



DRIVEWAY APPLICATION

883 261st Ave NE,
Isanti Mn, 55040

OFFICE USE ONLY

Site Address _____ City _____ Zip _____ PID# _____

Homeowner name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Contractor Name _____ Contractor License # _____

Contractor Address _____ City _____ State _____ Zip _____ Phone _____

Purpose of Access Residence Commercial Street Field Entrance Other _____

Property is Platted Unplatted Proposed Surface Type Gravel Concrete Asphalt

Width of driveway _____ Distance from Adjacent Driveways _____ Current # of driveways on property _____

Return this application along with the a detailed site plan. The location of the proposed driveway must be staked to show exact location.

I, we, the undersigned, herewith make application for permission to construct the access at the above location. Said access to be constructed to conform with the regulations of Athens Township and to any special provisions included It is agreed that all work will be done to the satisfaction of Athens Township. It is further agreed that no work in connection with this application will be started until the application is approved .

Applicant Signature _____ Date _____
Signature is by Owner Contractor

DO NOT WRITE BELOW THIS LINE -OFFICE USE ONLY-

SPECIAL PROVISIONS _____

Office Notes

Permission is hereby granted for the construction of the driveway as described in this application. Said driveway to be constructed in accordance with regulations of Athens Township and subject to the above requirements and special provisions.

Proposed location approved by _____ Date _____
ZONING ADMINISTRATOR

Compliant access approved by _____ Date _____
BUILDING OFFICIAL

Final access approved by _____ Date _____

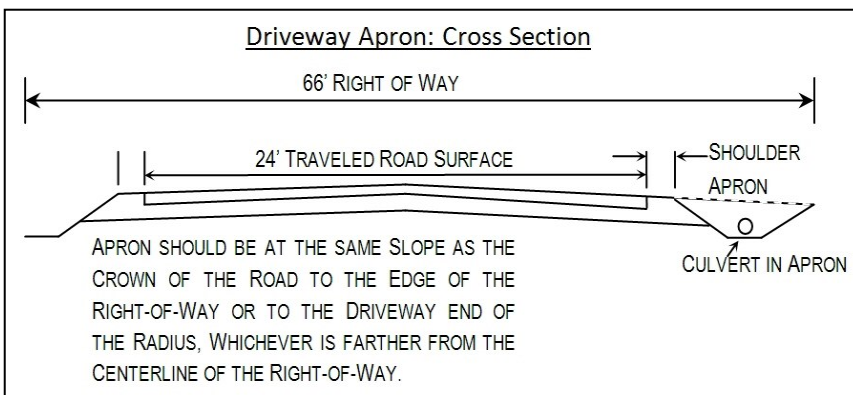
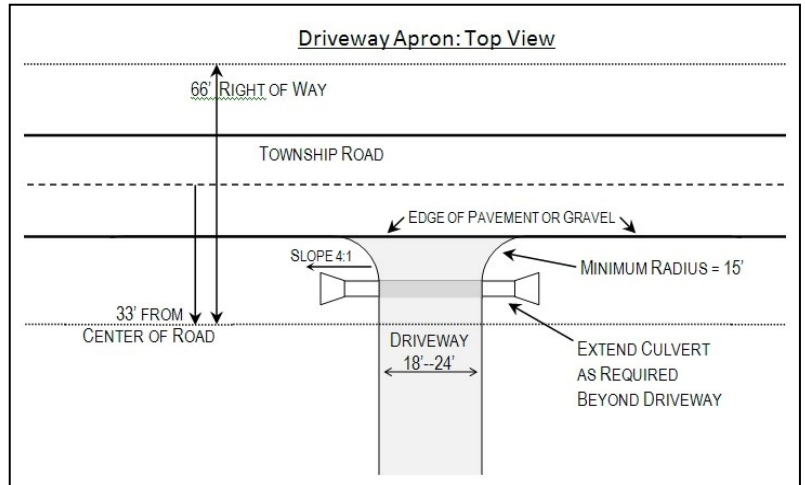
Athens Township Driveway/Access Permit Procedure

1. Driveway Permits are required for **ALL** approaches to Township Roads. An approved Driveway Permit is required before a building permit will be issued for new construction. Permit applications and driveway access specifications are available from the Athens Township Hall or online.
2. The completed Driveway Permit application and site plan should be submitted to the Building Department. A site plan should include the proposed driveway (dashed lines), existing driveway, driveway dimensions, property lines, distance of driveway from property lines, building locations on property, arrow indicating north and surface features near proposed driveway location (trees, utilities, etc.) If on a corner lot, the sketch should include dimensions to intersecting roadways.
3. A \$200.00 fee is required when submitting an application for a Driveway Permit. This application fee will cover the three required inspections: one for proposed access location, one for compliance in building the access, and the final inspection.
4. Put a lathe or stake, with flagging attached, exactly where the desired center of the access is to be located. The side property lines must be flagged by the Applicants.
5. **The Building/ Driveway Inspector will review the application and meet with the applicant** at the site to discuss the proposed access location regarding drainage requirements, location approval and required specifications.
6. If the access requires a culvert, the applicant must furnish the culvert. They are not available through Athens Township. Culverts must be plastic, steel or concrete. Athens Township prefers plastic culvert material.
7. All costs of material and labor for the construction and maintenance of access shall be the sole responsibility of the applicant. All driveway accesses must be constructed according to current engineering standards. All driveway aprons must be finished with the same materials as the road they adjoin. In the process of constructing the access, the applicant shall make the installation without jeopardy to, or interference with, traffic using the highway. Road surfaces, shoulders, ditches and vegetation disturbed in the process shall be restored to the equivalent of the original condition, immediately prior to the time construction commenced. It is the responsibility of the applicant or contractor to locate, stake and protect all utilities in the work area.
8. **Contact the Building/Driveway Inspector** for a compliance inspection after completion of the access according to specifications. If the Driveway Inspector approves the compliant access, the Driveway Inspector will notify the Township Building Inspector giving approval for issuing a building permit. The access must be put in and used prior to construction. If not, the site will be deemed in violation and the township will request the Building Inspector to stop all construction.
9. **Contact the Building/Driveway Inspector** for final inspection when all construction that pertains to the building permit has been completed. No Certificate of Occupancy will be issued until the driveway permit has gotten final approval.
10. Driveway permits are valid for one year from date of proposed location approval. The approved permit application is a legal document and should be retained with other valuable papers.
11. **Questions should be directed to the Township Zoning/Building at 612-490-3142.**

Athens Township Driveway/Access Specifications

No work under this application is to be started until application is approved and the permit issued. Every driveway shall be connected to a public road right-of-way by an apron which meets the following requirements:

1. Residential driveways shall have a minimum setback of 10' from property lines. On corner lots, setbacks shall be a minimum of 50' from the lot-lines where the two roadways intersect.
2. **One access is permitted for every 330' of road frontage.**
3. Driveways will not be allowed on the end of roads or on turnarounds without approval of the Athens Township Planning Commission and/or the Athens Township Board.
4. The apron will extend from the edge of the road surface to the right-of-way line. (See top view illustration to the right)
5. Width of apron must be a minimum surface of 18' and a maximum surface of 24'.
6. Driveway apron side slopes shall be no steeper than a 4:1 ratio. (4' horizontal to 1' vertical) Side slopes of a 6:1 ratio will be allowed, but it will result in a longer culvert.
7. The driveway apron radius shall be a minimum of 15' where it adjoins the road.



9. Aprons must slope away from the township road. (See cross section illustration to the left)
10. Where the apron meets a Class 5 road surface, the apron must be constructed with a minimum depth of 4" of Class 5 gravel or crushed rock. **Where the apron meets a bituminous road surface, the apron must be constructed with a minimum depth of 1½" plus base bituminous.**

11. Athens Township is not responsible for bituminous placed on right-of-way.
12. No rock, bituminous, concrete, timber or other embankment retention will be allowed in driveway construction.
13. If a culvert is required, its size and location will be determined by the driveway inspector.
14. No changes or alterations in entrances may be made at any time without written permission from the Athens Township Planning Commission. No retaining walls will be allowed in the road right-of-way.

The access must be put in prior to and used during construction. If not, the site will be deemed in violation and the township will request the Building Inspector to stop all construction. Class 5 gravel or the bituminous layer is not required until completion of the construction for which the building permit was issued or as directed by the Driveway Inspector. The Town Engineer may authorize some variation from these requirements to accommodate conditions found on this site. No Certificate of Occupancy shall be issued for a new residential structure until a driveway permit has been issued.

A 24-hour notice must be given for inspections. If you have any questions, please contact the Athens Township at 612-490-3142.

Revised March 2022