

Louisville Township

Scott County, Minnesota

Driveway Permit Application Package



A driveway permit application must be submitted to the Louisville Township Clerk prior to the construction of a driveway and/or street entrance which connects to a Louisville Township road. No work shall begin until the application is completed, fees are deposited, and a permit is issued.

Louisville Township Driveway Permit

Application Instructions

Please read the instructions in its entirety.

- ✓ Submit the **completed application, township fees, and drawing** to the Township Clerk.
 - **Township escrow fees** in the amount of \$500.00 must accompany the completed application prior to construction of a driveway access which abuts up to a Louisville Township road. **Please make check payable to Louisville Township.** No interest will accrue on the monies deposited into an escrow account upon receipt. The deposit is used for the following:
 - \$25 administrative fee (non-refundable)
 - \$25 per inspection fee (non-refundable)
There is a minimum of two required inspections, one for the proposed access location and one for the final inspection to check compliance in building the access. Extra inspections due to failure to comply with all Township requirements will result in an additional \$25.00 per follow-on inspection.
 - A **drawing** to scale must also accompany the application showing the shape, size, dimensions and location of the driveway access at the proposed intersection with the Township Road, as well as the dimensions and location of all existing or proposed berms, curbing, drainage structures, and grades of both the driveway access and the Township road at the proposed driveway.
 - The Township Board adopted Ordinance 2000-1 on May 4, 2000 which required the following:
 - On Township roads with a speed limit in excess of 50 miles per hour or average daily trips in excess of 3,000 ADT the minimum driveway spacing shall be 660 feet.
 - All subdivision and driveway designs shall, to the greatest extent possible, provide for driveways lined up to each outlet. Where driveway or lot designs necessitate offset driveways, offsets shall not be less than 150 feet of separation.
 - Driveway width should be a minimum of 12 feet.
- ✓ Place a lath or stake, with flagging attached, exactly where you desire the center of the access to be located. Call the Louisville Township Clerk at (952) 445-8715 to schedule initial inspection.
- ✓ The Road Supervisor for Louisville Township will conduct the initial inspection of the site for drainage requirements and location within 3 business days from the receipt of the completed application package. It is the responsibility of the applicant and contractor to contact Gopher One and locate all utilities, etc., and have them properly marked. Please know note that the Road Supervisor for Louisville Township will be photographing the proposed driveway access site and the township roadway at the time of the first inspection. If during the course of driveway construction or building construction the township roadway and/or shoulder are damaged, the applicant will be responsible to make sure the damage is repaired and restored to the original condition prior to the start of 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.
- ✓ After initial inspection, the Road Supervisor will notify the applicant and the township clerk of approval, and if appropriate, additional special requirements, if any. If a culvert is required, the culvert must be a minimum of 12" in diameter and made of corrugated metal pipe or reinforced concrete pipe. Aprons are also required. **PVC and plastic culverts are not allowed.**
- ✓ After the driveway access has been completed, the applicant should contact the Town Clerk via phone at (952) 445-8715 to schedule a final inspection by the Road Supervisor with Louisville Township. Driveway access inspections will not be performed when there is snow cover that obscures installation.
- ✓ When the final inspection is completed, the Road Supervisor will notify the Township Clerk in writing. The Clerk will process a request for monies that may still be available in the account and submit for approval by the Board at the next monthly township meeting. Louisville Township may apply all monies deposited for the permit to correct deficiencies or complete the driveway or street entrance access.
- ✓ Questions? Please contact the Louisville Township Clerk at (952) 445-8715.

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Application

Applicant:	Telephone:	Address (Street, City, State, Zip):
Property Owner: (If same as applicant, write <i>same</i>)	Telephone:	Address (Street, City, State, Zip):
Purpose of Driveway: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Requested Driveway: Width: _____	Property is: <input type="checkbox"/> Platted <input type="checkbox"/> Unplatted
Number of Present Driveways or Other Entrances to Property: _____	Culvert Diameter: _____	Legal Description of Property (Lot, Block)
Type of Proposed Entrance Surface: <input type="checkbox"/> Bituminous <input type="checkbox"/> Concrete <input type="checkbox"/> Rock <input type="checkbox"/> Other	Work to Start on or After: _____	Work to Be Completed on or Before: _____

REQUIREMENTS

A \$500 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.

I, the undersigned, hereby make application for permit to construct the above described driveway access. Said driveway access shall comply with all Township, County and State Requirements. It is agreed that no work shall commence until this application is received in writing and the permit is actually issued. It is further agreed that all work shall be done to the satisfaction of Louisville Township. 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.

Applicant Signature: _____

Date: _____

For Township Use Only:

Initial Inspection Date: _____

Culvert Needed: Yes No (Circle one)

Final Inspection Date: _____

Aprons Needed: Yes No (Circle one)

Extra Inspection: _____

Extra Inspection: _____

SPECIAL REQUIREMENTS:

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Drawing

Please draw site plan and include road names and nearest intersection(s)



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Applicant: _____

Property Owner: _____

Address: _____

It is expressly understood and agreed that this permit is conditioned upon not placing any materials on the traveled portion of the Township roadway and that restoration of all disturbed areas become the responsibility of the applicant. The areas disturbed must be restored to their original or a satisfactory condition as deemed appropriate by the Louisville Township Board.

Approval of this permit does not deny the Township Engineer the future right to revise, relocate, or close any entrance to expedite the movements of vehicular or pedestrian traffic. The Township retains the right to close said entrance(s) at its discretion, based upon; the necessity for traffic regulation and control.

If the installation of the driveway or street entrance makes it necessary to work on the roadway, traffic must be protected; lights, signs and proper barricades must be in place.

Approved by:

Township Clerk

Date