

HELGA TOWNSHIP APPLICATION FOR ACCESS DRIVEWAY PERMIT

SUBMIT APPLICATION TO:
keith@helgatownship.com

Driveway Application Instructions:

1. Complete Section A (must include signature)
2. Develop site sketch showing:
 - Property lines
 - Proposed and existing driveways
 - Any existing and proposed buildings
3. Send application and sketch to Land Use administrator at: (email preferred)
keith@helgatownship.com
4. Once Land Use Administrator receives application, a site visit will be conducted.
5. Owner will be notified if project is approved or if revisions are necessary.
6. When project is approved, Owner to mail application fee to:

Keith Kinnen
22943 County 9
Bemidji, MN 56601

[*Make Checks Payable to: HELGA TOWNSHIP](#)
7. Permit will be issued when payment is received.
 - Note: Owner may mail payment at any time, if desired to expedite turnaround times.

HELGA TOWNSHIP APPLICATION FOR ACCESS DRIVEWAY PERMIT

SUBMIT APPLICATION TO:
keith@helgatownship.com

SECTION A (Owner to fill out)

Name of Applicant _____ Address _____
City, State, Zip _____ Phone _____
Email: _____

Location of proposed driveway:

Parcel ID: _____

Property address or
Legal Description _____

Purpose of Driveway Residence Commercial/Other (specify type) _____

Is a Building to be Constructed? No Yes If yes, what kind? _____

Will the Building be Temporary Permanent Is the Property Platted Unplatted

Distance from center of highway to front of building, or front of pump island is _____ feet.

Land is higher lower level with the highway.

Site Sketch: (Owner to complete)

***Please include a sketch of the property showing all existing and proposed driveways and structures.**

I, We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the regulations of Helga Township. 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 condition upon replacement or restoration of the county highway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the local city, village or borough authorities having joint supervision over said street or highway.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

SITE VISIT: (Prior to permit approval township land use administrator will visit site)

Inspected by: _____ Date: _____

Pipe Size (if required) _____

Notes: _____

GENERAL INFORMATION

To minimize site plan changes, it is desirable that preliminary driveway layouts for proposed driveways at commercial sites be submitted by the applicant to the township prior to making the permit application. By this means, construction and maintenance plans for the portion of the township under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and/or lessee.

Commercial and industrial driveways should generally be wide enough for two-way operation on two-way streets. The use of design vehicle templates to check the plan layout is recommended. The driveway dimensions listed in Table I of the Regulations should generally be adequate, but variations in width of the buffer area, driveway angle, radii, and site characteristics suggest that careful attention be given to selecting the correct combination of dimensions for the specific site. Inadequate width is hazardous to vehicular traffic, and excessive width is hazardous to pedestrian traffic.

Generally, near left and near right corner driveways should be opposite each other. Where property corners on opposite sides of the street are located such that the corresponding corner driveways would not be located directly opposite each other (skewed intersections and/or varying R/W widths), the near right side property corner should be used for locating both driveways.

REQUIREMENTS

1. No work under this application is to be started until application is approved and the permit issued.
2. Where work on travelled roadway is necessary, traffic must be protected, and flags, flares, and proper barricades must be placed in accordance with the standards of: Helga Township
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. Driveway must be setback minimum of 15' from nearest property boundary (Helga Ordinance, Article IV, Section 1, C & D)
6. No changes or alterations in entrances may be made at any time without written permission from the township
7. Driveway fill slopes shall be constructed 6:1 (6' horizontal to 1' vertical) where existing road slopes are 4:1 or better and shall be hand finished and seeded.

**NOT VALID
UNLESS SIGNED**

ACCESS DRIVEWAY OR ENTRANCE PERMIT

Permission is hereby granted for the consideration of the driveways as described in the above applications, said driveway to be constructed in accordance with Helga Township.

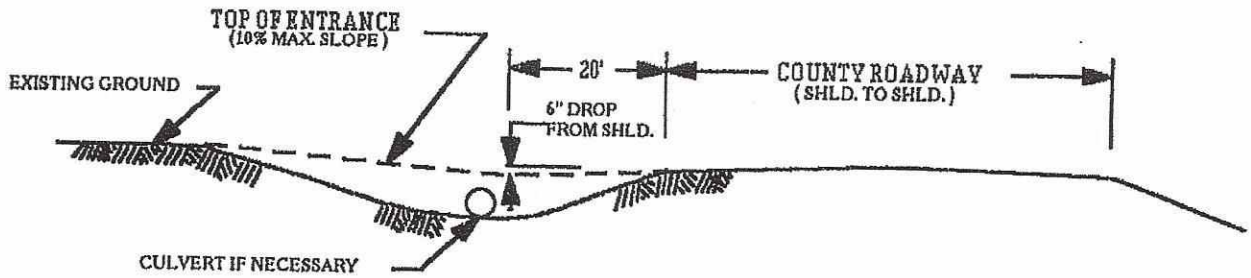
A fee of **\$100** in the form of cash, check, or money order, payable to Helga Township, shall be paid at time of application.

All work to be completed by _____
Date

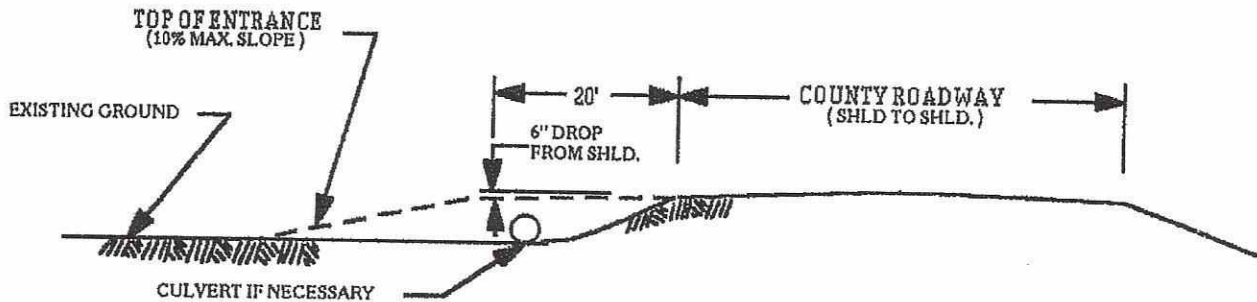
In the event that the construction has not been completed within 6 months of this date, this permit becomes null and void.

Approved: _____ Date: _____
Keith Kinnen, Land Use Administrator

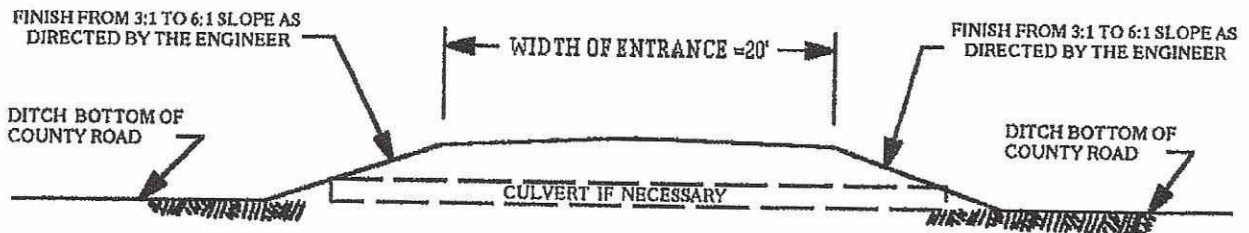
ENTRANCE CONSTRUCTION - HELGA TOWNSHIP



ENTRANCE ACROSS A COUNTY ROAD DITCH



ENTRANCE WITH NO COUNTY ROAD DITCH



NOTE: ENTRANCE JUNCTION, WITHIN 40 FT. OF COUNTY ROADS, MUST BE AT RIGHT ANGLE.

ENTRANCE DIMENSIONS