

# Application for Driveway Entrance Permit

**Kanabec County Highway Department**  
**903 Forest Ave East**  
**Mora, MN 55051**  
**320-679-6300**

Permit No. \_\_\_\_\_ CSAH No. \_\_\_\_\_ C.R. No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Property Owner \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Contractor \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street Number City Zip

Location of Proposed Entrance:

\_\_\_\_\_  
\_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Purpose of Entrance: Residence \_\_\_\_\_ Commercial \_\_\_\_\_ Field Approach \_\_\_\_\_ Replacement \_\_\_\_\_ Extension \_\_\_\_\_

Is a building to be constructed: \_\_\_\_\_?

Will the entrance require the placement of fill in any Wetland area? \_\_\_\_\_

If yes, have necessary applications been made? \_\_\_\_\_ (attach copies)

Will the building be temporary or permanent? \_\_\_\_\_

Distance from center of road to front of building is \_\_\_\_\_.

I, We, the undersigned, herewith make application for permission to construct an entrance at the above location, said entrance to be constructed to conform with the regulations of the Kanabec County Highway Department and to any special provisions included in permit. It is agreed that all work will be done to the satisfaction of the Kanabec County Highway 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. It is expressly understood that this permit is conditioned upon replacement or restoration of the County road to its original, or to a satisfactory condition.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**For Office Use Only**

**Driveway Permit:**

Deposit Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Culvert**

Deposit Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Mailbox**

Deposit Paid \_\_\_\_\_  
Date \_\_\_\_\_ Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

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**Preliminary Inspection**

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

Culvert Needed YES / NO Size of Culvert \_\_\_\_\_

**Typical Culvert Installation Diagram**



Culvert Length with Aprons = 2 (In-slope Ratio H:V) (Ditch Depth) + Top Width

NOTES: \_\_\_\_\_

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**Final Inspection**

Construction Complete YES / NO Date Completed \_\_\_\_\_

Signature of Person Making Final Inspection \_\_\_\_\_

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**Front Desk Checklist:**

- Completed Mail Box Application Received
- Update Spreadsheet when everything is completed:
  - Mail Box
  - Driveway

**Preliminary Inspection**

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

Culvert Needed      YES / NO      Size of Culvert \_\_\_\_\_

**Typical Culvert Installation Diagram**



Culvert Length with Aprons = 2 (In-slope Ratio H:V) (Ditch Depth) + Top Width

NOTES: \_\_\_\_\_

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**Customer Checklist:**

Driveway must:

- Taper away from roadway
- Have Correct Slopes

Must have:

- Topsoil
- Seed
- Mulch

Driveway Permit # \_\_\_\_\_