



APPLICATION FOR DEPARTURE REQUEST

CARVER COUNTY PUBLIC WORKS DIVISION

11360 Highway 212, Suite 1, Cologne, MN 55322

Phone - (952) 466-5200 FAX - (952) 466-5223

Permit No.
Permit Fee: \$200.00 Review to begin once payment is received.
Road No.

Applicant	Address	Phone
		Email
Name of Contractor	Address	Phone
		Email
Location of proposed Access	Distance	Units
		Direction
(Specific road or intersection)		
of		
Legal description of property/parcel ID.		

Purpose of Access	<input type="checkbox"/> Residence	<input type="checkbox"/> Field entrance	Is a Building to be constructed?	<input type="checkbox"/> No
	<input type="checkbox"/> Other _____			<input type="checkbox"/> Yes (Type) _____
Property is in	<input type="checkbox"/> Platted area	Distance from center of roadway to front of building _____ feet	Distance from nearest driveway _____ feet	
	<input type="checkbox"/> Unplatted area			
Driveway Surface Type	<input type="checkbox"/> Gravel	<input type="checkbox"/> Concrete	Width of driveway _____ feet	Road ditch depth at driveway _____ feet
	<input type="checkbox"/> Bituminous			
Land in relation to roadway	<input type="checkbox"/> Level	<input type="checkbox"/> Higher	Existing number of driveways to property _____	Proposed size, length and type of culvert pipe _____
	<input type="checkbox"/> Lower			

Attach a sketch of the property showing existing and proposed driveways and relation to County Road

I, the undersigned, herewith make application for permission to construct the street or driveway access at the above location, said street or driveway to be constructed to conform with the regulations of the Carver County Public Works Division. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the County Road to its original or satisfactory condition. It is further understood that this permit is issued subject to the applicant's compliance with the rules and regulations of the local, city, township authorities and any other affected governmental agencies. It is further understood that Carver County reserves the right to modify, reconstruct or adjust the access.

_____ Date _____ Applicant's Signature

Feasibility Issues with Adherence to Standards:

Along with a complete application please attach a detailed description of how one or more of the below feasibility issues applies to your property that limits the adherence to the private access standards. Include any additional exhibits that are necessary to demonstrate the extent of the feasibility issue.

- Environmental
- Topographical
- Operational
- Safety
- Dimensions of abutting road frontage

Attach a detailed description of feasibility issues

Access Permit Authorization -- Subject to Special Provisions and Permit Requirements and Acknowledgements

Carver County Public Works

_____ Date _____ Authorized Signature

Departure Request

Below are excerpts from pages 2 and 5 of Carver County Public Work's [Private Access Policy](#) that outline the Departure Request. If a Departure Request is approved to allow for deviation from standards, the access will be determined by Public Works in consideration of the issue of feasibility allowing for the deviation.

Departure Request

Under specified circumstances the applicant of an Access Permit may request to depart from the private access guidelines that guides the standards of their proposed access. Only when one of the following opportunities is present, the applicant may be granted a departure from the guidelines.

Opportunities for Departure

- If there is a feasibility concern about locating on the lower class road.
- When the property is in a Transition Growth Area, or inside of a city, and there is a feasibility concern about sharing with an existing access.
- When the property is in a Transition Growth Area, or inside of a city, and there is a feasibility concern about following access spacing guidance compatible with future public street intersection spacing, coordination and agreement with future City is required in addition to the Departure Request.
- When the standards of a Minor Arterial or Principal Arterial future functional class apply and the County's Deviation option has feasibility issues.
- When the standards of a Collector or Local future functional class apply, and the County's Condition option has feasibility issues.
- When the proposed access is onto a current or future signalized intersection or roundabout and there is a feasibility concern about standard #4 prohibiting a connection.

Departure Request Review Process

For review, applicants are to apply for a Departure Request. The applicant is to detail in their request how one of the stated Opportunities is applicable to their request. In addition to the submission of applicable fees, as prescribed in the Fee Schedule, the request is made eligible for review upon determination there is an applicable Opportunity.

Departure Requests are reviewed by the Public Works Director or their designee. Eligible Departure Requests will have their access location determined by Public Works, the proposed location is not granted solely on eligibility.

Feasibility: The state or degree to which the dimensions of the abutting road frontage or environmental, topographical, operational, and safety factors allow for an access configuration.

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. 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.
6. 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.
7. 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.
8. Any debris, surplus material, etc. generated due to the work must be removed from the County right-of-way within 24 hours.
9. 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.
10. 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 952-466-5242 at least 48 hours in advance, and shall obtain his approval prior to performing such operations.
11. 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.
12. 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".
13. For rural accesses, the side slopes shall not exceed 6:1 (17%) within the County right-of-way.
14. For new residential accesses, swing-away mailboxes are required (see attachment to residential access permits)
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: _____