

**APPLICATION FOR STREET OR COMMERCIAL ACCESS PERMIT**

SCOTT COUNTY PUBLIC WORKS DIVISION

HIGHWAY DEPARTMENT

600 Country Trail East

Jordan, MN 55352-9339

Phone – 952-496-8346

Fax – 952-496-8365

Permit No.
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Permit Fee - \$665.00
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Road No.
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**\*\*The Contractor must be registered with Scott County to obtain permit.**

Name of Applicant		Address		Phone	
Name of Contractor**		Address		Phone	
				Reg. #	
Location of proposed Street or Driveway		(Road No.)	(Feet) (Miles)	(Circle One)	(Specific road or intersection)
		N S E W		of	
Legal Description of Property			Section	Range	Twp
Purpose of Access			Is a Building to be Constructed		No
<input type="checkbox"/> Commercial <input type="checkbox"/> Street <input type="checkbox"/> Other _____			<input type="checkbox"/> No <input type="checkbox"/> Yes (Type) _____		
Will the Building be		Property is in		Distance from center of highway to front of building _____ feet	
<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		<input type="checkbox"/> Platted Area Name of Plat: _____ <input type="checkbox"/> Unplatted Area			
Land in Relation to Highway		Present number of driveways to property _____		Date driveway is needed _____	
<input type="checkbox"/> Level <input type="checkbox"/> Lower		<input type="checkbox"/> Higher			

I, We, the undersigned, herewith make application for permission to construct the street or driveway access at the above location, said street or driveway to be constructed to conform with the regulations of the Scott County Public Works Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Scott County Public Works Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

**Attach a sketch** of the present and proposed driveways in relation to the highway, property corners, fence line, power poles or other identifying objects. (A surveyor's drawing can be submitted in place of sketch with driveway identification marked.)

**DO NOT WRITE BELOW THIS LINE (For Office Use Only)**

**STREET OR COMMERCIAL ACCESS PERMIT AUTHORIZATION**

Permission is hereby granted for the construction of the driveway as described in the above application, said driveway to be constructed in accordance with the Scott County Highway Department's Ordinance No. 22, Management of the Public Right-of-Way, Section 119 and subject to the following special provisions and requirements:

**Scott County Ordinance 22, Management of the Public Right-of-Way, Section 119:** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100, 7819.5000 and 7819.5100 and shall conform to MnDOT standard specifications and other applicable local requirements, in so far as they are not inconsistent with the Minn. Stat. § 237.162 and 237.163.

SPECIAL PROVISIONS: \_\_\_\_\_

It is expressly understood that this permit is conditioned upon replacement or restoration of the county road to its original or satisfactory condition. It is further understood that this permit is issued subject to the applicant's compliance with the rules and regulations of the local, city, township authorities and any other affected governmental agencies.

Scott County Highway Department

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature

**SCOTT COUNTY HIGHWAY DEPARTMENT**

**Public Works Division  
600 Country Trail East  
Jordan, MN 55352-9339**

**Phone: 952-496-8487**

**Fax: 952-496-8365**

**PERMIT REQUIREMENTS**

**(Note: Allow up to 2 weeks for processing. An incomplete application will delay processing.)**

1. Print, in ink only, or type the application. Be sure to sign both this instruction sheet and the application form at the bottom.
2. Complete each item on the application. If an item does not apply, print "N.A." in the blank.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway during the work. If material is tracked onto the roadway, it must be removed immediately.
4. Any debris generated due to the work must be removed from the County right-of-way within 24 hours.
5. Prior to construction, the permittee shall notify the County Inspector at 952-496-8487. After completion, the permittee shall notify the County Inspector for final inspection by the County Highway Department.
6. No changes or alterations may be made at any time without written permission from the County Highway Department.
7. For the safety of the traveling public and for the safety of those working in the right-of-way, the proper signage and/or barricades must be placed in accordance with the current standards of the County Highway Department and the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
8. For rural accesses, 6:1 side slopes are required within the County right-of-way.
9. For new residential accesses, swing-away mailboxes are required (see attachment to residential access permits).
10. Disturbed areas will need to be addressed within 7 days. Erosion Control Blanket shall be required on all disturbed areas. Only Class 1 or 2 short term natural thread biodegradable material erosion control blanket shall be used. No Polypropylene netting allowed.
11. In the event that the construction has not been completed within one year of the permit approval date, this permit becomes null and void.
12. It is the responsibility of the contractor to notify Gopher State One Call for utility locations for any work being performed within the County right-of-way, and to obtain all other necessary permits.
13. Any party working within the County right-of-way under this permit shall have a copy of the approved permit on site. Any party working in the County right-of-way without County approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.
15. All Right of Way Permits are subject to double fees for unauthorized work.

**I/We agree to all of the above requirements. All work performed will be done to the satisfaction of the Scott County Highway Department.**

**Dated: \_\_\_\_\_**

**Applicant's Signature: \_\_\_\_\_**



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**COMMERCIAL ACCESS APPLICATION CHECKLIST**

- Signed Full Plan Set.** Showing all inplace utilities and structures.
- Signage & Striping Plan Sheet** - The following information needs to be included on the Signage & Striping Plan Set:

Pavement markings shall comply with current Minnesota Department of Transportation, Traffic Engineering Manual. Chapter 7, Pavement Marking. Permanent pavement markings shall not be placed over any temporary or permanent markings. It will be the responsibility of the Developer/Contractor to place control points for pavement markings to be inspected and approved by Scott County Highway Engineer prior to application.
- Removal/Replacement Plan Sheet.**
- Erosion Control Plan Sheet** – Showing all B.M.P.'s. Erosion Control Blanket Required on all disturbed areas. Class 1 or 2 short term natural thread biodegradable material erosion control blanket (No polypropylene).
- Pavement Section w/Mix Designs** - Approved Sub Base, Class 5 Base, Bituminous Base Course, Tack Coat, Bituminous Binder Course, Tack Coat, Bituminous Wear Course. Scott County will determine required G.E. and advise on thicknesses & mix designation.
- Cross Sections Every 50' & At Every Approach or Culvert-** Showing 4:1 Inslopes Inside Grading Limits at a scale of 1"=10' Vertical & Horizontal.
- Bypass/RTL or LTL Detail with Milling/Sawcut Detail Shown On Plan**  
These plans can be obtained from the Scott County Highway Department.
- Easements For Road Improvements Need To Be Recorded Prior To Application Approval.**
- Certified Passing Density Tests Will Be Required-** The following information needs to be shown on plan set:

Contractor must provide certified documentation of passing density in compliance with MnDOT specifications to the Scott County Highway Engineer prior to commencing with the next phase of construction.
- Rock (or Other Approved Material) Construction Entrance and Sweeping Will Be Required –**  
Must be shown on plan set & installed prior to beginning construction.