



**REQUIREMENTS AND APPLICATION FOR  
ACCESS PERMIT  
ON COUNTY HIGHWAY RIGHT-OF-WAY  
CHISAGO COUNTY PUBLIC WORKS DEPARTMENT**

Mailing Address: 313 North Main Street, Room 400  
Center City, MN 55012

Office Address: 31325 Oasis Road  
Center City, MN 55012

Main: (651) 213-8700 Fax: (651) 213-8772

Email: [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) Phone: (651) 213-8705

Joe Triplett, P.E.  
Director | County Engineer

Ben Hobert, P.E.  
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Maintenance Superintendent

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**ACCESS PERMIT GENERAL INFORMATION:**

1. The applicant must submit an Access Permit application for all new, revised or changed use accesses. The permit application form shall be filled out completely and sent electronically. Each application shall include a copy of the parcel layout or sketch of the property, and show the exact location of the proposed access, any current existing access(es), and any other pertinent information.
2. Consult Chisago County Public Works for access spacing distance to adjacent approaches or public roadway. Distances vary depending on roadway volumes, functional classifications, speed limits, and sight distances.
3. One access will be granted per 20-acre parcel. Any proposed deviation will require a [variance request](#).
4. If available, access shall be from a lower functional classification roadway and will not be solely based on the property owner's choice of location or orientation of the structure.
5. An approved permit does not infer approval from other regulatory or governmental agencies. The applicant shall procure all other permits, licenses, or other rights required to perform the work under this Access Permit. Any wetland impacts must be permitted through the Chisago County Environmental Services/Zoning and/or the US Army Corps of Engineers. Contact Chisago County's Wetland Specialist to discuss wetland impacts.
6. The construction under this permit shall be made in conformity with all applicable laws, regulations, and codes covering the described construction. All construction shall be made in conformity with regulations of governmental agencies for the protection of the public.
7. Each application shall include a permit/deposit fee based upon the criteria below. Make checks payable to the "Chisago County Treasurer":
  - a. A Street Access Permit requires a \$1200.00 permit fee (non-refundable) and a \$10,000.00 surety bond valid for one year after completion
  - b. A Commercial Driveway/Entrance Permit requires a \$1100.00 permit fee (non-refundable) and a \$10,000.00 surety bond valid for one year after completion
  - c. A Private Driveway/Entrance Permit requires a deposit of \$1000.00
  - d. A Field Entrance Permit requires a deposit of \$450.00
8. The deposit for a Private Driveway/Entrance Permit or a Field Entrance Permit includes two required inspections at a cost of \$50.00 each – one prior to construction and one following the completion of the access. If additional inspections are required because of the applicant's failure to meet access specifications, another \$50.00 will be assessed to the applicant per additional inspection. The deposit for a Private Driveway/Entrance Permit also includes another \$150.00 for a Minnesota Department of Transportation approved swing-away mailbox support. This is the only support approved for use on county highways. Contact your local post office to determine the exact installation location. See the [Chisago County website](#) for more information about swing-away mailboxes.
9. All remaining monies will be refunded to the applicant upon final approval of the access by the Department. The maximum Private Driveway/Entrance Permit refund will be \$800.00. The maximum Field Entrance Permit refund will be \$350.00.
10. All construction associated with the Access Permit is the responsibility of the applicant/property owner. All work is to be completed and accepted by the Department within 12 months of the permit approval, or the deposit will

be forfeited.

11. If work is started on an entrance and not completed within one calendar year from the permit approval date, the Department may remove the work with its own forces. Accesses not meeting specifications will be notified and will request all work to be completed within a 30-day period. After 30 days, Departmental forces may complete the required work. All costs incurred by the Department above the bond amounts will be billed to the applicant or added to the property tax of the accessed parcel.
12. Prior to the pre-construction inspection, the applicant shall place a stake marked "PROPOSED ACCESS" at the exact location desired for the center of the proposed access. The applicant will then notify the Department that the proposed access is ready for the pre-construction inspection. The location will be inspected for safety, sight distance, proximity to other accesses, and drainage requirements. Please allow 5-10 business days for this inspection to occur. The applicant will be notified of approval and any construction special provisions.
13. Culvert pipes are generally required, but the need will be determined by the Department at the pre-construction inspection. If a culvert is required, the applicant is responsible for installing a culvert and aprons (safety aprons are required when the culvert is located in the clear zone) on each end. The culvert shall be installed in the ditch bottom and in such a manner that will not impede existing drainage. All culvert installations are subject to approval by the Department. Any installation that may cause a drainage problem shall be removed and/or improved at the applicant's expense.
14. The property owner hereby agrees that the approach and culvert shall become the property of the Chisago County Public Works Department when said installation has been approved. The Department County shall maintain the culvert upon approval. The property owner shall be responsible for maintaining the approach surfacing unless it is disturbed by Departmental operations.
15. The culvert and safety apron are required to be aluminized steel. Used culverts are not acceptable for use on county highways unless approved by the County Engineer. New culvert can be purchased from private vendors. If two sections of culvert pipe are needed, an aluminized steel coupling band must be used to connect the sections together. The culvert shall be a minimum size of 18" but may be determined to be larger after the pre-construction inspection by the Department. Culvert diameter size can generally be determined from an access upstream or downstream from the proposed access. See below table for estimating length of culvert pipes.

Culvert Diameter		Estimated Length of Culvert*									
		Ditch Depth									
Feet	Inches	2.0	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5
1.5	18"	26.0	32.0	38.0	44.0	50.0	56.0	62.0	68.0	74.0	80.0
2.0	24"	20.0	26.0	32.0	38.0	44.0	50.0	56.0	62.0	68.0	74.0
2.5	30"	14.0	20.0	26.0	32.0	38.0	44.0	50.0	56.0	62.0	68.0

\* Length of culvert based on 1V:6H in-slopes and 20' wide access. Add additional length for accesses exceeding 20'.

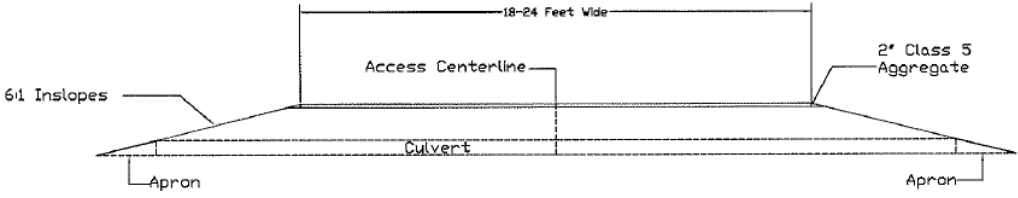
16. Prior to any excavation work, Minnesota Statutes require the applicant or applicant's contractor to contact Gopher State One Call for locations of buried utilities. To file a locate request call 811, (651) 454-0002, or 800-252-1166 or visit the [Gopher State One Call website](#).
17. The access driveway must be a minimum 18-24 feet wide. At least two inches of class 5 gravel must be placed over the access. The access must have a negative grade from the county highway (i.e. no draining on to the county highway is allowed). To increase safety, the new access must come onto the county highway at a 90-degree angle from the shoulder of the roadway going 60 feet into the property from the centerline of the highway. This Access Permit is only for 60 feet from the centerline of the County highway.
18. All slopes perpendicular to county highway traffic (ditch slopes) must be graded at a 1-foot vertical to 4-foot horizontal grade or flatter. All slopes parallel to county highway traffic (street and driveway slopes) must be graded at a 1-foot vertical to 6-foot horizontal grade, or flatter.

19. Slopes from the edge of the access must extend to the end of the culvert aprons. All slopes must be sodded or topsoiled, seeded, and mulched. Turf must be established before final approval is granted. Landscape timbers, boulders, retaining wall blocks, rip rap, etc. are not allowed on driveway slopes or in the county right-of-way.
20. Wherever possible, entrances serving two or more entrances shall be utilized. A permit for a shared private driveway requires two mailbox supports.
21. Whenever work on the traveled portion of the roadway or shoulder is necessary, proper traffic control devices and procedures must be used. All traffic control devices shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices, Minnesota Temporary Traffic Control Field Manual, and Minnesota Flagging Handbook. These documents can be found on the [MnDOT Traffic Engineering website](#).
22. No foreign material such as dirt, gravel, or bituminous material shall be left deposited on the county highway during the work. If material is tracked onto the highway, it must be removed immediately.
23. If the surface of the county roadway is damaged because of loading, unloading, operation of equipment, or any other reason, damages will be assessed to the applicant.
24. Please contact Scott Johnson at [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) or (651) 213-8705 with any questions.

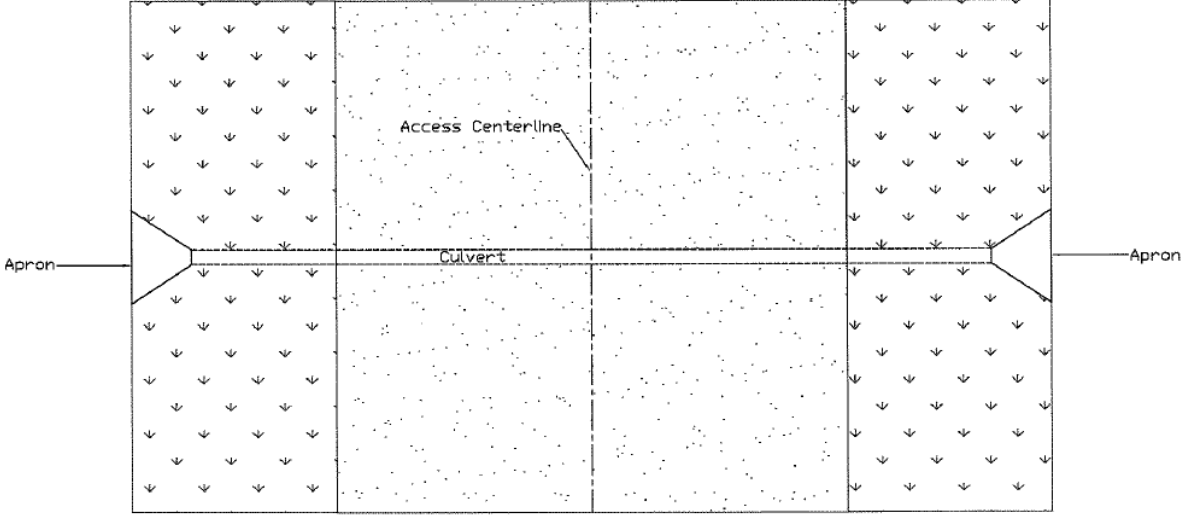
### **PLATTED AND STREET/COMMERCIAL ACCESSES-SPECIFIC REQUIREMENTS:**

1. Access Permits for platted streets have different requirements and must first be approved through the proper platting procedure. Please visit [Chisago County's Environmental Services/Zoning website](#) for more information.
2. According to [Chisago County's Access Management Ordinance](#), only one access is allowed per development. More than one access must be approved through Chisago County Public Works. If a second entrance is requested, it must meet the spacing guidelines as defined in Chisago County's Transportation Plan.
3. Plats or subdivisions will be required to dedicate 60-feet of right-of-way and controlled access from the centerline of the county highway. Additionally, dedication of sight triangles will be required at all new intersections. Minimum sight triangles will begin at the new right-of-way and extend 50-feet along the county highway, as well as 50-feet along the new city/township road.
4. Streets of commercial access will be designed according to Chisago County's specifications.
5. Culverts under new roadways will be required to be at least 24" reinforced concrete pipe. Equivalent diameter arch pipe may be substituted. The slopes perpendicular to the county highway (side street slopes) are required to be 1-foot vertical to 6-foot horizontal grade, or flatter. Safety aprons with trash guards are required on all culvert ends.
6. Turn, bypass, or acceleration lanes will be required at all new intersections. The new lanes shall be designed to Chisago County's standards and be 14-feet wide and to 10-ton standards. Diverging tapers (i.e. developing left-turn lane) shall be designed with speed-to-one tapers. Right-turn lane tapers shall be designed with 15:1 tapers. The existing shoulder of the county highway shall be sawcut and removed prior to any widening. The applicant is required to obtain all necessary right-of-way, easements, and permits to construct these lanes.
7. The proposed improvements shall not increase drainage rates.
8. Final construction plans shall be submitted for review and approval. Plan information shall include in-place topography and utilities, typical sections, removals, construction, profile, drainage, erosion control, turf establishment, signing, and striping.
9. The project shall not increase drainage rates (i.e. the rate at which storm water is discharged from the site shall not increase). Retention ponds cannot be located on county highway right-of-way.
10. All disturbed areas within the county highway right-of-way must be restored as soon as possible. Erosion control must be used during all aspects of the project. The permit-holder is required to abide by all Minnesota Pollution Control Agency construction regulations, stormwater regulations and any other local regulations.
11. Signing and striping of turn or bypass lanes is the responsibility of the developer. Coordinate the street name installation with the local city or township.
12. Submit final plat and electronic copy to the County Surveyor for approval.
13. Please contact Scott Johnson at [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) or (651) 213-8705 with any questions.

Access Cross Section



Top View



Private or Field Access Details



Example of a Completed Private Access



**APPLICATION FOR  
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**ATTACH A DETAILED SKETCH OF THE PROPERTY SHOWING EXISTING AND PROPOSED CONDITIONS IN RELATION TO THE COUNTY HIGHWAY**

Applicant Name:		Address:	
		Telephone:	
Property Owner (if different from applicant):		Address:	
		Telephone:	
Location of Proposed Entrance:			
C.R. No.: _____		City, Town, or Township: _____	
_____ Miles		of _____	
Legal Description of Property, P.I.D., and Street Address:			
Purpose of Access (check appropriate box):			
<input type="checkbox"/> Street <input type="checkbox"/> Private Driveway/Entrance <input type="checkbox"/> Field Entrance <input type="checkbox"/> Commercial, describe: _____			
Has Permit Been Issued by Chisago County Zoning Department (check appropriate box)?		Property is in (check appropriate box):	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Platted Area <input type="checkbox"/> Unplatted Area	
Will a Building Be Constructed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____			
Desired Width of New Access (feet):		Date New Access is Needed:	Estimate Construction Completion Date:
Describe Location of Existing Access(es) in Relation to Property (if applicable):			
_____			
Describe Location of Proposed Access in Relation to Property:			
_____			

I/we, the undersigned, herewith make application for permission to construct the access at the above location. Said access to be constructed to conform with the specifications of Chisago County and to any Special Provisions included in the Permit. It is agreed that all work will be done to the satisfaction of Chisago County. It is further agreed that no work in connection with this application will be started until the application is approved and the permit is issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the county highway to its original or to satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, town, or township authorities having joint supervision over said street or highway. **This permit is non-transferable.**

Applicant Name:
Applicant Email Address:
Applicant Signature:
Date:





**AGREEMENT FOR  
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CHISAGO COUNTY PUBLIC WORKS DEPARTMENT**

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Permit No.:	
C.S.A.H. or C.R.:	
Municipality/Township:	
Permit Fee	\$

In accordance with the application herein, an Access Permit is granted for the construction of the access as described in this application. The access is to be constructed in accordance with the specifications of Chisago County and subject to the below Special Provisions.

A deposit of \$ \_\_\_\_\_, payable to the Chisago County Treasurer in form of certified or cashier's check, shall accompany the application and will be returned upon final acceptance by Chisago County (minus inspection fees and swing-away mail box support, if applicable). No interest shall be earned or paid on the deposit.

If the work is not completed by the date given on this application, the cost of completing unfinished construction by Chisago County forces will be deducted from the deposit and any accrued expenses billed to the applicant. In the event construction has not started by this date, this permit becomes null and void.

**SPECIAL PROVISIONS:**

Culvert Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Aprons Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Culvert Type: Corrugated Aluminized Steel Pipe	Safety Aprons Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Culvert Size (inches):	Culvert Length (feet):
All Work to Be Completed By:	
<b>Note: You must call Chisago County Public Works for final inspection within 12 months of application approval or the deposit will be forfeited.</b>	

Permit Approved By:		Date:	
Proposed Location Approved By:		Date:	
Completed Construction Approved By:		Date:	

- Permit Copies To:  Applicant  Zoning  
 County Engineer  File