

**Avon Township**

**Application Date:** \_\_\_\_\_

**Driveway Access Permit**

**File Number:** \_\_\_\_\_

Purpose: To provide safe access to landowner's property and to insure all building sites in the township have 911 address signs.

- 1. Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- 2. Address of Property: \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Parcel Number: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_
- 5. Legal Description (*or append*): \_\_\_\_\_  
\_\_\_\_\_
- 6. Public Road Accessed by Driveway: \_\_\_\_\_
- 7. Contractor Name & License #: \_\_\_\_\_
- 8. Driveway dimensions drawing must be attached and is part of the permit application.

Agreement: I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions to abide by all of the ordinances of Stearns County and Avon Township regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the proposed driveway access has been staked by the applicant. Incomplete applications shall expire 12 months from the date of application. It is the responsibility of the applicant to obtain any other necessary permits from any other regulatory agencies or government bodies. Signature of this application authorizes the Avon Township Officials to enter upon the property to perform needed inspections. Entry may be without prior notice.

\_\_\_\_\_  
Signature of Property Owner or Representative \_\_\_\_\_  
Date

**Township Approval:** This driveway permit IS / IS NOT (*circle one*) approved.

Permit Conditions: \_\_\_\_\_  
\_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Avon Township Board of Supervisors, Chair

Permit Expiration Date: \_\_\_\_\_ Photo Taken: \_\_\_\_\_

**Fees Collected:** Non-Refundable permit fee: \_\_\_\_\_ Damage deposit: \$500 (*This is refundable for a period of two years from permit date, assuming no damage to the public roadway. Submit Damage Deposit Request form to Clerk when the work is complete to request return of the deposit*)

*Form date: May 2016*

# Avon Township Driveway Policy

**General:** Any resident who plans to move, change the physical dimensions, or slope of an existing driveway, or add a new driveway to his/her property requires an Avon Township driveway permit. Changing the surface material does not require a driveway permit. Driveway permits are required to ensure that Township roads are not damaged and that there is no public safety hazard created by the driveway. The permit costs \$50.00. There is a \$500.00 damage deposit that is collected when the permit is issued; it can be refunded if no damage is done to the Town road during construction, if requested within two years of permit date.

**Driveway Standards** – *Driveways in Avon Township should meet the following standards (Resolution 08-06-14):*

1. All accesses shall be aligned to be straight and perpendicular to the centerline of the road within the limits of the Township right-of-way.
2. All access will be aligned with street or entrances on the opposing side of the roadway if possible.
3. Avon Township will determine if culverts and aprons are required, and the size/length that is required.
4. Culverts will be a minimum of 15 inches in diameter and made of steel.
5. Aprons will accompany culverts and also be made of steel.
6. It is not permitted to remove the short heel that extends from the Township road into the driveway without approval by the Town Board.
7. Separation distance from other accesses is at the discretion of Avon Township. Generally, only one access per 40 acres or smaller parcel is granted unless the resident can show a specific need for the additional driveway. All new accesses should be a minimum of 125 feet from any other driveway access or intersection.
8. Driveways will conform to the standards of Stearns County (Highway Department Access and Right of Way Width Guidelines) including:
  - a. Residential access surfacing width shall be a minimum of 16 feet and/or a maximum of 24 feet;
  - b. Commercial and industrial access surfacing shall be 30 feet in width;
  - c. Field accesses shall be a minimum of 16 feet in width;
  - d. Entrance/access widths of up to a maximum of 40 feet will be considered under special circumstances (such as high volumes of semi-tractor trailers, narrow adjacent roadways, etc.); and
  - e. Street accesses shall be a minimum of 30 feet in width and shall be paved within the limits of the Township right-of-way or graded to drain away from the Township roadway.

**Non-Conforming Requests:** Supervisors make the final decision about any driveway permit that is issued in the township. If a requested driveway is more than 40 feet wide, it requires a variance hearing for approval. A request for a driveway between 24 – 40 feet will be reviewed by the Planning Commission which will forward a recommendation to the Supervisors for approval or not. The Supervisors makes the final decision about any driveway permit that is issued in the Township.

**Driveway Inspector** – The Avon Township maintenance worker is responsible for documenting the road condition before and after the work and determining if a culvert and aprons are required.

# Avon Township

## Request for Return of Driveway Damage Deposit

Upon completion of all driveway construction, the property owner may request the return of the Damage Deposit. An inspection will take place by Township personnel to determine if there has been any damage to the Township roadway. After this inspection, the request will be brought to the Supervisors' Meeting for approval or denial. Request must be made within two years of the original permit date.

1. Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Address of Property: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Parcel Number: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_
5. Date of Original Permit Approval: \_\_\_\_\_

Please explain the action that was taken concerning this driveway.

New construction: \_\_\_\_\_  
Alteration in size: \_\_\_\_\_  
Change in surface material: \_\_\_\_\_  
Culvert replacement: \_\_\_\_\_

Signature of Property Owner or Representative	Date
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**Township Approval:** Driveway damage deposit return **IS / IS NOT** (*circle one*) approved.

Amount returned: \$ \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Avon Township Board of Supervisors, Chair

# Avon Township

## Driveway Permit

File Number:

Expiration Date:

Property Owner:

Property Address:

Section #:

Driveway Location Information:

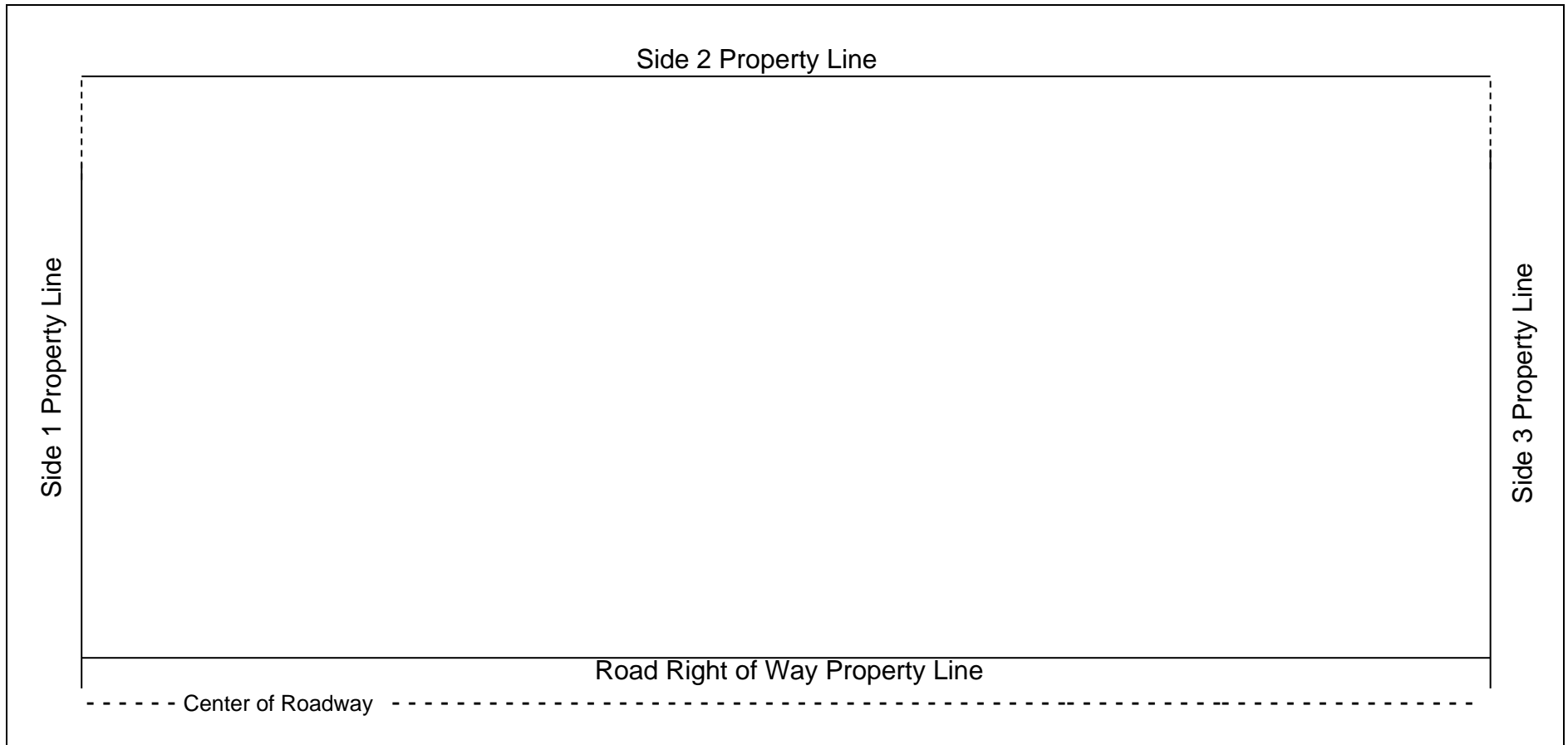
Restrictions/Conditions:

Signature:

Date:

**Avon Township Driveway Access Permit  
Site Plan and Driveway Dimensions**

Property Owners Name: \_\_\_\_\_  
Application Date: \_\_\_\_\_ File #: \_\_\_\_\_



<p><b>Planned Driveway Access Dimensions:</b></p> <p>Width: _____</p> <p>Slope/Grade: _____</p> <p>Radius: _____</p> <p>Culvert Size: _____</p>	<p>Drawing should show public road and where driveway access will intersect public roadway with measurements and property buildings/structures including their dimensions and setbacks distances within 100 feet of the public roadway.</p>	
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