

**APPLICATION & PERMIT TO CONSTRUCT OR MODIFY ACCESS  
WITHIN WASHINGTON COUNTY TRUNK HIGHWAY RIGHT-OF-WAY**

(Revised 1/26/18)



**\*PLEASE REVIEW WASHINGTON COUNTY'S ACCESS CONTROL POLICY BEFORE SUBMITTING A PERMIT**

**APPLICANT INFORMATION**

Identify if you own the land to be accessed or if you are a contractor performing work for the landowner:  Landowner  Contractor

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**LOCATION OF ACCESS**

Address (if applicable): \_\_\_\_\_

Side of County Trunk Highway  North  South  East  West

\_\_\_\_\_ feet  North  South  East  West of intersection with \_\_\_\_\_

Municipality:  Town  Village  City of \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion and Restoration Date: \_\_\_\_\_

**TYPE OF ACCESS** (identify which type of access you are applying for - select one)

	<b>Permit Fees</b> (nonrefundable)	<b>Deposit Required</b>
<input type="radio"/> <b>Paving of Existing Access, Temporary Access, Relocation or Other Modifications</b>	\$50.00	\$250.00
<input type="radio"/> <b>Field Entrance</b>	\$50.00	\$250.00
<input type="radio"/> <b>Type "A" Access</b> Residential driveways and private roads serving less than 5 residential units	\$75.00	\$250.00
<input type="radio"/> <b>Type "B" Access</b> Residential developments of 5-20 units and commercial, industrial, and institutional developments of 25,000 square feet or less	\$250.00	\$25,000.00
<input type="radio"/> <b>Type "C" Access</b> Residential developments of more than 20 units, commercial, industrial, and institutional developments of 25,000 square feet or more	\$250.00	\$25,000.00

**Fill out the appropriate space, if applicable: Size of commercial, industrial, or institutional development**  
(Building facilities only): \_\_\_\_\_ square feet or number of residential dwellings: \_\_\_\_\_ unit(s)

**\*APPLICANT MUST REVIEW ALL ADDITIONAL PROVISIONS LISTED ON THE FOLLOWING PAGE AND PROVIDE SIGNATURE**

**THIS SECTION IS TO BE COMPLETED BY THE HIGHWAY DEPARTMENT**

Permit Application Approved / Denied —  Approved  Denied If approved, expiration date of permit: \_\_\_\_\_

Special Provisions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Authorized Representative** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

## ADDITIONAL PERMIT PROVISIONS

1. The entire cost of installing and maintaining the driveway or field entrance (including any culvert) shall be the financial responsibility of the applicant.
2. All personnel (private or contractors) who are working within the road rights-of-way must wear an ANSI approved safety apparel meeting ANSI class 2 or 3 requirements.
3. The applicant shall call Digger's Hot Line and any other underground utility prior to the commencement of excavation or filling.
4. A \_\_\_\_\_ inch diameter culvert pipe, \_\_\_\_\_ feet in length, shall be installed under the driveway to provide proper drainage along the highway (culverts must be a minimum of 18 inches in diameter and a minimum of 28 feet in length).
5. Culverts shall be installed with apron endwalls. Apron endwalls with wheel guards shall be used if the culvert diameter is 24 inches or greater.
6. Culvert materials are restricted to corrugated steel, concrete and corrugated polyethylene pipe (HDPE), meeting AASHTO M 294, Type S specifications.
7. Width of driving surface requested \_\_\_\_\_ feet (Note: Driving surface width must be between 16 and 24 feet for Type "A" accesses and field entrances; Driving surface width must be between 24 and 36 feet for Type "B" AND Type "C" accesses; Culverts, where required by the Transportation Committee, shall be twenty-eight (28) feet long for Type "A" accesses, field entrances, temporary accesses and forty (40) feet long for Type "B" OR Type "C" accesses.
8. Culverts shall be laid on bedding of ¾-inch road gravel and shall be backfilled with ¾-inch road gravel.
9. Driveway grades shall be placed in a manner to maintain a pitch of one-half (1/2) inch per foot away from the roadway to the center of the ditch flow line (e.g. 4%) except in curb and gutter sections.
10. The area within 10 feet of a property line shall be a restricted area over which no access may be developed.
11. All new driveways shall be constructed to have permanently vegetated slopes sides, unless the street has curb and gutter. Such construction shall be accomplished using only soil materials. The slopes of the driveway shall be sloped at no more than a length to height ratio of 4:1. All slopes shall be seeded or sod by the property owner.
12. The applicant and/or their contractor shall restore the highway right-of-way to the satisfaction of the Highway Commissioner or his designated representative as soon as possible.
13. During the performance of work described within this permit, the applicant and/or their contractor shall have a fully signed and executed copy of this permit on site. A copy of the permit shall be shown to County forces upon request. Failure to do so will cause this permit to become null and void and work shall not be completed unless authorized through a subsequent permit.
14. Traffic control shall be accordance with Part VI of the Manual of Uniform Traffic Control Devices (MUTCD). Traffic control during construction shall be altered at anytime upon a request from the Washington County Highway Department or any law enforcing agency.
15. This permit grants an access onto a County Trunk Highway as detailed in the Washington County Access Control Policy. Any future change in use shall require a subsequent permit.
16. This permit does not guarantee a full movement access. In the future, a raised median may be constructed on the highway which may limit this drive to right in/right out movement only. There will be no compensation for the restriction of movement at any access point.
17. The applicant is responsible for obtaining any other County, Town or DNR permit required.
18. **No** concrete surface shall be allowed within the highway right-of-way except in curb and gutter sections. Retaining walls are **prohibited**.
19. Reimbursement of the deposit will be granted upon the installation of the access and restoration of the County highway right-of-way to the satisfaction of the Highway Commissioner or his designated representative for Type A accesses. Deposits for a Type B and C accesses will be held for one year from the **date of acceptance**.
20. Pavement Markings shall be installed by the Contractor per S.D.D.15C8 sheet B, C & D: Pavement Marking (Intersections) or at the discretion of the Highway Commissioner.
21. Any person obtaining a permit who fails to comply with the conditions of the permit, prior to the permit's expiration date, shall forfeit any permit deposit.
22. All access permits shall expire six (6) months after approval unless an extension is requested in writing and approved by the Highway Commissioner.
23. The applicant agrees to hold harmless and indemnify Washington County, its officers, agents and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit. **The terms and conditions contained in the Washington County Access Control Policy are agreed to by the applicant.**
24. If application is denied, the applicant may appeal the decision through the Public Works Committee for a nonrefundable **fee of \$100**.

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*Signature of Applicant*

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*Date*