

CASS COUNTY HIGHWAY DEPARTMENT
PERMIT APPLICATION FOR ACCESS DRIVEWAY OR ENTRANCE APPROVAL

8045 Co Rd 12 NW, PO Box 579, Walker MN 56484

Phone: (218) 547-1211 Fax: (218) 547-1099

PROPERTY OWNER IS RESPONSIBLE FOR DRIVEWAY INSTALLATION AS OUTLINED IN THE FOLLOWING REQUIREMENTS:

1. No work under this application is to be started until application is approved and the deposit is received.
2. Where work on traveled roadway is necessary, traffic must be protected, and flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. After driveway construction is completed, the applicant shall notify the Engineer's office that the work has been completed and is ready for final inspection and approval by the Cass County Highway Department.
6. No changes or alterations in entrances may be made at any time without written permission from the Cass County Highway Department.
7. Driveway fill slopes shall be constructed 1:4 (1' vertical to 4' horizontal) where existing roadside slopes are 1:4 or better and shall be hand finished and seeded.
8. Driveways shall be so constructed as to slope down and away from the shoulder line of the highway for a distance of at least 15 feet with a fall of at least 6 inches.
9. Culvert provided by the applicant must be new and meet the requirements of gauge thickness for aluminized corrugated steel pipe.

See second page for application.

Cass County Highway Department

Applicant/Agent _____ Phone# _____

Address _____ City, State, Zip _____

Cass Co. road number & location _____

Legal description of property: Township Name _____ Section _____ Twp _____ Range _____

Purpose of Driveway (residence, commercial, field, etc) _____

Date driveway will be needed _____ Number of present driveways on property _____

Other comments _____

Property Owner is responsible for the driveway installation as outlined in the attached requirements.

APPLICATION PROCESS

1. Complete the application and return it with a \$500 deposit to the Cass County Highway Department.
2. Put up flagging where culvert is to be placed.
3. Cass County will check location to determine whether a culvert is required, and if required, the size.
4. Cass County will return a copy of the application to the applicant indicating Cass County's determination.
5. If no culvert is required or the applicant provides their own culvert, the applicant may proceed with the driveway installation. If a culvert is to be purchased from Cass County, it will be delivered upon receipt of payment.
6. Once the approach is constructed the applicant shall notify Cass County. Upon inspection and compliance with the permit, the deposit will be returned.

Applicant – do not complete this section, to be completed by Cass County

Application Approved _____ Not Approved _____ Reason _____

_____ No culvert required

_____ Culvert required – size _____ x _____ Additional cost for larger culvert _____

Signed _____ Date _____
(Cass County Personnel)

Approach Constructed in conformance with the Permit _____

Signed _____ Date _____
(Cass County Personnel)

If a culvert is required, you have the choice of furnishing your own culvert or purchasing one from the County. Please indicate your choice below:

_____ I will provide my own culvert (Must be new culvert in the size specified by the County)

_____ I would like to purchase a culvert from Cass County (\$700.00 minimum based on culvert size)

In accordance with the approved Cass County Fee Schedule adopted by the County Commissioners, dated January 1, 2023, the applicant who wishes to purchase a culvert from Cass County will be required to pay a minimum of \$700.00 for a standard culvert (32"x15"). All work shall be subject to final approval of the County Highway Engineer.

I, We, the undersigned herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the standards of the Cass County Highway Department. It is agreed that all work will be done to the satisfaction of the Cass County Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved.

Applicants Signature: _____ Date _____