

**APPLICATION FOR ACCESS DRIVEWAY OR ENTRANCE APPROVAL**

Applicant/Agent: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Location: Cass Co. Road Number and location \_\_\_\_\_

Legal description of property: Township Name \_\_\_\_\_ Section # \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Purpose of Driveway (residence, commercial, field, etc.) \_\_\_\_\_

Date driveway will be needed: \_\_\_\_\_ Number of present driveways on property \_\_\_\_\_

Other comments: \_\_\_\_\_

Property Owner is responsible for the driveway installation as outlined in the attached requirements.

**APPLICATION PROCESS**

1. Complete the application and return to the Cass County Highway Dept.
2. Put up flagging where culvert is to be placed.
3. Cass County will check location to determine whether a culvert is required, and if required, the size.
4. Cass County will return a copy of the application to the applicant indicating Cass County's determination.
5. If no culvert is required or the applicant provides their own culvert, the applicant may proceed with the driveway installation. If a culvert is to be purchased from Cass County, it will be delivered upon receipt of payment.

Applicant - do not complete this section, to be completed by Cass County

Application Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Reason \_\_\_\_\_  
\_\_\_\_\_ No culvert required  
\_\_\_\_\_ Culvert required - size \_\_\_\_\_ x \_\_\_\_\_ Additional cost for larger culvert \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Cass County Personnel)

If a culvert is required, you have the choice of furnishing your own culvert or purchasing one from the County. Please indicate your choice below.

- \_\_\_ I will provide my own culvert (Must be new culvert in the size specified by the County)
- \_\_\_ I would like to purchase a culvert from Cass County (\$300.00 minimum based on culvert size)

In accordance with a Resolution passed by the County Commissioners, dated July 19, 2000, the applicant who wishes to purchase a culvert from Cass County will be required to pay a minimum of \$300.00 for a standard culvert (32' x 15"). All work shall be subject to final approval of the County Highway Engineer.

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 standards of the Cass County Highway Department. It is agreed that all work will be done to the satisfaction of the Cass County Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved.

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

CASS COUNTY HIGHWAY DEPARTMENT  
Attachment to Application for  
ACCESS DRIVEWAY OR ENTRANCE APPROVAL

PROPERTY OWNER IS RESPONSIBLE FOR DRIVEWAY INSTALLATION AS OUTLINED IN THE FOLLOWING REQUIREMENTS:

1. No work under this application is to be started until application is approved
2. Where work on traveled roadway is necessary, traffic must be protected, and flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation.
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. After driveway construction is completed, the applicant shall notify the Engineer's office that the work has been completed and is ready for final inspection and approval by the Cass County Highway Department.
6. No changes or alterations in entrances may be made at any time without written permission from the Cass County Highway Department.
7. Driveway fill slopes shall be constructed 4:1 (4' horizontal to 1' vertical) where existing road side slopes are 4:1 or better and shall be hand finished and seeded.
8. Driveways shall be so constructed as to slope down and away from the shoulder line of the highway for a distance of at least 15 feet with a fall of at least 6 inches.
9. Culvert provided by the applicant must be new and meet the minimum requirements of gauge thickness for corrugated steel pipe, or double walled if plastic pipe.