

POLICY 2022-01
TOWNSHIP OF ALBANY
DRIVEWAY/APPROACH CONSTRUCTION STANDARDS

GENERAL

Any resident who plans to move, change the physical dimensions, or slopes of an existing driveway, or add a new driveway/approach to their property in the Township road right-of-way requires an Albany Township driveway/approach permit. Changing the surface material does not require a driveway permit. Driveway/approach permits are required to ensure that Township roads are not damaged and that there is no public safety hazard created by the driveway. The permit cost is \$100.00. There is a \$500.00 damage deposit that is collected when the permit is issued; it is refunded if no damage is done to the Township road during construction.

APPROACH PERMIT APPLICATION PROCESS

1. A landowner must submit an application for a driveway approach permit if the landowner is proposing (a) to construct a new approach or (b) to modify an existing approach.
2. No work is to be started until the application is approved by Albany Township.
3. Permits are available by calling the Township Clerk, from the Albany Township Road Supervisor, or on the Albany Township website.
4. All applications must be accompanied by a permit application fee in the amount of \$600.00. After the approach and culvert are inspected, determined to be satisfactory, and there is no damage done to the township road, the applicant may complete the Request for Return of Deposit.
5. Upon receipt of the approach permit, the township shall inspect the approach and determine if the proposed design is adequate to promote proper drainage.
6. If the township determines a culvert is needed, the landowner is responsible for the purchase of the culvert.
- 7.

DRIVEWAY STANDARDS:

Driveways in Albany Township should meet the following standards: (Ordinance 2009-01)

- A. All accesses onto a Township road shall be aligned to be straight and perpendicular to the center-line of the adjacent Township roadway within the limits of the Township right of way.
- B. When the opportunity exists, access locations will be directed onto roadways with a lower functional classification.
- C. All facilities such as signs, entrance medians (divided entrances), culvert head-walls, fencing, etc., shall be placed/constructed outside of the permanent Township right of way.
- D. Access(es) will need to be aligned with street accesses and/or entrances on the opposing side of the roadway, if possible.
- E. Culverts constructed/placed within the Township right of way as part of an access should be specified as a minimum of 18 inches in diameter. Plastic pipe will not be used. Culverts shall be installed at the expense of the property owner.
- F. Any culvert required to be constructed as a part of an access (that is located within the Township right of way) that crosses under existing or proposed Township streets/roads shall be specified as reinforced concrete pipe, tied with appropriate steel ties and shall be a minimum of 24 inches in diameter.
- G. Accesses will be shared between adjacent properties/parcels whenever possible and

practical.

H. Only one access per residential (R1/R2 zoned areas) property/parcel will be allowed.

I. Plans for new street access(es) will need to be submitted to the Albany Township Board of Supervisors prior to issuance of the permit.

J. Accesses will conform to the standards of MNDOT (Best Practice for Rural Entrance Policy/Minnesota Local Road Research Board) to ensure adequate sight distance.

K. Residential access surfacing width shall be a minimum of 16 feet, maximum of 24 feet.

L. Commercial and industrial access surfacing shall be a maximum of 30 Feet in width

M. Field accesses shall be a minimum of 16 feet, maximum of 24 feet in width.

Non-Conforming Requests – Albany Township Board of Supervisors make the final decision about any driveway permit that is issued in the Township. Any deviation from these policies must first be approved by the Albany Township Road Supervisor prior to construction. Failure to comply with the Albany Township Driveway/Access Policy will result in a forfeiture of the damage deposit. A fine of \$200 per month will be issued on all non-conforming approaches.

Driveway Inspector- The Albany Township Road Supervisor is responsible for documenting the road condition prior and after the work, determining if a culvert and aprons are required, and whether or not the completed work meets Township specifications.

ALBANY TOWNSHIP

STEARNS COUNTY MINNESOTA

PO BOX 344, ALBANY MN 56307

Phone: 320-224-9616 Email: albanytwp@albanytel.com

Road Supervisor: John Greer Phone: 320-241-4951 Email: AlbanytwpSup3@albanytel.com

APPLICATION NO: _____
PERMIT FEE: <u> \$100.00 </u> DAMAGE DEPOSIT: <u> \$500.00 </u>
DATE PD: _____ CK NO: _____

DRIVEWAY/APPROACH PERMIT APPLICATION

Property Owner: _____ Phone Number: _____

Property Address: _____

Mailing Address: _____

Primary Email Address: _____

Parcel Number: _____ Township: _____ Range: _____ Section: _____

Existing Roadway to be accessed (Address): _____

General Contractor: _____ Phone Number: _____

IMPORTANT: A complete site plan sketch of the property, including present and proposed driveway/approach with distances shown in relation to existing roadway must be submitted with this application (on a separate sheet)

I, We, the undersigned, herewith make application for permission to construct the driveway/approach at the above location. The driveway/approach is to be constructed to conform to the regulation of the Albany Township Town Road Construction Standards Ordinance Number 2009-01 and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Albany Township road authority. It is further agreed that no work in connection with this application will be started until the application is approved and permit issued. It is expressly understood that this permit is condition upon replacement or restoration of the existing township roadway to its original or to a satisfactory condition, as determined by the township road authority. Signature of this application authorized the Albany Township Officials to enter upon the property to perform needed inspections. Entry may be without prior notice. Failure to comply with the Albany Township driveway policy will result in the forfeit of the damage deposit.

Signature of Property Owner *Date*

TOWNSHIP APPROVAL

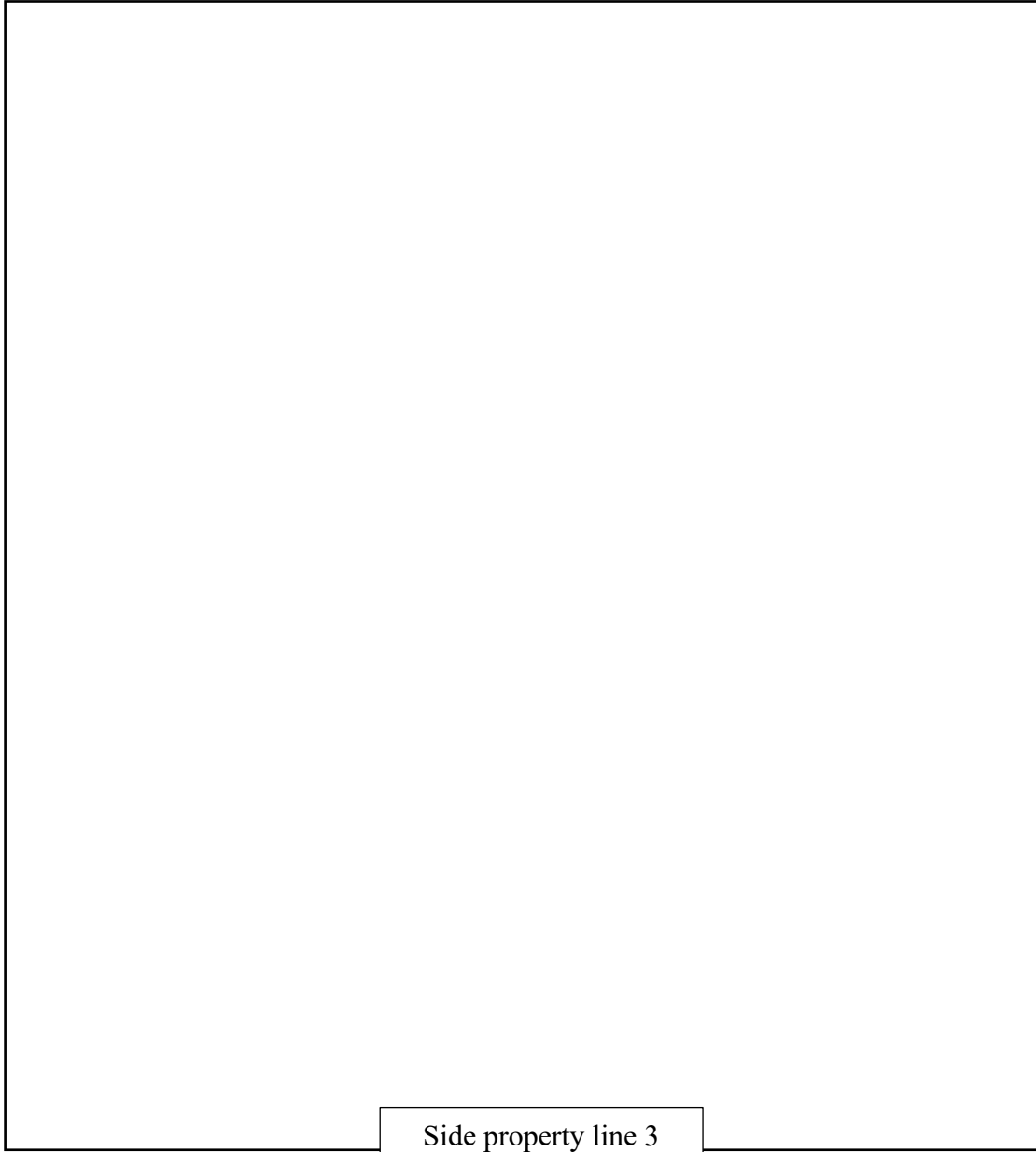
This driveway/approach permit **IS / IS NOT** (circle one) approved.

Permit Conditions: _____

Signature: _____ Date: _____
Albany Township Road Supervisor

(Damage deposit is refundable for a period of two years from permit date, assuming no damage to the public roadway. Submit Damage Deposit Request form to Township Clerk when the work is completed for return of the deposit.)

Side property line 1



Side property line 2

Road right-of-way property line

Side property line 3

**Planned Driveway Access
Dimensions:**

Width: _____
Slope/Grade: _____
Radius: _____
Culvert Size: _____

Drawing should show public road and where driveway access will intersect public road way with measurement and property buildings/structures including their dimensions and setback distances within 100 feet of the public roadway.

ALBANY TOWNSHIP
REQUEST FOR RETURN OF DRIVEWAY/APPROACH DAMAGE DEPOSIT

Upon completion of all driveway/approach construction, the property owner may request the return of the Damage Deposit. An inspection will be performed by the Albany Township Road Supervisor to determine if there has been any damage to the Township roadway. After this inspection, the request will be brought to the Township Board meeting for approval or denial. Request must be made within two years of the original permit date.

Property Owner: _____ Phone Number: _____

Property Address: _____

Mailing Address: _____

Primary Email Address: _____

Parcel Number: _____ Township: _____ Range: _____ Section: _____

Date of Original Permit Approval : _____

Signature of Property owner: _____ Date: _____

TOWNSHIP APPROVAL

Driveway damage deposit return **IS / IS NOT** (*circle one*) approved.

Amount returned: \$ _____

Signature: _____ Date: _____

Albany Township Board of Supervisors, Chair