



## CULVERT POLICY/ ENTRANCE PERMIT

### GENERAL REQUIREMENTS

1. **Landowner(s) must submit an application for an entrance permit for all new, revised or changed use approaches/entrances.** Permit forms are available at the County Highway Department office, and online at the following address: [http://www.co.benton.mn.us/Public\\_Works/Permits.php](http://www.co.benton.mn.us/Public_Works/Permits.php). All permit applications must be accompanied by a permit application fee and performance bond in the amount shown on the current County Fee Schedule found online at the following address: <http://www.co.benton.mn.us/>. The performance bond will be refunded after the approach and culvert installation are approved by the Department. If repeated inspections (greater than 3) are required, an additional \$50 per additional inspection will be required prior to release of the bond.
2. Distance to nearest adjacent approach: **330 feet minimum (roadways with higher traffic volumes, higher functional classifications, higher speed limits, sight distance issues, or traffic volume changes may require longer approach separation distances)**
3. Distance to nearest intersecting public roadway: **480 feet minimum (center of approach to edge of traveled way on intersecting roadway)**
4. Only one access per 40 acre parcel. An exception may be considered if an impassable land feature divides the parcel.
5. If available, access shall be from a lower functional classification roadway and will not be solely based on the property owner's choice of location or orientation of the structure.
6. If tract is located within platted area, the plat should provide a location for access to the tract.
7. Culvert diameter can be generally determined from an entrance upstream or downstream from proposed entrance. In some cases a hydraulic design may be required.
8. Used culverts are not acceptable for use on access onto county roads unless approved by the County Engineer, or his representative. New culverts can be purchased from private vendors or the County Highway Department. New culverts may be purchased from the Benton County Highway Department by private individuals under the following conditions:
  - a. The culvert is to be used to provide access to property adjacent to a County Road.
  - b. The culvert size must be adequate to handle drainage needs as determined by the Benton County Highway Department (the Department), but shall not have a diameter that is less than (15) inches.
  - c. Private approaches shall be 24' wide (drivable surface). Commercial approaches shall be a maximum of 32' wide, with the exception of public roadways or streets. Configuration of entrances and associated drainage culvert widths, alignment and locations shall be determined by the Department.
9. Purchase price for culverts and bands shall be at the County's current direct cost plus appropriate tax and a 5% markup for administration/ handling. The County shall receive payment in full before the purchaser picks up the culvert. **(Please notify the Department at least 24 hrs prior to desired pickup time.)**
10. Culvert lengths will generally provide for a 24' wide driveway top and 4:1 side slopes from the top of entrance to the ditch bottom and 18 inches of soil cover over the culvert. On recently constructed roadways where the side slopes are 6:1, the culvert should be long enough to provide for similar 6:1 side slopes.
11. Wherever possible, entrances serving two or more parcels shall be utilized.
12. Applicant must place a stake (marked "PROPOSED ENTRANCE"), which is visible from the roadway, for field review purposes by the Department.
13. Culvert end sections are required on roads where they have been included as a past design feature on the roadway. The individual will be responsible for the cost and installation of end sections which may include safety bars.
14. The culvert shall be installed by the individual at his/her expense and shall be installed in such a manner that will not impede existing drainage. Culverts shall be installed in accordance with appropriate detail as shown herein.



## Entrance Permit Application

15. All culvert installations are subject to the approval of the Department. Any installation that may cause a drainage problem shall be removed and/or improved at the owner's expense.
16. The applicant(s) requesting the approach, and/or property owner, hereby agree(s) that the approach and culvert shall become the property of Benton County when said installation has been approved by the Department. The County shall maintain the culvert upon approval of said installation by the Engineer. The applicant, and/or property owner, shall be responsible for maintaining the approach surfacing unless it is disturbed by Departmental operations.
17. Projects must be completed within one year from the date of the application, or the deposited bond may be forfeited (unless the permit application is cancelled within said time period). **Please note: if the permit application is cancelled, the permit fee will not be refunded.**
18. If work is started on an entrance and not completed within one calendar year from the date of the application, the Department may remove the work (with its own forces or by contract). All costs incurred by the Department above the aforementioned bond amounts will be billed to the applicant or added to the property tax of the accessed parcel.

### **INSTRUCTIONS FOR PREPARING ENTRANCE PERMIT FORM**

Prepare application by filling in form fields on your computer, or print a copy and clearly print using typewriter or ink:

1. Name of Applicant: The name of the person or municipality making request
2. Name of Owner: Owner of the property from which the access originates
3. Give County Road Number, Street Name and Address, Township in which the driveway is located, Miles N-S-E- W of specific road, landmark, or town.
4. Description of Property: Legal description of property as shown on owner's deed or abstract.
5. Purpose of Driveway: Give reason for entrance. (commercial, field access, residential access)
6. Building to be constructed: Give type and whether it will serve as residence are commercial. If commercial, provide type of business. If permits are requested for approaches to real estate developments, filling stations, vending stands or other roadside business establishments, you must submit a copy of ground plan, showing building sites or proposed location of the buildings, approaches, etc. If such plans are not drawn to scale, sufficient dimensions must be recorded on the plan to show the relative locations of all items planned for the development.
7. Check whether temporary or permanent access and if platted or unplatted. (This is important)
8. Show distance from centerline of County Road to front of building or nearest structure (pump island, if gas station)
9. Show number of driveways presently serving this property.
10. Show locations of proposed access, with respect to boundary, such as "100 feet south of north line".
11. Show location(s) of present access(es), if any and reason why the existing access will not service the property.
12. Date and sign copy.
13. Send a copy of a sketch of your proposed layout with the application. This sketch may be made on letter size paper.



## Entrance Permit Application

Applicant	Address	Telephone
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Property Owner (if different than above)	Address	Telephone
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Location of Proposed Entrance:		
CR #: _____	In: _____	Township _____
Miles	N / S / W / E	of City, Intersection, Landmark

Legal Description of Property:		
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Purpose of Entrance (check one): <input type="checkbox"/> Residence <input type="checkbox"/> Field Entrance (≤24') <input type="checkbox"/> Field Entrance (>24') <input type="checkbox"/> Commercial	Has Permit Been Issued by Benton County Zoning Department (check one)?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Will a building be constructed <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, what Type?
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Will the building be? <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	Property is located in: <input type="checkbox"/> Platted Area <input type="checkbox"/> Unplatted Area	Distance from center of road to front of building is: _____ Feet
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Number of Existing Entrances to Property:	Date Requested Entrance is Needed:
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Describe the exact location of the **Existing Entrance** to Property:

Describe the exact location of the **Proposed Entrance** to Property:

Desired Entrance Width: \_\_\_\_\_ Feet

I/We, the undersigned, herewith make application for permission to construct an access/entrance drive at the location mentioned above. The access/entrance drive will be constructed to conform with the regulations of Benton County and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Benton County Highway Department; and no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the County Road to its original condition, or to a condition agreed upon by the Benton County Highway Department. It is further understood that this permit is issued subject to the approval of local city, village or borough authorities having joint supervision over said street or highway. The applicant(s) will comply with rules and regulations of any other governmental agencies (MnDNR, MPCA, Corp. of Engineers, etc.).

Applicant(s) Signature(s)	Date
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**Entrance Permit  
Application**

**\*\*\*FOR COUNTY USE ONLY\*\*\***

**Permit Fee:**

**Performance Bond:**

Check No.:	
Amount:	
Dated:	
Deposit made by:	

Check No.:	
Amount:	
Dated:	
Deposit made by:	

Culvert Size/Diameter Required (inches): \_\_\_\_\_ Culvert Length Required (feet): \_\_\_\_\_

Number of Band(s): \_\_\_\_\_ Number of Apron(s): \_\_\_\_\_

Cost Responsibility:
<input type="checkbox"/> Applicant
<input type="checkbox"/> County

APPLICATION REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Assistant County Engineer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer Signature

\_\_\_\_\_  
Date

COPY SENT TO APPLICANT ON: \_\_\_\_\_

SPECIAL PROVISIONS:

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