

Todd Township

"Where the good living begins"

Attn: Todd Township Zoning Administrator

Hometown Planning, 324 Broadway Street, Suite 101 Alexandria, MN
56308

Toll Free: (888) 439-9793 or Local Phone: (320) 759-1560 x101

Email: oleson@hometownplanning.com

APPLICATION FOR ROAD AND ACCESS PERMIT

Parcel ID No _____

Permit Number: 2019 – _____

The attached Ordinance is considered part of this permit form.

Owner Name: _____

Mailing Address: _____

Telephone(s): _____

Applicant Name: _____ Telephone(s): _____

Address and Location of Driveway/ Access: _____

Attach Drawing of proposed sight for access: Show property pins and distances.

911 Numbers: _____

Purpose of Driveway / Access: ____ Residence ____ Commercial (Specify Type) ____ Other (Specify Type)

Property Platted? ____ No ____ Yes Date Proposed Entrance Needed _____

Number of present driveways to property: _____

Contractor: _____ Address: _____

I/we, the undersigned, herewith make application for permission to construct the driveway / access at the above location, said entrance to be constructed in accordance with Todd Township Road and Access Ordinance adopted April 2011 and amended on 08.12.13 and 01.09.19, and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Town Road Authority. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the town road to its original or satisfactory condition. It is further understood that this permit is issued subject to the approval of the Todd Township Road Authority.

Date

Signature of Applicant

ROAD & ACCESS PERMIT

* NOT VALID UNLESS SIGNED AND NUMBERED

PERMIT NUMBER: 2019-_____

A non-refundable fee of \$50 dollars for the permit, made payable to “**Todd Township**” and a construction deposit of \$_____.00, made payable to “**Todd Township Road Escrow Account**” must be made at the time of application. Upon final inspection and approval by the Township Road Authority, the deposit will be returned.

Permission is hereby granted for the consideration of the driveway as described in the above application, said driveway to be constructed in accordance with Todd Township Road and Access Ordinance adopted January 12th, 2005 and to any special provisions included in the permit.

Special Provisions:

Culvert ___ Yes ___ No Other: _____

A fee and construction deposit of \$550, in the form of cash, check or money order shall be paid at the time of application.

Deposit by: Check # _____ Money Order # _____ -

In the event that construction has not been completed and approved *within six months (6 months)* of the date of the issuance of this permit, this permit becomes null and void. The permit fee is non-refundable unless prior agreement in writing is made with the Township Road Authority.

Date: _____ By: _____
Todd Township Road Authority



ROAD & ACCESS PERMIT: FINAL APPROVAL

Permit No: 2019-_____

Final Approval of the constructed driveway / access entrance: _____

This approval will authorize the return of the construction deposit from Todd Township at the regular monthly meeting when warrants are issued. Any return of less than the total amount of the deposit will be explained and documented.

Date: _____ By: _____
Todd Township, Chair

Attest: _____ By: _____
Todd Township, Clerk/Treasurer

Todd Check #: _____ Amount Refunded: _____ Date Issued: _____



County of Hubbard, State of Minnesota

4. All graded areas from road construction shall be protected from erosion using necessary Best Management Practices, such as hay bale checks, sediment basins, dike checks, fiber bags, triangular silt dikes, silt fences, etc., as a minimum.

3.3. Cul-de-Sacs

1. Cul-de-sacs shall have a terminal turn around which shall be provided at the closed end, with a minimum turn around diameter of one-hundred four feet (104 feet). Cul-de-sacs will be required to have a minimum road right-of-way radius of sixty-six (66) feet. (See attached profile drawings).
2. In the instances of temporary cul-de-sac, where a road is terminated pending future extension in conjunction with a future subdivision, a temporary turn around facility shall be provided at the closed end, in conformance with cul-de-sac requirements. The temporary cul-de-sac must be maintained and left in place until the future extension is completed with proper signage to show that a future road may be connected. No mailboxes are to be placed on temporary cul-de-sacs.
3. All cul-de-sac construction must conform to requirements for ditching and banking as in section 3.1.3. under Road Beds & Embankments.

SECTION FOUR

DRIVEWAY AND ACCESS STANDARDS

1. General Terms & Conditions

No driveway, approach or entrance shall be constructed, **or used**, unless the owner of the land served by same shall have in his possession a valid permit signed by Todd Township. The person constructing such entrance, if different from the landowner, shall have in his possession a copy of said permit during said construction. The issuance of this permit is to be conditioned on such items as public safety, drainage, sight distances, and esthetics in addition to consideration of convenience and necessity to the landowner.

The following standards shall apply when considering a new or re-located driveway entrance or any other access entrance onto an existing Township road and through the Township road right-of-way.

- 1.1. Driveways accessing onto township entrances prior to an intersection must meet Township and MN/Dot safety specifications.
- 1.2. If driveway, approach or entrance enters onto a Township road which has been paved, the property owner(s) will be required to pave the ROW portion to the parcel so that it will interconnect with the Township road according to attached drawings.
- 1.3. A driveway should intersect the Township road at a right angle. A residence driveway should be a minimum of twenty feet (20 feet) wide and not more than twenty-four feet (24 feet) wide, measured at right angles to the centerline of the driveway. [See attached drawings in Appendix A].



County of Hubbard, State of Minnesota

- 1.4. Non-residence driveway widths (i.e. field, commercial and industrial accesses) shall be reviewed and approved by the Town Board on a case-by-case basis. In determining whether or not a driveway for a non-residential use should be required to conform to higher standards, the Town Board shall take into account the following non-exclusive list of factors; the traffic generated by the use, the type of vehicles using the access, the location of the proposed access, and the hours of operation of the use. [See attached diagrams in Appendix A].
- 1.5. Minimum spacing between driveways at the road shoulder will be one hundred feet (100 feet).
- 1.6. One driveway per parcel is allowed. More than one driveway per parcel may be allowed if; the parcel frontage on a single road is greater than one thousand three hundred and twenty feet (1320 feet) or, if more accesses are needed due to fence-lines or geographical features.
- 1.7. Standard swing arm mailboxes and standard swing arm support posts may be located within the Township road right-of-way. However, the Township is not responsible for damage to mailboxes or posts during road maintenance or snow plowing.
- 1.8. All new mailboxes will be required to conform to State of Minnesota Department of Transportation mailbox support (swing-away type), a copy of which is attached as Appendix B. Further, a mailbox will be required to meet the necessary setbacks and heights as shown on the example and as required by the U.S. Postal Service (USPS). **Amended 08.12.2013**
- 1.9. In addition to the above, new mailboxes will now be required when either of the following happens: **Amended 08.12.2013**
 - a. A new road is constructed and will be taken over by the Township.
 - b. The Township constructs and paves a new road.
 - c. Replacement and/or installation of USPS mailboxes will be at Owner's expense.

4.2. Construction and Maintenance of Driveways and Access Entrances

The following rules will apply to construction and maintenance of driveway and access entrances onto an existing Township road [See Appendix A for different access entrances];

1. All work done within the Township road right-of way is subject to approval by Township Road Authority (Board) or the Town's duly authorized representatives.
2. The Township Road Authority shall determine the size, number and type of culverts necessary to ensure proper road drainage, but at a minimum all culverts shall be galvanized steel, a minimum of twelve inches (12 inches) in diameter, with length sufficient for the width of said driveway and flared ends. In known high flow areas, culvert openings larger than 27" diameter will be permitted within the obstacle free area of the right-of-way on a case by case basis.
3. No driveway or access entrances shall cross a wetland unless a wetland recovery permit has been obtained in advance and has been made a part of this permit.
4. Proper and adequate drainage facilities shall be provided as required by the Township. Modifications to the present ditch system may not be done without prior approval by the Township. No obstructions shall be constructed or planted in the Townships' rights-of-way. Obstructions include but are not limited to the following: retaining structures, posts, trees,



County of Hubbard, State of Minnesota

shrubs, wood trash piles, boulders, equipment, fencing, and other such items.

5. The driveway and/or access entrance must be constructed with, at a minimum, four inches (4) of Class 1 aggregate or an approved equivalent. If needed (i.e. pavement, concrete driveway, etc.) and as approved by the Township Road Authority.
 6. No foreign material such as dirt, gravel, clumps of clay, mud, sand, soil washings, building materials or bituminous materials shall be left or deposited on the Township road during construction of driveway or installation of drainage facilities. Failure to clean up such dirt and debris may result in with additional charges for costs incurred by the Township.
- 4.2.7. All entrance or approach construction shall conform to section 3.1.3. Road Bed and Embankments.

4.3. Permit Requirements

1. When completed and issued, a Township road application for a driveway and/or access entrance permit, along with the permit fee and a construction deposit, shall be delivered to the Township Zoning Administrator.
2. An approved permit will be required **prior to commencement of construction** of any entrance onto a Todd Township road. Both the permit and construction fees will be submitted prior to issuance of permits to assure satisfactory completion of the construction.
3. The driveway and access permit fee and construction deposit shall be set from time to time by a resolution of the Town Board.
4. The Town Board, the Board's designee (i.e. Township Road Authority, or duly authorized representatives) shall enforce these standards.

4.4. Inspection Prior to Construction

1. Upon receipt of application, the access and/or driveway entrance location will be inspected to determine culvert requirements.
2. If the access and/or driveway location is satisfactory and no culvert is required, the approval notice will indicate said fact.
3. When work on a driveway approach is commenced, traffic on the Township road must be protected, and flags and/or proper barricades must be placed in accordance with the most current edition of the standards used in the Manual on Uniform Traffic Control Devices, which is on file with the Hubbard County Engineer's office.

4.5. Final Inspection

1. Upon completion of the driveway and/or access approach and/or culvert installation, including turf restoration, the approach shall receive a final inspection by the Township.



County of Hubbard, State of Minnesota

2. Return of Construction Deposit. Once the final inspection has been completed and approved, the construction deposit will be returned. In the case where inspection is done and not approved, applicant will complete the needed changes, or the construction deposit will be used to affect the necessary changes to the driveway.

SECTION FIVE

ENFORCEMENT OF ORDINANCE

5.1. Town Board Enforcement

1. The Town Board, the Board's designee (i.e. Township Road Authority, or duly authorized representatives) shall enforce this Ordinance. The duly authorized representative shall initiate appropriate action for any violations of this Ordinance at the direction of the Board and through the Township Attorney as deemed necessary.
 2. Whenever the Town Board or the Board's designee (i.e. Township Road Authority, or duly authorized representatives) determines that a violation has occurred or exists on property within the township, the owner or occupant of such property shall be notified of the fact in writing. The notice shall be served in person or by certified or registered mail. If the property is not occupied and ownership of the property cannot be ascertained, or in the event that personal service cannot be made, or certified or registered mail is returned, notice is deemed served when posted on the property or deposited in the U.S. Mail.
- 5.1.3. In the event that an improper or poorly constructed entrance or access is deemed by the Township to constitute an immediate danger, the Township may initiate immediate removal of such hazard without prior notification of the owner or occupant of such property. As soon thereafter as practical the Township shall provide written notice to the owner or occupant of the premises of the actions taken. The notice shall be served in person or by certified or registered mail. If the property is not occupied and ownership of the property cannot be ascertained, or in the event that personal service cannot be made, or certified or registered mail is returned, notice is deemed served when posted on the property or deposited in the U.S. Mail. All expenses incurred by the Township to remove the hazard will be charged against said parcel and will be the responsibility of the owner.

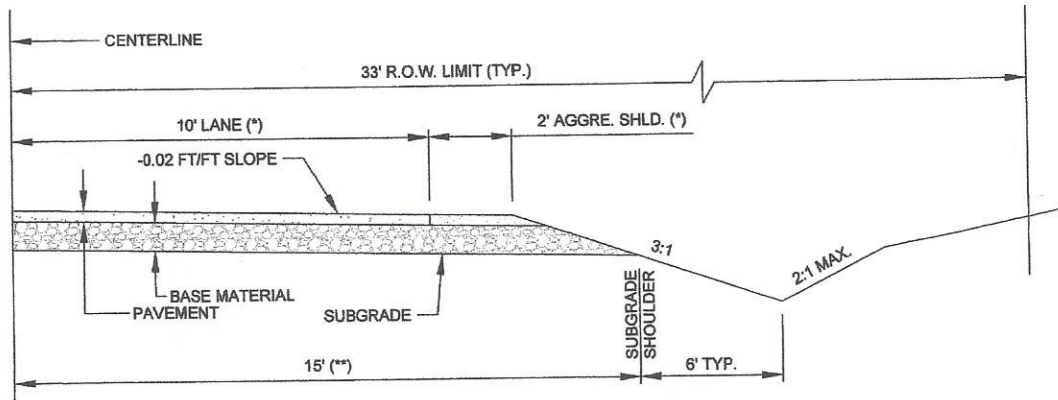
5.2. Thirty Days Written Notice

1. A written notice pursuant to Section 5.1.2 shall specify the violation and the steps required to correct said violation and the time, not to exceed thirty days (30 days) within which the corrections must be completed. If the violation is not corrected, then the Township may take actions necessary to bring the violation into compliance and seek redress.

5.3. Appeals

1. A person served with a written notice may appeal to the Town Board for a hearing. A hearing notice shall be given at least ten days (10 days) prior to the date of the hearing before the Town

TODD TOWNSHIP
RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS



TYPICAL SECTION FOR BITUMINOUS PAVEMENT
NOT TO SCALE

CONSTRUCTION NOTES:

Pavement type and thickness shall be in accordance with MNDOT Best Practices for the Design and Construction of Low Volume Roads or by other recommended methods for low volume roads.

(*) As noted above in the drawing, the lane and shoulder widths may vary to 11 feet and 4 feet respectively depending on ADT.

(**) Subgrade width can vary to 18 feet.

Typically in Todd Township it will be as shown above.

Type or class of base material, its thickness, and compaction requirements shall be as specified in the design.

Shoulder material shall be MNDOT Spec. 3138 (Class 1) and be compacted as specified in the design.

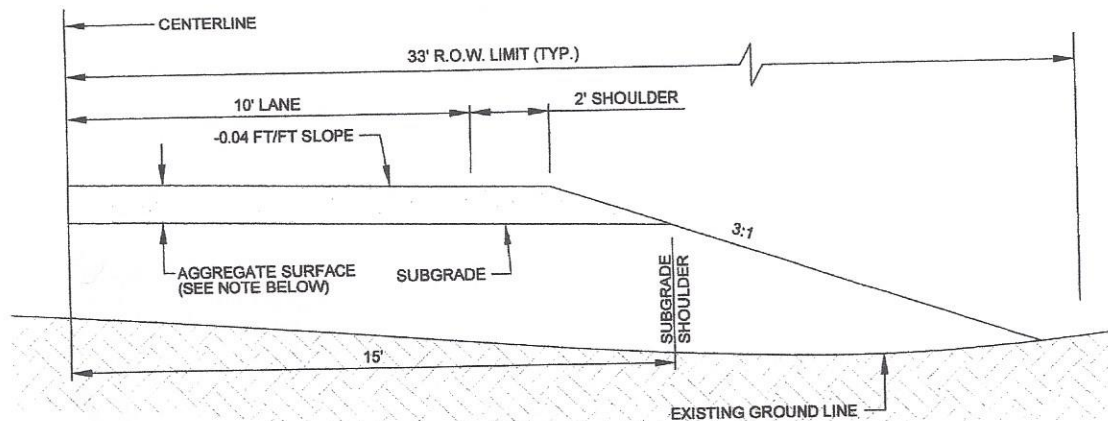
Subgrade cross slopes will be the same as the driving surface and shall be compacted as specified.

Minimum cover over all culverts shall be 1 foot measured from the subgrade shoulder. This requirement may mean that the prescribed ditch depth may exceed that specified.

No deleterious material (i.e., stumps, brush, clay lumps etc.) shall be incorporated in the subgrade.

If superelevation is necessary it shall be in accordance with MNDOT Design Manual Chapter 3.

TODD TOWNSHIP
RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS



TYPICAL FILL SECTION FOR AGGREGATE SURFACED ROADWAY
NOT TO SCALE

CONSTRUCTION NOTES:

Thickness of the Class 1 surfacing shall be in accordance with the following or as may be specified by the Design Engineer.

Minimum 4 inches of compacted surfacing (MNDOT 3138 Class 1) with a sand or gravel subgrade.

Minimum 6 inches of compacted surfacing (MNDOT 3138 Class 1) with other soil types.

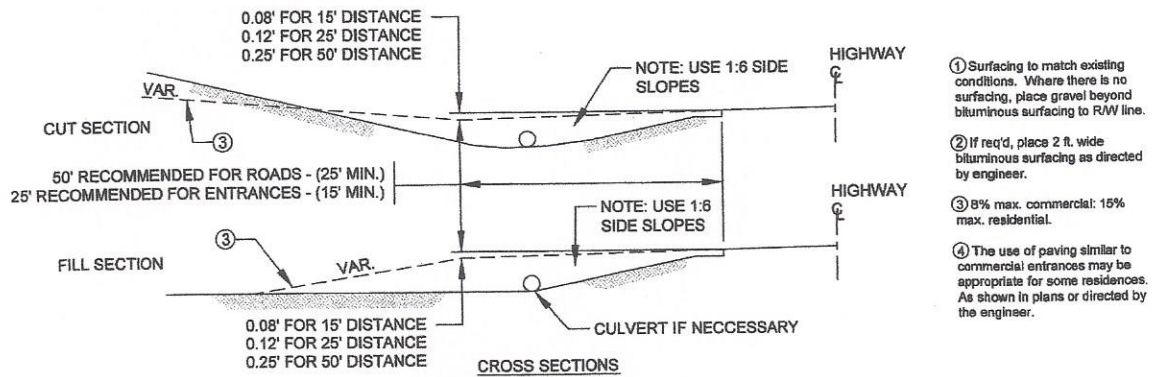
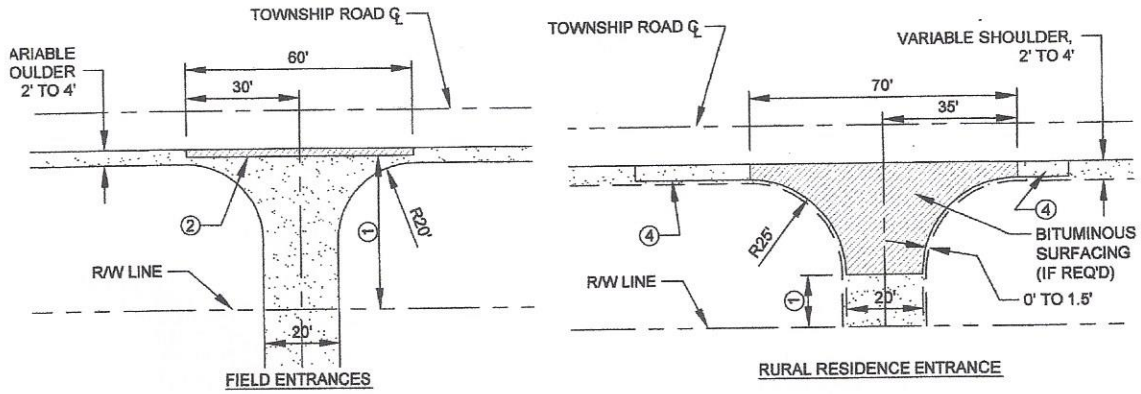
Subgrade shall be compacted as specified by the Design Engineer and slope shall follow the aggregate surface slope.

Minimum cover over culverts shall be 1 foot measured from the subgrade shoulder.

No deleterious material (i.e., stumps, brush, clay lumps etc.) shall be incorporated in the subgrade.

TODD TOWNSHIP

RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS



- ① Surfacing to match existing conditions. Where there is no surfacing, place gravel beyond bituminous surfacing to R/W line.
- ② If req'd, place 2 ft. wide bituminous surfacing as directed by engineer.
- ③ 8% max. commercial; 15% max. residential.
- ④ The use of paving similar to commercial entrances may be appropriate for some residences. As shown in plans or directed by the engineer.

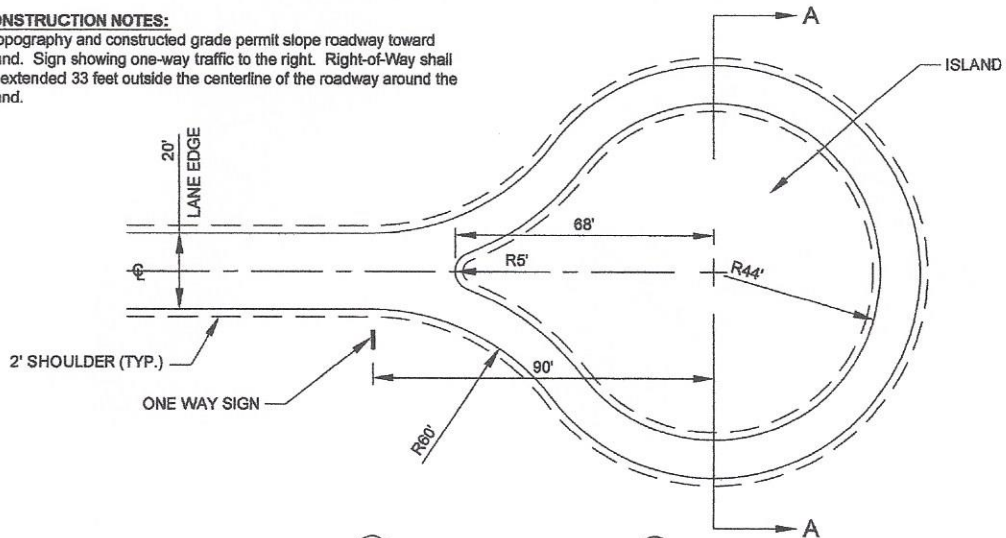
APPROACHES AND ENTRANCES

TODD TOWNSHIP

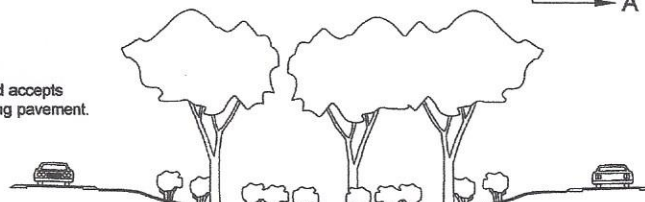
RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS

CONSTRUCTION NOTES:

If topography and constructed grade permit slope roadway toward island. Sign showing one-way traffic to the right. Right-of-Way shall be extended 33 feet outside the centerline of the roadway around the island.



Cul-de-sac infiltration island accepts stormwater from surrounding pavement. Note flat curb.

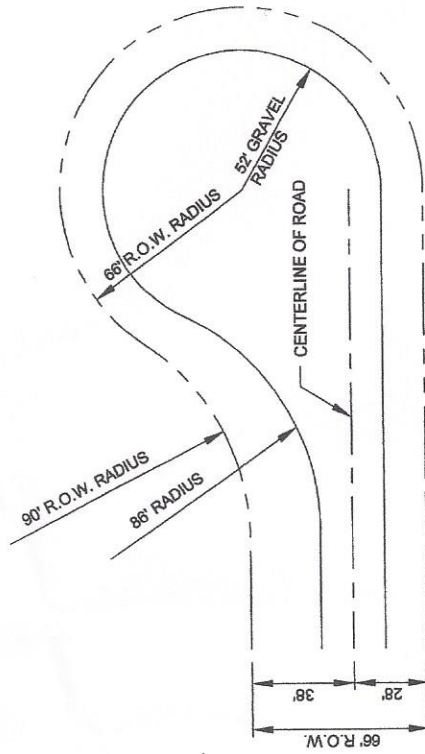


SECTION A-A

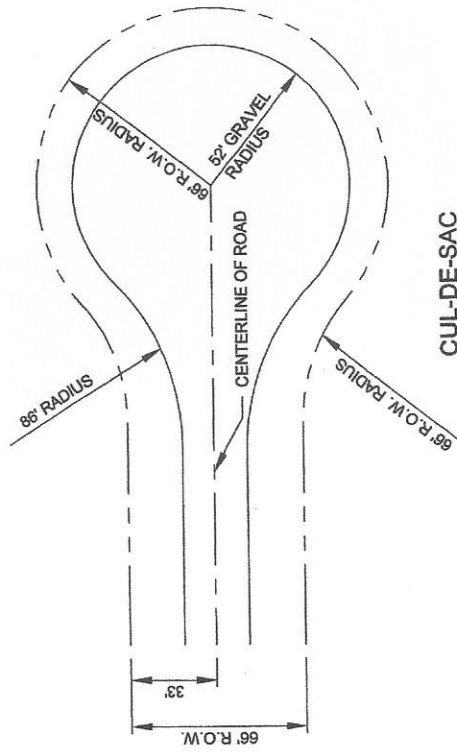
CUL-DE-SAC WITH CENTER ISLAND

TODD TOWNSHIP

RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS



OFFSET CUL-DE-SAC

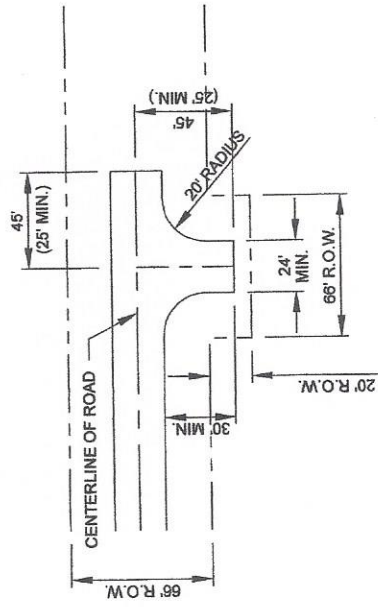


CUL-DE-SAC

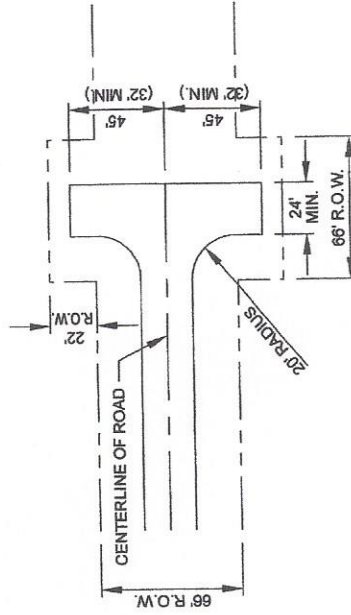
TODD TOWNSHIP

RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS

TURNAROUNDS (ONLY WHEN APPROVED BY TOWNSHIP)



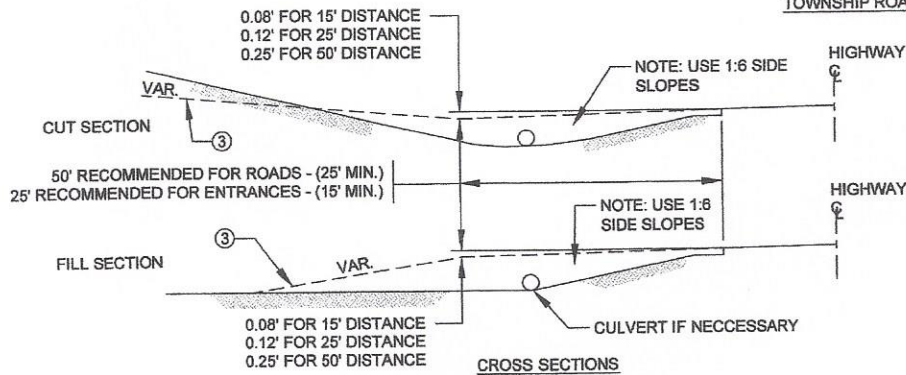
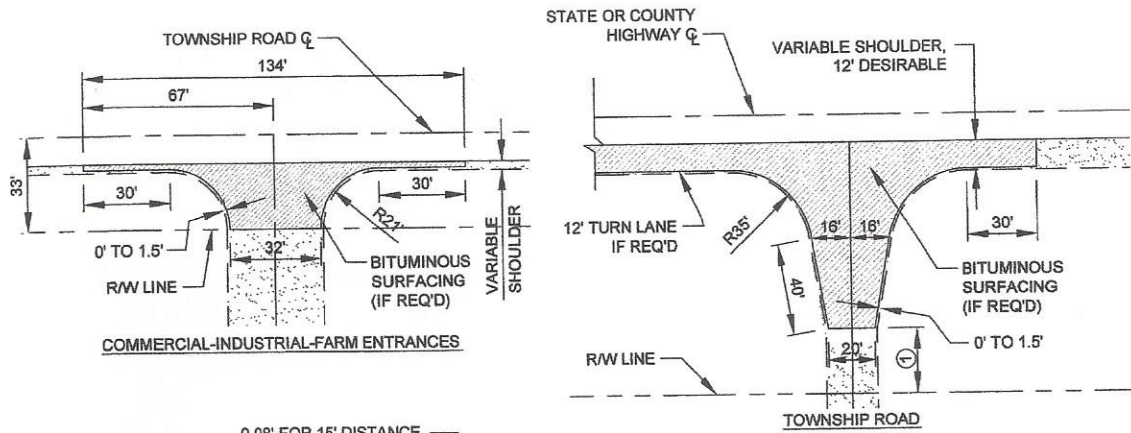
BRANCH TYPE TURNING AREA



STANDARD T-TYPE TURNING AREA

TODD TOWNSHIP

RECOMMENDED MINIMUM SECTIONS FOR TOWNSHIP MAINTAINED ROADWAYS



- ① Surfacing to match existing conditions. Where there is no surfacing, place gravel beyond bituminous surfacing to R/W line.
- ③ 8% max. commercial; 15% max. residential.

APPROACHES AND ENTRANCES

TODD TOWNSHIP 2020 FEE ORDINANCE

Adopted September 14, 2020

- **A Land Use Permit** is required prior to commencement of construction of any structure, permanent or temporary.
- Permits are non-refundable and required; regardless of use, size or cost.
- **Permits are valid for a period of one year.**
- PLEASE NOTIFY ALL UTILITIES PRIOR TO DIGGING. **CALL GOPHER STATE ONE CALL AT 1-800-252-1166.**
- Please check with the Hubbard County Environmental Services for other permits. Todd Township is just one level of Government that regulates Land Use. This permit is not all-inclusive; you must contact all levels of Government (State, Department of Natural Resources, Soil & Water, Department of Health, etc.). Your Attorney can and may need to advise you of additional permits.
- **MINIMUM FEES:** * There shall be a minimum fee of \$50.00 for any required permit; except as noted below.
- All fees based on square footage are calculated on the ground area covered by the structure (footprint)
- Additional Township Engineer review fees incurred by the Township may be charged in addition to the normal fees outlined below when such review is determined to be necessary by the Town Board.

After the Fact Permit Issuance:

Two times (2x) the normally required fee plus the
normal fee (3x normally required fee total):
minimum charge= \$ 150.00

Residential Structures:

- Principle Structures
 - First 1,400 sq. ft. \$ 0.15/square foot (min. \$50)
 - For each additional sq. ft. above 1,400 sq. ft. \$ 0.30/square foot
 - Dwelling Addition to Existing Principal Structure \$ 0.30/per square foot (min. \$50)
 - Attached Garage \$ 0.15/square foot (min. \$50)
- Accessory Structures
 - Decks, Porches, Breezeways, Patios, Detached Garage/Storage Building, Other Accessory Structures \$ 0.15/square foot (min. \$50)
- Guest Cottage
 - First 600 square feet \$ 0.15/square foot (min. \$50)
 - For each additional sq. ft. above 600 sq. ft. \$ 0.30/square foot

Agricultural Structures:

- Principle Structures (i.e. Dwelling)
 - First 1,400 sq. ft. \$ 0.15/square foot (min. \$50)
 - For each additional sq. ft. above 1,400 sq. ft. \$ 0.30/square foot
 - Attached Garage \$ 0.15/square foot (min. \$50)
 - Addition to Existing Agricultural Structure \$ 0.10/square foot (min. \$50)
- Accessory Structures \$ 0.10/square foot (min. \$50)

Commercial Structures:

- Principle Structures \$ 0.30/per square foot (min. \$50)
- Addition to Principal Structure \$ 0.30/per square foot (min. \$50)
- Accessory Structures \$ 0.15/square foot (min. \$50)

Driveways/Field EntrancesNew, relocated or modified (from **gravel** road)

\$ 550

(\$50 non-refundable permit fee + \$500 refundable
construction deposit)New, relocated or modified (from **paved** road)

\$ 1,500.00

(\$50 non-refundable permit fee + \$1,450 refundable
construction deposit)**Subdivision Entrances**

\$ 750.00

(\$250 non-refundable permit fee + \$500 refundable
construction deposit)**Variance, Conditional Use or Interim Use Permit Application**

(Agreement to Pay Costs form must be signed)

\$ 750.00 plus reimbursement to Township of any
additional costs incurred in the review of the
application, including, but not limited to, costs
incurred for legal notices, staff time, and contracted
professional services**Appeal of Administrative Decisions**

\$ 500.00

Zoning Amendment

(Ordinance text or zoning map amendments)

\$1,250.00

Right-of Way Permit

First mile

\$ 250.00

+ For each additional mile (or portion thereof)

\$ 50.00

+ Per road crossing

\$ 250.00

Sign Permits:

See ordinance for sign descriptions

\$ 75.00

Extractive Use Permit

\$ 750.00

Environmental Review:\$ 200.00 / first two hours
plus reimbursement to Township of any additional
costs incurred in the review of the application,
including, but not limited to, costs incurred for legal
notices, staff time, and contracted professional
services**Additional Site Inspections**

(Land Use, Driveway & Right-of-Way Permits)

\$ 50.00/hour (1 hour min.)

Subdivision/New Development (PLATS):Deposit Agreement (Minimum base amount in an escrow account)\$ 750.00
plus reimbursement to Township of any additional
costs incurred in the review of the application,
including, but not limited to, costs incurred for legal
notices, staff time, and contracted professional
services**Print Land Use Ordinance or Comprehensive Plan:**

\$ 0.25 per page (no charge for electronic copy)