

*Return to Township Clerk*

Date: \_\_\_\_\_

Dep. Amt. **\$1000.00**

Ck #: \_\_\_\_\_

**FISH LAKE TOWNSHIP**

***NON-BUILDING PERMIT ACCESS APPLICATION***

NAME: \_\_\_\_\_

REFUND ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PURPOSE OF ACCESS: \_\_\_\_\_

NUMBER OF EXISTING ACCESSES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

The undersigned hereby makes application for permission to construct the above described driveway access. Said driveway access shall comply with all Township, County and State Requirements. It is agreed that all work shall be done to the satisfaction of Fish Lake Township. It is further agreed that no work shall commence until this application is received in writing and the permit is actually issued. It is expressly understood that this permit is conditioned upon replacement and restoration of the Township right-of-way to its original or satisfactory condition as determined solely by the Township. This permit is non-transferable.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

A deposit of \$1000 is required. No interest will accrue on the deposit. There is a minimum of two required inspections, one for proposed access location and a final inspection to check compliance in building the access. Inspections are \$25.00 per inspection. Extra inspections due to failure to comply with all Township requirements will result in an additional \$25.00 per inspection. There is also a \$25 administrative fee. **When applying for a County building permit, the County will not release the building permit until a Driveway Permit Application has been received by the Township.** After reasonable efforts to contact you after the application has been open for 18 months, and final installation has not been approved the deposit will be forfeited and transferred to the townships road and bridge fund.

Initial Inspection Date: \_\_\_\_\_ Culvert Needed: Yes No

Final Inspection Date: \_\_\_\_\_ Extra Inspections: \_\_\_\_\_

PERMIT APPROVED BY: \_\_\_\_\_

**Office Use Only**

**Refund Amount: \$** \_\_\_\_\_

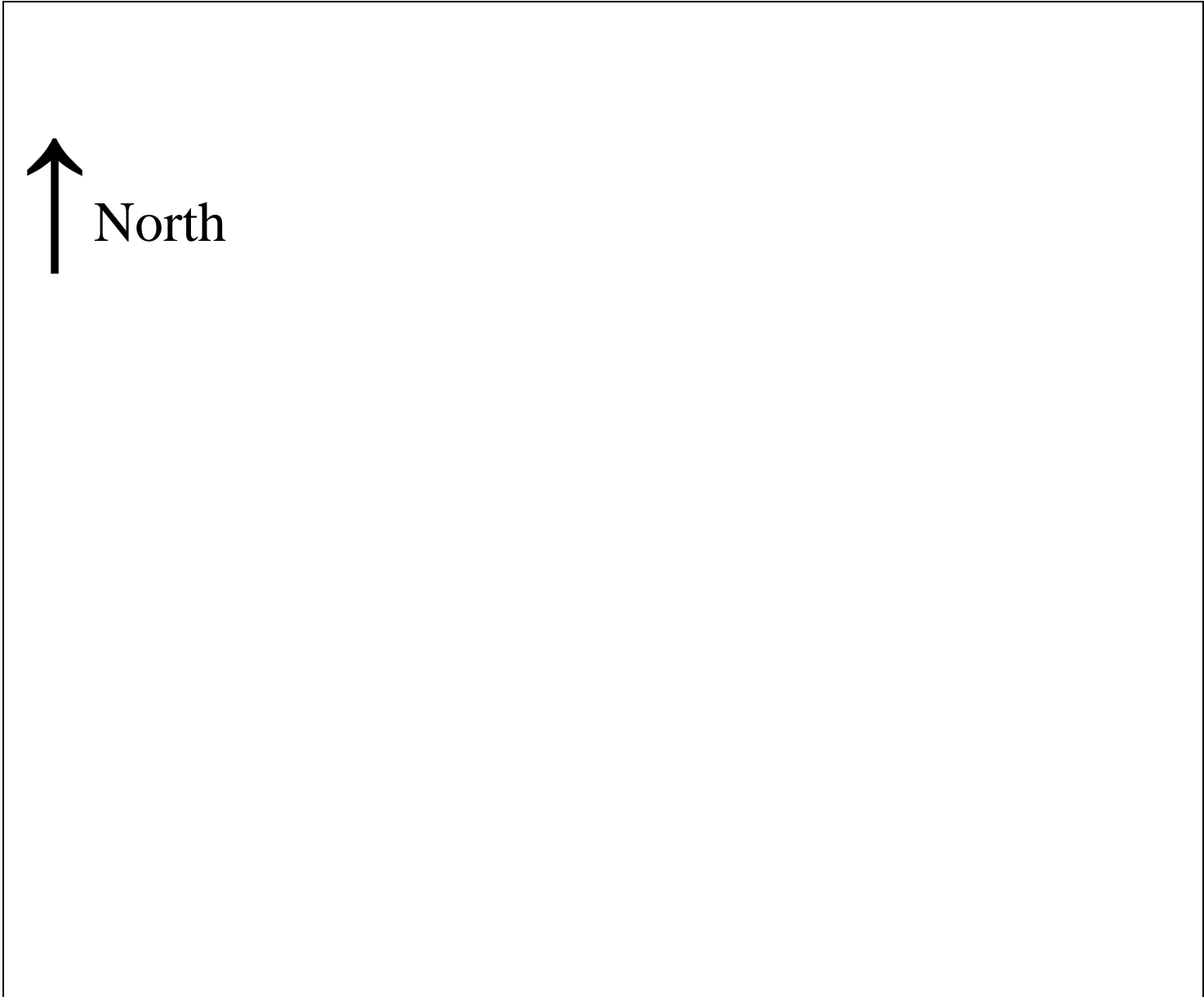
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**FISH LAKE TOWNSHIP  
DRIVEWAY ACCESS**

SPECIAL REQUIREMENTS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

***DRAW SITE PLAN- INCLUDE ROAD NAMES AND NEAREST INTERSECTION***



↑ North

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FISH LAKE TOWNSHIP  
2170 BRUNSWICK ROAD  
HARRIS, MN 55032 651-674-7709

I \_\_\_\_\_ have received a copy of the Fish Lake Township  
*Driveway/Access Permit Procedure* and *Driveway/Access Specifications*. I further agree to  
comply with all township specifications and regulations.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## *Keep for Your Records*

### **FISH LAKE TOWNSHIP PERMIT PROCEDURE**

**The following are the only available options:**

A \$1000 deposit is required. No interest will accrue on the deposit. There is a minimum of two required inspections, one for proposed access location and a final inspection to check compliance in building the access. Inspections are \$25.00 per inspection. Extra inspections due to failure to comply with all Township requirements will result in an additional \$25.00 per inspection. There is also a \$25 administrative fee.

FISH LAKE TWP. WILL BE PHOTOGRAPHING THE PROPOSED DRIVEWAY SITE AND OUR ROAD WAY AT THE TIME OF THE FIRST INSPECTION. IF DURING THE COURSE OF THE DRIVEWAY CONSTRUCTION OR BUILDING CONSTRUCTION OUR ROADWAY AND/OR SHOULDER IS DAMAGED YOU WILL BE RESPONSIBLE TO MAKE SURE IT IS RESTORED TO THE CONDITION IT WAS IN PRIOR TO THE START OF THE CONSTRUCTION. IF YOU FAIL TO DO THIS, THE TOWNSHIP WILL HAVE THE RESTORATION DONE AND YOU WILL FORFEIT PART OR ALL OF YOUR DEPOSIT TO COVER THE EXPENSE. IF THE COSTS OF THE RESTORATION EXCEED THE DEPOSIT THE ADDITIONAL COSTS WILL BE ASSESSED TO THE PROPERTY.

1. File application with township.
2. Put a lath or stake, with flagging attached, exactly where you desire the center of the access to be located. Call township garage for initial inspection.
3. Fish Lake Township will inspect your site for drainage requirements and location within 3 business days from the receipt of application. Fish Lake Township will then notify the applicant of special requirements, if any.
4. After initial inspection, if the location and plan are acceptable, the Township will notify the applicant by phone of site approval.
5. If a culvert is required, the applicant may choose to purchase it from Fish Lake Township, if available. All culverts must be steel or concrete with aprons. **Plastic culverts are not allowed.**
6. Fish Lake Township may apply all monies deposited for the permit to properly construct or complete the driveway/access.
7. It is the responsibility of the applicant and contractor to locate all utilities, etc., and to have them marked.
8. Inspections will not be performed when there is snow cover that obscures installation.
9. Call the township garage to request final inspection. Inspection will be performed within 3 business days and applicant will be notified of decision
10. Questions? Call Fish Lake Township garage at 651-674-7709.
11. After reasonable efforts to contact you after the application has been open for 18 months, and final installation has not been approved the deposit will be forfeited and transferred to the townships road and bridge fund.

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**FISH LAKE TOWNSHIP  
SPECIFICATIONS**

***THE FOLLOWING SPECIFICATIONS ARE REQUIRED.***

1. If a culvert is required, the culverts length and diameter is generally a minimum of 30' x 15". It shall be installed in compacted granular material. Aprons are required on culvert ends. NEW steel or concrete culverts are required. No plastic culverts are permitted.
2. Driveway/access width must be 18'-22' shoulder to shoulder within the township right of way. Shoulder edge of driveway will connect to road shoulder with a 15' radius. (See Attached Diagrams)
3. Driveway side slopes shall not be steeper than 4:1 ratio. Attached driveway dimension sheet depicts these requirements.
4. Driveway must slope away from the Township road.
5. Driveway must be surfaced with class 5 aggregate, bituminous, crushed rock or other township approved materials to a minimum depth as follows:
  - Bituminous – 1-1/2" Over Base
  - Class 5 – 4" Over Base
  - Crushed Rock – 4" Over Base
  - Concrete – 3-1/2" Over Base
6. Driveway surface shall not project above road grade. Township is not liable for surface material not properly installed.
7. In slopes must be seeded with ground cover/mulch before final inspection is requested.
8. If you have any questions, please contact the township garage at 651-674-7709.
9. After reasonable efforts to contact you after the application has been open for 18 months, and final installation has not been approved the deposit will be forfeited and transferred to the townships road and bridge fund.