DRIVEWAY/CULVERT PERMIT

Permit Fee	$_____	Paid by:	☐ Owner
Escrow	$_____		☐ Applicant
Total Due	$_____	Check #:	_____
		Permit #:	_____

Driveway/Culvert Type Second ☐ Temporary ☐

Exempt from Township Issued Permit:

Located on county road ☐ Using existing driveway/access with no changes ☐

Project Address

_____

Contact Information

Owner _____ Phone_____

Address_____ City _____ State _____ Zip_____

Email_____

Applicant_____ Phone_____

Address_____ City _____ State _____ Zip_____

Email_____

Stipulations

Said driveway is to be constructed BEFORE pouring footings. Failure to do so may result in loss of the escrow deposit should damage occur to the Town road or road right-of-way. To schedule an appointment for initial site visit, please call Mike Hirsch at (651) 775-5150. Upon permit release, the balance of the escrow deposit will be refunded. **It is the responsibility of the applicant to contact the Township upon completion of the final inspection to intitiate the refund of any remaining escrow.**

I have received, read and understand the conditions of this permit as outlined in the Driveway/Culvert Permit Instructions and the Township Ordinance #14-001.

_____ _____

Applicant Date

Permission is hereby granted for the construction of a driveway at the address indicated above, contingent upon conditions set forth at the initial site visit and in accordance with Spring Lake Township Ordinance 14-001.

_____ _____

Spring Lake Township Date

Engineer's Review

Initial Site Visit

Comments/Special Conditions for Construction (attach sketch if necessary)

Final Inspection

Comments/Correction Action

☐ **Approved for return of escrow deposit at next regularly scheduled Board Meeting.**

Township Engineer _____ **Date** _____

2026

DRIVEWAY/CULVERT PERMIT INSTRUCTIONS

Permit Process

Driveway permits are required for the installation of a new driveway or field approach, of the conversion of an existing field approach to a driveway.

Before constructing the driveway or field approach and installing the culvert, the applicant must meet with the Township's engineering consultant at the site. **To schedule an appointment for the initial site visit, call Mike Hirsch at (651) 775-5150.**

Dirt or debris is NOT ALLOWED on Township roads and shall be removed within 24 hours of notice to do so. Failure to remove dirt or debris may result in the loss of deposited escrow. If the applicant fails to clean the road, the Township will do so. If clean-up costs to the Town exceed the escrow deposit, the additional costs may be assessed against the applicable property.

Upon completion of driveway/culvert installation and the establishment of vegetative cover, **the applicant must contact the Township's engineering consultant for a final inspection.** If the driveway installation and related grading and turf establishment is found to be acceptable, the permit will be released**.** The permit fee covers the initial site visit and one inspection, each additional appointment or inspection is charged at $200.00 to cover engineering costs. Upon PERMIT RELEASE the balance of the escrow deposit will be refunded to the applicant. It is the ***responsibility of the applicant to contact the Township upon completion of the final inspection to initiate the refund of any remaining escrow***. To schedule an appointment for the final inspection, call Mike Hirsch at (651) 775-5150.

If the applicant does not begin construction of the driveway within six (6) months of completing the permit issuance or does not complete the driveway and call for final inspection within two years of permit issuance the permit fee and escrow deposit will be forfeited to the Township.

Owner of the driveway is responsible for cleaning and maintenance of the culvert. If owner fails to do so, the Township may perform the necessary maintenance after giving the property owner seven (7) days written notice at the last known mailing address given to the Scott County Auditor. The Township's costs for culvert maintenance may be assessed to the property. (MS §429.101)

If Township expenses related to inspection and enforcement of its driveway ordinance should exceed the fee amount, the additional costs will be deducted from the escrow deposit.

Driveway/Culvert Specifications

Only one driveway access per parcel or lot is allowed. The minimum distance from a property line to the edge of a newly constructed driveway is 15' or at the discretion of the Field Engineer depending on easements, grades or neighboring impacts. The driveway will be a minimum of twenty feet (20') and a maximum of twenty-eight (28') wide where it meets the Township road. Aprons are required on the culvert.

The driveway must be constructed in such a way as to prevent water or debris from running from the driveway onto a Township road. Therefore, the driveway must slope away from the Township road a minimum of 6 inches within the road right-of-way. If it is not possible, due to the contours of the property, to construct a 6 inch back slope in the driveway within the road right-of-way, the Township may require that the driveway be paved to the top of the slope.
Minimum culvert size shall be fifteen inches (15"). The Township's engineering consultant may determine that a larger culvert is needed. Culverts and aprons shall be new galvanized steel meeting ASTM A760, A929 and AASHTO M36 standards.

The driveway must be covered with a six inch (6") depth of one-inch crushed, clean rock for a distance of thirty feet (30') from the edge of the Township road PRIOR TO footings being poured and throughout building construction.

Driveways crossing wetlands are subject to applicable wetland conservation laws and ordinances. The property owner is responsible for obtaining all necessary permits for impacts to wetlands PRIOR TO CONSTRUCTION. Failure to do so may result in loss of the deposited escrow in addition to other costs and penalties.

The erection of any retaining structures, decorative posts, trees, shrubs, landscaping, water systems, etc. within the Township right-of-way is prohibited. The Township is not responsible for damage to prohibited landscaping in the road right-of-way during road maintenance. The Township is not responsible for damage to mailboxes and their support posts during road maintenance if

they are on the Township right-of-way. Applicant must adhere to other specifications as reflected in the attached Ordinance 06-002 and its Exhibit A detail drawing.

DRIVEWAY/CULVERT APPLICATION FEE SCHEDULE

Driveway and Culvert Permit

Review Type		Fee	Escrow*
Driveway		$440	$2260
	Initial Site Visit $220 Final Inspection $220		
Culvert		$440	$2260
	Initial Site Visit $220 Final Inspection $220		

*The Escrow Deposit will be used to reimburse the Township for any costs incurred by the Township related to this project/application. The Town may draw on said escrow to complete work not performed by the permit holder, to reimburse itself for costs incurred in the review, administration, oversight and enforcement of this project/application. If additional escrow is required or Township costs are incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. In the event that said costs are not paid, the Township may specially assess such costs against the subject property and/or take necessary legal action to recover such costs, including attorney's fees. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all work has been completed, all financial obligations to the Township have been satisfied, and the Town Board has approved the final inspection. **It is the responsibility of the applicant to contact the Township upon completion of project to intitiate the refund of any remaining escrow.**