

**CHISAGO LAKE TOWNSHIP
Driveway / Access Permit Application**

Chisago Lake Township
PO Box 649
12400 316th Street
Lindstrom, MN 55045
Ph 651-257-6906 or 651-257-0435

Date Permit Issued _____
Deposit Amt _____
Date & Check # _____
Amt of Refund _____
Date of Refund _____

Name _____ Date _____


Address _____

Phone number: (____) _____ PID# _____

Purpose of Access: (home) _____ (outbuildings) _____ (field) _____ (other) _____

Legal Description of property served _____

Sketch of the Property showing any present and proposed access:

WHAT IS THE DRIVEWAY LOCATION? ADDRESS _____ DISTANCE TO NEAREST ROAD _____	
NAME OF ROAD DRIVEWAY MEETS _____	
IS A MAILBOX PROPOSED? (YES) (NO) IF YES, SHOW MAILBOX LOCATION LOT WIDTH ON THE ROAD _____ Feet PROPOSED CULVERT SIZE ? _____ ? PROPOSED CULVERT LENGTH? _____' WIDTH OF PROPOSED DRIVING SURFACE _____'	 NORTH (DRAW ARROW)
NAME OF NEAREST ROAD _____	PROPOSED DRIVEWAY RIGHT OR LEFT ? _____
NOTE THE TYPICAL DRIVEWAY & ACCESS DRAWING ON THE STANDARDS PAGE	

I understand that the driveway is to be completed within 12 months from the date permit is issued on or the deposit will be forfeited.

Signature of Applicant _____ Date _____

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Driveway / Access Permit Procedure

1. An **escrow amount of \$1075** is required for all permits which includes the driveway permit and an E911 sign.
\$100 non-refundable administration fee will be charged against said deposit.
\$75 will be deducted for an address sign and post.
2. 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 the specifications, it must be brought up to specifications prior to a building permit being issued.
3. An **inspection is** required prior to the building permit being issued.
4. Chisago Lake Township will **inspect the site** for drainage requirements and location approval. Chisago Lake Township will notify the applicant of any special requirements. **Size** will be determined by the Driveway inspector.
6. After inspection, if the location and plan are acceptable, the Township will approve the County's issue of your **building permit**.
7. For all remaining monies to be refunded to the applicant upon satisfactory completion of access, the applicant **MUST** request a **final inspection** date within 300 days of the permit issue date. 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.
8. Chisago Lake Township reserves the right to apply all monies deposited for the permit to properly construct or complete the driveway / access.
9. If the applicant requires a culvert, the applicant must furnish the culvert. Culverts are not provided by Chisago Lake Township. All culverts must be **steel or concrete** (minimum culvert diameter of 15", and length of 30' pipe plus flared ends). The required size of culvert may increase depending on the driveway location. Culverts of other materials (HDPE, etc.) will only be permitted with the formal 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 bedding proposed
 - c) Depth of the pipe between the crown of the pipe and the driveway surface.
10. It is the responsibility of the applicant and his contractor to locate all utilities, etc. to have them staked, and to preserve them as necessary.
11. **Every residential driveway shall include a standardized address and post** which shall be obtained from the township. The cost of these materials will be deducted from the deposits listed in 1 above.
12. Questions? Call Chisago Lake Township Maintenance Supervisor Matt Wikelius at (651) 257-0435 or Jeanette Peterson Clerk at (651) 257-6906.