

# Amador Driveway / Access Permit Application

Amador Township, 37475 Park Trail, Almelund, MN 55012

*NOTE: This permit requirement applies to any driveway constructed for any purpose along roads maintained by Amador Township*

**PLEASE print legibly**

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Address of applicant \_\_\_\_\_

Phone numbers: \_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Co. PID# \_\_\_\_\_

Purpose of Access:

\_\_\_\_\_ (Home) \_\_\_\_\_ (Outbuilding) \_\_\_\_\_ (Field) \_\_\_\_\_ (Other-Specify) \_\_\_\_\_

Number of Existing Accesses to the property \_\_\_\_\_

Legal Description of property served (or add attachment)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Sketch of the Property: show roadway and all present and proposed access points:**


Property Address \_\_\_\_\_

Draw in driveway location \_\_\_\_\_

Is a mailbox proposed \_\_\_\_\_ Lot width on the road \_\_\_\_\_

Proposed culvert length \_\_\_\_\_ Width of proposed driveway surface \_\_\_\_\_

Name of road that driveway is accessed from \_\_\_\_\_



A large empty rectangular box for sketching the property, roadway, and access points. A north arrow symbol is centered at the top of the box.

**DRIVEWAY/ACCESS ESCROW**

Driveway fronts on: \_\_\_\_\_ (an existing gravel road)..... ESCROW DEPOSIT = \$1800  
\_\_\_\_\_ (Blacktop Road w/building to be built).....ESCROW DEPOSIT = \$6000

Escrow amount \$ \_\_\_\_\_ (See Driveway / Access Permit Procedure)

Dated \_\_\_/\_\_\_/\_\_\_ as a \_\_\_\_\_

[(cash deposit) OR (bond) OR (letter of credit)]

Record of inspection by \_\_\_\_\_ Dated \_\_\_/\_\_\_/\_\_\_

Result of inspection \_\_\_\_\_

Record of escrow released by \_\_\_\_\_ Dated \_\_\_/\_\_\_/\_\_\_ .

- 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 completed within 180 days and must be completed to Amador Township specifications.
- It is further agreed that no work shall commence until this application is approved in writing (below) and the permit actually issued.
- It is expressly understood that this permit is conditioned upon replacement and restoration of township roads, boulevards and right-of-way to their original or satisfactory condition as determined solely by the township officials. *This permit is non-transferable.*

Permit Approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Amador Township Supervisor

## **Amador Township Driveway / Access Permit Procedure**

1. **Escrow** is required for all permits:
  - A driveway fronting on an existing gravel road - the deposit is **\$1,800**
  - A driveway fronting on a bituminous paved road - the escrow deposit is **\$ 6,000**
  - \$175** non-refundable fee will be charged against escrow deposit. This fee includes the blue address number sign.
2. A driveway permit is required for any new property access point.
3. If the property has an existing driveway, or a field driveway, the driveway must meet the specifications listed in this application. ***If the driveway does not meet these specifications, it must be brought up to specifications prior to a building permit being issued.***
4. A minimum of two (2) **inspections** are required; one for proposed access location so a building permit may be issued by Chisago County; and a final inspection to check compliance in building the access (final inspection should be close to the date of occupancy). Inspections are \$25 each. Extra inspections required due to failure to comply with all township requirements will result in an additional \$25 per inspection.
5. Applicants shall place a **lath or stake**, with flagging attached, at the center of the proposed access . Complete directions to property must be included with driveway permit. Contact Amador Township for the initial inspection.
6. Amador Township will **inspect the site** for drainage requirements and location approval. Amador Township will notify the applicant of any special requirements. **The size of the driveway** will be determined by the township supervisor
7. If the location and plan are acceptable after initial inspection, the Township will approve the Chisago County issuance of your **building permit**.
8. The applicant **MUST** request a **final inspection** date after satisfactory completion of the access. This date must be within 300 days of the permit issue date in order for all remaining monies to be refunded to the applicant. Failure to call and secure a final inspection date within 300 days of permit issue date will cause automatic forfeiture of the entire balance of the escrow.
9. Amador Township reserves the right to apply all monies deposited for the permit to properly construct or complete the driveway and/or access to township specifications.
10. If a culvert is required, the applicant is required to furnish the culvert. No culverts are provided by Amador Township. All culverts must have a total length of 46 feet with flared ends. The type of culvert permitted requires approval of the township.

Conditions of that approval include:

  - a) Slope of the pipe flow line, ability to prevent low spots.
  - b) Soil at the site, compaction of the subgrade, and proposed bedding.
  - c) Depth of the pipe between the crown of the pipe and the driveway surface.
11. It is the responsibility of the applicant and his contractor to locate all utilities, etc., to have them staked, and to preserve the location if necessary.
12. Every residential driveway shall include a **blue standardized house address and post** which shall be obtained from the township. Cost of these materials will be deducted from the deposits listed in #1 above. This blue address number must be placed at the driveway entrance to the site and it illegal to move it from that location.
13. **Mailboxes of the swinging type** are required. Mailbox and swing systems may be purchased from the Township. Mailboxes are to be installed in accordance with the attached drawing. To arrange pick-up, contact [AmadorTownship@gmail.com](mailto:AmadorTownship@gmail.com) or call the Amador Township clerk. Questions? Contact any township supervisor – [www.amadortownship.com](http://www.amadortownship.com)

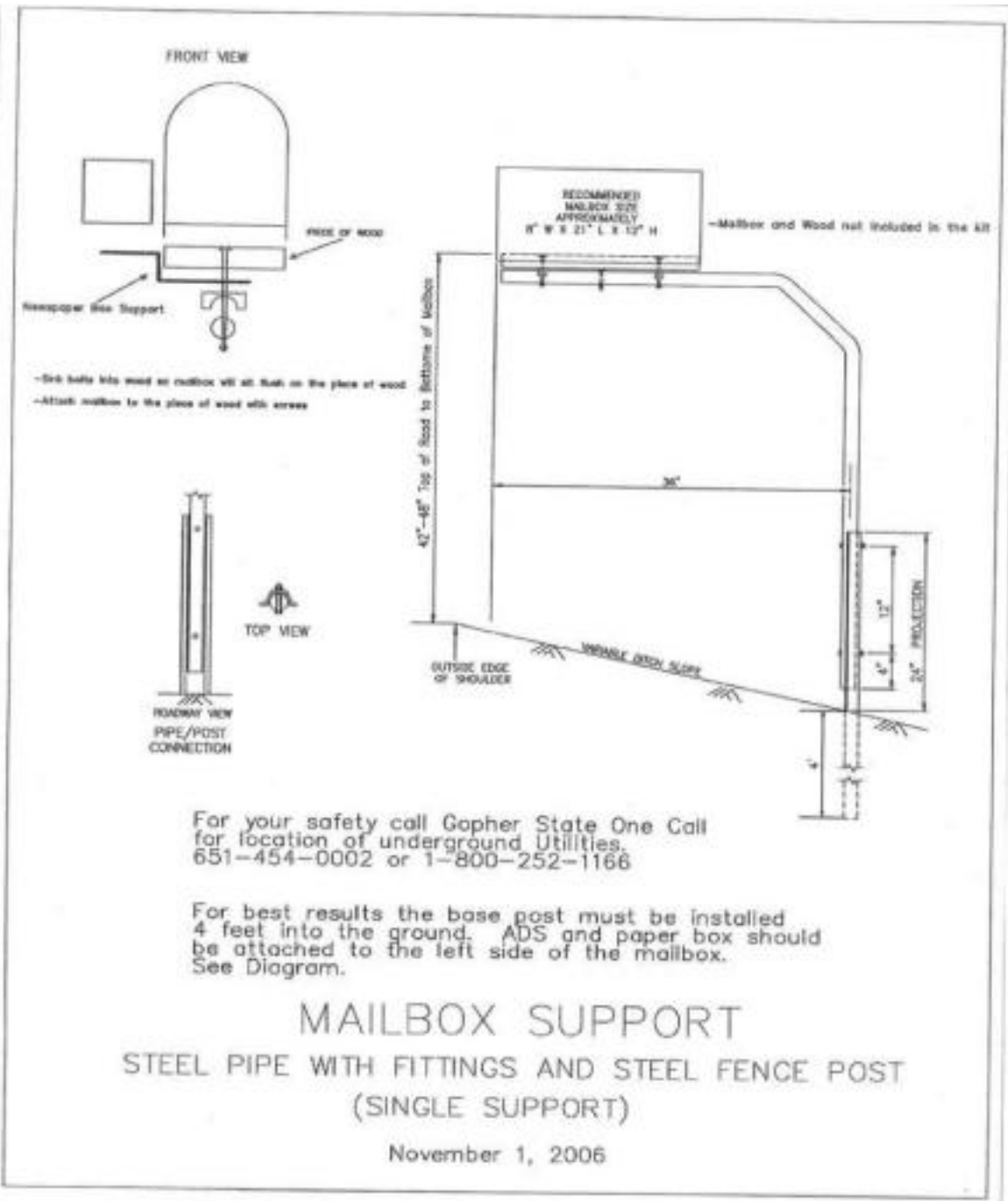
## Specifications for Amador Township Driveway and/or Access

1. If a culvert is required, its size shall be as determined by the township.  
Minimum size = 15" inside diameter.  
Aprons for 4:1 slopes are required.
2. Driveway / Access width - 16 feet driving surface width at the township right-of-way line and edges of driving surface shall have a 20' radius. See appended drawing.
3. Driveway side-slopes shall be a minimum of 4 horizontal to 1 vertical. Up to a 6:1 in-slope may be allowed, but this will require a longer culvert. The attached driveway dimension sheet is part of these requirements.
4. Driveway side slopes must be seeded and blanketed upon completion.
5. Driveway must slope downward from the Township road, bringing runoff to the ditch centerline. Driveways will not be allowed on the end of roads or on a turn-around without prior approval of the Township Board.
6. Driveway must be surfaced with Class 5 aggregate, bituminous, crushed rock or other approved materials to a minimum depth as follows:

Bituminous.....	One and one half inches over 8" base
Class five.....	Four inches
Crushed rock:.....	Four inches

***The township will not be held responsible for bituminous placed on the right-of-way.***

7. Contact the Township for location inspection. If all requirements are agreed to by the owner, the contractor and the Township inspector, the Township will issue a Notice to Chisago County Zoning giving approval for a building permit in Amador Township.
8. **The access must be installed and usable prior to construction of any buildings.** If not, the site will be deemed in violation and the township will request that Chisago County stop all construction. Class 5 is not required until final inspection is made, or as otherwise directed by the township inspector. ***In cases where mud is dragged onto the existing road and creating an issue***, the proposer shall provide a rocked "drag-out" area 40' long x 16' wide.
9. Twenty-four (24) hour prior notice must be given for inspection. If you have questions or need an inspection, please contact the Township Clerk at (651) 583-3108, or Roadway Supervisor Gene Fisk at 651-755-7649.



- Swing-type mailboxes are required by Amador Township.
- Mailbox accessories can be purchased from Amador Township at township cost.
- Mailboxes are the responsibility of the property owner.
- Mailbox posts must be sunk no less than 4 to 4-1/2 feet deep due to frost.
- The township will notify property owner as to which side of the road the mailbox must be located.
- A blue address number sign will be order and must be located at the driveway entrance.
- Call Amador Township Clerk, Terri Lind at 651.583.3108 or email [AmadorTownship@gmail.com](mailto:AmadorTownship@gmail.com)