DRIVEWAY REQUIREMENTS AND SPECIFICATIONS FOR SPENCER BROOK TOWNSHIP 763-389-0012

REQUIREMENTS

1. A non-refundable deposit of $100.00 to process the application. Make checks payable to SPENCER BROOK TOWNSHIP.
2. Fill out application and return with the deposit to township at 6978 305th Ave. NW, Princeton, MN 55371 or the road supervisor.
3. Attach a sketch on 8½ x 11 paper showing the location of the proposed driveway. To aid the inspector in finding the location, place a stake on each side of the proposed driveway with a cloth tied to the stake, and the name of the applicant written on the stake.

Once the completed application is received, our inspector will review the location for the proposed driveway for sight distance and drainage.

After the permit has been approved and the driveway has been constructed, notify the township and a final inspection will be performed. Upon the driveway meeting Spencer Brook Township specifications Final Approval will be given. Driveways built during the winter months may not be inspected until the frost and snow is gone.

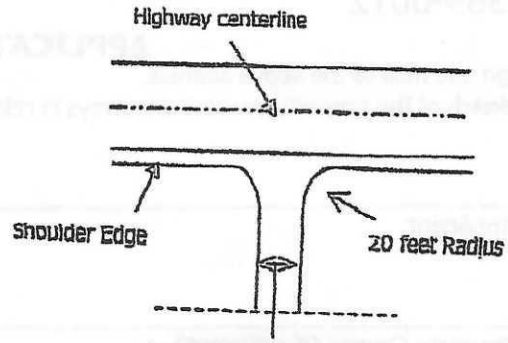
The applicant will have 120 days from the application approval date to construct the driveway. If not constructed during this time period, the entire deposit will be forfeited and the application will be void.

1. No work under this application is to be started until the application is approved and the permit issued.
2. Where work on traveled roadway is necessary, traffic must be protected by control devices in accordance with the guidelines as put forth by Federal, State, County and/or Local regulations (available from the Road Supervisor).
3. No foreign material, such as dirt and other construction materials may be left or deposited on the roadway during or after construction.
4. Culverts should be purchased from SBT with or without delivery. A current price list is available from the Road Supervisor or Township Clerk. Other arrangements for purchase and delivery must be approved in writing and inspected prior to installation by Road Supervisor to insure compliance of specifications. Only new corrugated steel culverts are acceptable meeting all specifications in place at the time of installation.
5. After construction is completed the applicant shall notify SBT the driveway is ready for final inspection.
6. No changes or alterations in driveways maybe made at any time without permission from SBT.
7. Any application requiring a mailbox and support must have an approved swing away mailbox support meeting MNDOT standards. An approved support shall be purchased through SBT and installed by SBT as part of the permit. A current price list is available from the Road Supervisor or Township Clerk.
8. Any application requiring a 911 emergency sign shall purchase the sign through SBT and SBT will locate and install the sign. A current price list is available from the Road Supervisor or Township Clerk.

SPECIFICATIONS/CONSTRUCTION

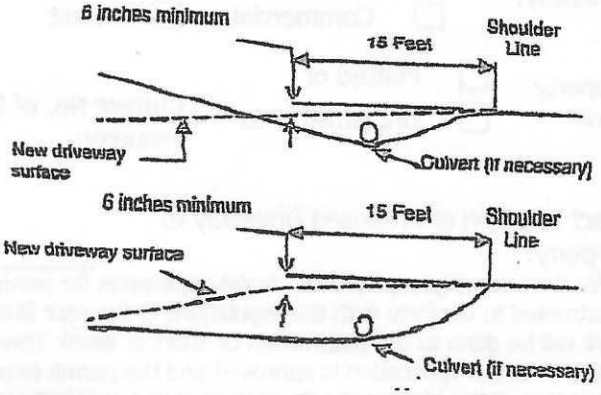
1. Driveway side slopes shall be constructed no steeper than 1:4 slope (That means for every foot vertically you go 4 foot horizontally). Flatter slopes maybe required in some cases by SBT. Side slopes shall be hand finished and seeded or sodded.
2. Driveways shall be constructed as to slope down and away from the shoulder line of the road for a distance of at least 15 feet with a fall of at least 6 inches.
3. Driveways shall have a minimum of 3 inches of class 5 aggregate placed from the edge of the township road to the edge of the road to right-a-way line.
4. Driveway widths are determined by usage and are as follows:
   Residential – 16 foot top, culvert size of 15"x30' with apron;
   Farm or field – 20 foot top, culvert size of 15"x30' with apron (some applications may be required to use a commercial culvert, to be determined by Road Supervisor according to regulations then in place);
   Commercial/Industrial – 30 foot top, culvert size of 18"x40'. Some applications may require a larger culvert, to be determined by Road Supervisor according to regulations then in place.

PLAN VIEW



DRIVEWAY MINIMUM TOP WIDTHS:
Residential – 16 feet
Farm or Field – 20 feet
Commercial or Industrial – 30 feet

CROSS SECTIONS



3-D VIEW

