

PERMIT REQUIREMENTS AND ACKNOWLEDGEMENTS

(Note: Allow up to 2 weeks for processing. An incomplete application will delay processing.)

1. Print clearly in ink or type the application. Be sure to **sign both** this instruction sheet and the application form at the bottom. Submit the original **digital forms** only, faxed or mailed paper copies will not be accepted.
2. Complete each item on the application. If an item does not apply, print "N/A" in the blank.
3. Proposed access separation shall conform to Carver County Ordinance, Chapter 152; Zoning Code .036. This Chapter includes specifications regarding: number of accesses limited, field access drives, and access separation.
4. As part of the required site plan all current and future structures shall be shown to be outside of both current and future right-of-way sections as pursuant to Carver County Comprehensive Plan and set-backs as required in Carver County Ordinance 152.
5. Access proposal of a substantial traffic generated nature as determined by County Engineer may be subject to additional requirements, including but not limited to: Special traffic studies, turn-lanes, by-pass lanes, and additional traffic control.
6. Per Carver County Comprehensive Plan Access Management Guidelines, access to parcels shall be provided from the lowest road classification adjacent to the parcel, unless otherwise approved by the County Engineer. Access to county highways shall be by public street as much as practicable. Direct access to homes, farms, and businesses should be provided by local roads when possible. When that is not possible, limited direct property access may be permitted. A parcel will be permitted one private access only if reasonable, convenient and suitable alternative access is not available or attainable from the local road network or by a shared driveway and/or cross-access with an adjacent parcel.
7. Change from a residential / farm use of a parcel to a special permitted use (C.U.P.) (I.U.P.), may include additional access requirements and/or access improvements. As properties or parcels develop and change uses, driveways that may be existing may need to be modified, removed, and/or consolidated. Existing or new driveways may be required to provide joint and reciprocal cross access. Additional access to other uses or needs on or near the parcel may need to be provided via other means such as easements and/or access from other local private or public roads.
8. No foreign material such as fill, aggregate, rock, or bituminous material, etc. shall be stored or deposited on the roadway during the work. If any material is tracked onto the roadway, it must be removed immediately.
9. Any debris, surplus material, etc. generated due to the work must be removed from the County right-of-way within 24 hours.
10. At least 48 hours prior to start of any work, the permittee shall notify the Carver County Public Works Department at 952-466-5200. Within 5 days after completion, the permittee shall notify the Carver County Engineering Department for final inspection.
11. If the permittee intends to alter or remove any signs within County right-of-way written notification shall be given to the Sign Shop Foreman at 952-446-5242 at least 48 hours in advance, and shall obtain his approval prior to performing such operations.
12. No changes or alterations to this permit or county highway right-of-way may be made at any time without written permission from the Carver County Public Works Department.
13. For the safety of the traveling public and for the safety of those working in the right-of-way, barricades, warning devices and flagmen shall be provided by the contractor during all phases of their construction and maintenance operations on county highway right of way. The design, layout, and placement of all signs, barricades, and other warning devices shall conform to the current Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
14. For rural accesses, the side slopes shall not exceed 6:1 (17%) within the County right-of-way.
15. All disturbed turf areas shall be stabilized (i.e. seeding, sod, erosion control blanket, etc.) with the proper sediment/erosion control devices, including temporary erosion/sediment control as needed within 7 days and maintained until the new turf is established. All work shall be in compliance with local, state and federal regulations.
16. In the event that the construction has not been completed within one year of the permit approval date, this permit becomes null and void.
17. It is the responsibility of the excavator to notify Gopher State One Call for utility locations for any excavation being performed within the County right-of-way and to obtain all other necessary permits.
18. No work under this application is to begin until the application is approved, and the permit issued, unless permission has been granted by the Carver County Public Works Department.
19. Any party working within the County right-of-way under this permit shall have a copy of the approved permit on site. Any party working in the County right-of-way without County approval or without a copy of the approved permit may be required to vacate the right-of-way and/or stop work immediately.

I/We agree to all of the above requirements. All work performed will be to the satisfaction of the Carver County Public Works Division.

Dated: _____

Applicant's Signature: _____