Township's Residential Driveway Design Standards and with other applicable laws, rules, regulations and ordinances.
- 4) A driveway access permit is required regardless of the intended use of a driveway including, but not limited to, driveway accesses used for agricultural purposes.
- 5) No permit is required for standard maintenance, such as placing additional gravel on an existing driveway surface, cleaning out culverts, or vegetation management.
- 6) The owner is responsible for all costs associated with constructing the driveway access and obtaining and installing a culvert or other drainage structures, as may be required. An escrow shall be held by the Township to help ensure completion of the driveway. Extra inspections and other expenses associated with the processing and enforcing the terms of the driveway application, when necessary, shall be paid out of the escrow.

Access requirements

- 1) Properties with 250 feet or less of frontage on a public street are allowed one access point from the public street.
- 2) Properties with more than 250 feet of frontage on a public street are allowed two access points from a public street; however, properties located on a County Road, major thoroughfares, and major streets are allowed one access point from a public street. Second permitted driveways on a single parcel must be a minimum of 50 feet apart.

Design Standards

- 1) The driveway access shall comply with the following minimum and maximum widths based on the primary use of the property. The entire portion of the driveway access within the right-of-way shall comply with the width standards, except that the driveway access may be flared as it approaches the surface of the road. The total width of the flared portion shall not exceed the permitted width of the driveway access by more than 4 feet and the flare shall be limited to the area within four feet from the edge of the surface of the road.

Width at Right-of-Way Line	Residential
Minimum Width	12 feet
Maximum Width	24 feet
Width at Surface of Road	Residential
Maximum Width with Flare	32 feet

- 2) The area above the driveway access shall be clear of tree branches and other obstructions in order to achieve a vertical clearance of at least 14 feet. Driveways shall have an obstructed width of not less than 20 feet. Such vertical and horizontal clearances shall be maintained in order to allow access by emergency vehicles.
- 3) A turn-around, located entirely on a residential lot, will be required for driveways that directly access a street with a posted speed limit greater than 45 miles per hour. The turn-around shall be located on private property, set back ten feet from the road right-of-way and property lines.
- 4) No driveway access shall be placed within any of the following setback distances. Additional corner clearance may be required in the sole discretion of the Township, based on conditions that reasonably require a further setback distance. The setback from an intersection shall be measured from the closest edge of the intersection right-of-way.

Setback From	Residential
Second Permitted Driveway	50 feet
Side Yard Setback	10 feet
Right-of-Way Intersection	50 feet

- 5) The driveway access must have a negative grade from the road surface to facilitate drainage (i.e. no draining onto the township road is allowed).
- 6) To increase safety, all driveway accesses shall enter the right-of-way and connect to the surface of the road at 90-degree angles. The driveway access angle is measured as the angle between the driveway centerline and the edge of the surface of the road.
- 7) Driveway side slopes shall be no steeper than a 4:1 ratio (4' horizontal to 1' vertical) Side slopes of 6:1 shall be allowed, but it will result in a longer culvert. Slopes from the edge of the access must extend to the end of the culvert aprons.
- 8) The surface area of the driveway and any related parking areas shall not cause the property to exceed the impervious surface limitations applicable to the property.
- 9) No headwalls or retaining walls shall be constructed or reconstructed in a way that interferes with the safe use or maintenance of a road right-of-way. No rock, bituminous, concrete, timber or other embankment retention will be allowed in driveway construction. Violation of this law is a misdemeanor. Violation holds the landowner responsible for any obstruction that may cause damage or injury. The cost of headwall removal shall be billed to the landowner.
- 10) A culvert may be required as determined by the driveway inspector. The minimum culvert size shall be 15 inch. Larger culverts may be required to accommodate existing ditch flow conditions. Culverts shall be corrugated steel, corrugated dual-wall polyethylene, or reinforced concrete pipe in accordance with the Minnesota Department of Transportation Standard Specifications. Culvert aprons are required.
- 11) Driveway accesses on urban roads will be reviewed by the Town Engineer. The applicant shall be responsible for all expenses associated with curb cut reviews and construction.
- 12) Driveway widths and setbacks shall be in accordance with Standard Plate No. STR-108 from the Engineering Manual, shown herein as Exhibit A. The Township Engineer may authorize some variation from these requirements to accommodate conditions unique to the site.

Surfacing

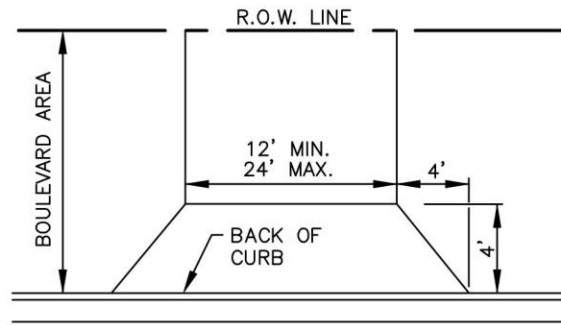
- 1) All driveways must be finished to the edge of the road right-of-way with the same materials, or superior, as the road it is adjoining.
- 2) Driveways located on a bituminous or concrete paved streets shall be constructed of a bituminous or concrete surface, extending from the edge of the street surface to the right-of-way line. Bituminous driveways shall have a minimum of 3.5 inches of bituminous wearing course over 3.5 inches of Class 5 aggregate base. Concrete driveways shall have a minimum of 3.5 inches of concrete over 3.5 inches of Class 5 aggregate base. All depths are measured as compacted thickness.
- 3) Driveways located on unpaved streets shall have a minimum 4-inch depth class 5 aggregate surface extending from the edge of the street surface to the right-of-way line.
- 4) The surface area of the driveway and any related parking areas shall not cause the property to exceed the impervious surface limitations applicable to the property.

Construction & Restoration

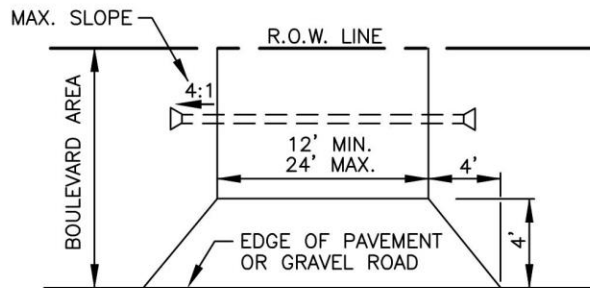
- 1) The access must be put in prior to and used during construction. If not, the site will be deemed in violation and the Township will request the Building Official to stop all construction. Class 5 gravel or the bituminous layer is not required until completion of the construction for which the building permit was issued or as directed by the Building Inspector.
- 2) Road surfaces, shoulders, and ditches disturbed in the process shall be restored to their prior conditions. All slopes must be sodded or topsoiled, seeded, and mulched.
- 3) It is the responsibility of the applicant or contractor to locate, stake and protect all utilities in the work area.

Permit Application & Inspection Process

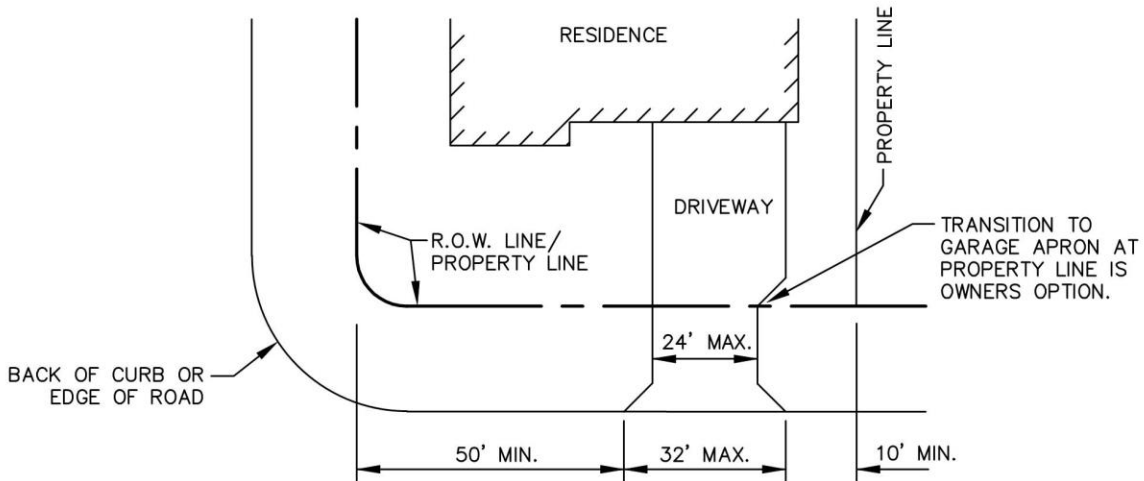
- 1) A completed driveway application must be submitted to the township, along with the application fee, escrow, and sketch plan of the proposed project. The application fee will cover the three required inspections: one for proposed access location, one for compliance in building the access, and the final inspection. The escrow balance shall be reduced \$50.00 for each additional inspection due to the applicant's failure to meet access specifications and procedures.
- 2) Prior to the proposed access location inspection, the applicant shall place a stake marked "Proposed Access" at the exact location for the center of the proposed access. The side property corners closest to the road shall also be identified by the applicant with stakes marked "Property Line". The applicant will then notify the Driveway Inspector that the proposed access is ready for the inspection. The location will be inspected for safety, sight distance, proximity to other accesses, and drainage requirements. Please allow 5-10 business days for this inspection to occur. The applicant will be notified of approval and any required design specification.
- 3) No work under the application is to be started until the application is approved and permit is issued.
- 4) In the event that changes are made to the proposed location after the initial application, the applicant must submit a revised sketch showing the newly proposed driveway access location to the Driveway Inspector.
- 5) The applicant shall contact the Driveway Inspector for a compliance inspection after completion of the access according to specifications. The access must be put in and used prior to construction. If not, the site will be deemed in violation and the township will request the Building Inspector to stop all construction.
- 6) The applicant shall contact the Driveway Inspector for final inspection when all construction that pertains to the building permit has been completed. No Certificate of Occupancy will be issued until the driveway permit has gotten final approval.
- 7) Extra inspections and other expenses associated with the processing and enforcing the terms of the driveway application, when necessary, shall reduce the driveway escrow balance. Escrows are defined in Town Code Chapter 2, Article VI. Division 3 Professional Fees and Escrow Amounts.
- 8) Driveway permits are valid for one year from date of proposed location approval. The approved application/permit is a legal document and should be retained with other valuable papers.



URBAN DRIVEWAY SECTION



RURAL DRIVEWAY SECTION



TYPICAL DRIVEWAY SECTIONS

NTS

APPROVED	7/16/21
REVISED	3/22/22

LINWOOD TOWNSHIP

STANDARD PLATE No.
STR-108