



**APPLICATION FOR DRIVEWAY OR STREET ACCESS PERMIT**

RAMSEY COUNTY PUBLIC WORKS  
 1425 Paul Kirkwold Drive, Arden Hills, MN 55112  
 (E-mail) [pwpermits@ramseycounty.us](mailto:pwpermits@ramseycounty.us)  
 Phone: 651-266-7186 Fax: 651-266-7188

<b>PERMIT NUMBER</b>	
RD#:	SEG

Applicant Name	Company Name	Phone No.		
		Email:		
Billing Address:	Street	City	State	Zip code
Property Owner:	Phone Number:			

<b>LOCATION OF PROPOSED DRIVEWAY OR STREET ENTRANCE</b>		<b>LOCATION, IF NO ADDRESS</b>		
Address or Intersection	City	Number of Feet (N,S,E,W)	of Street or Road	City

APPLICATION IS MADE TO CONSTRUCT AND THEREAFTER MAINTAIN			
<u>Type of Entrance</u>	<u>Driveway or Street will be</u>	<u>Driveway or Street will be</u>	<u>Surface Type of Proposed Entrance</u>
<input type="checkbox"/> Residential Driveway <input type="checkbox"/> Commercial Driveway <input type="checkbox"/> Public Street <input type="checkbox"/> Other:	<input type="checkbox"/> Resurfaced <input type="checkbox"/> Reconstructed (widened) <input type="checkbox"/> New Construction	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	<input type="checkbox"/> Bituminous <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel/Rock <input type="checkbox"/> Other:

<u>Number of Driveways or entrances to Property</u>		<u>Width of Proposed Entrances:</u>					<b>START DATE:</b>
Existing:	Proposed:	1:	ft. 2:	ft. 3:	ft. 4:	ft. 5:	ft.

(I), the undersigned, herewith make application for permission to construct the street or driveway access at the above location. The said street or driveway access shall be constructed in accordance with the regulations of Ramsey County Department of Public Works and to any special provisions contained below and on page 2. (2) This permit is conditioned upon replacement or restoration of the County right of way 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 and/or township authorities and any other affected governmental agencies. (3) It is expressly understood that this permit as issued does not in any way imply an easement on public or private property. This permit does not convey any property rights within the right of way to the permittee.

<b>APPLICANT MUST SIGN PAGE 1 AND 2</b>	Applicant Signature:	Date:
---	----------------------	-------

**DO NOT WRITE BELOW THIS LINE**

**PERMIT Authorization**

As a condition of this permit, culvert is required:  Yes  No Culvert Size: \_\_\_\_\_ X \_\_\_\_\_ / Culvert aprons required  Yes  No

SPECIAL PROVISIONS: \_\_\_\_\_

**Proper Traffic Control Devices and Procedures Shall be used. All traffic control devices, barricades, flashers, etc. shall be furnished by the permittee and shall be in accordance with the most recent edition of the Minnesota Manual On Uniform Traffic Control Devices and the MNDOT Temporary Traffic Control Zone Layouts Field Manual.**

Permission is hereby granted for the construction of the access as described in the above application, said access shall be constructed in accordance with the requirements special provisions listed above and on page 2.

Authorized Signature:	Date:	<b>PERMIT FEE:</b>	Payment:
			<input type="checkbox"/> Check # _____ <input type="checkbox"/> Billed <input type="checkbox"/> Waived

**PERMIT REQUIREMENTS**

- 1) No work in connection with this application shall be started until the application is approved and the permit issued.
- 2) The permittee shall notify the county right of way inspector at 651-266-7186 24 hours before the work begins.
- 3) The permittee shall not use Ramsey County right of way to stage and/or store equipment or materials without written permission from Ramsey County.
- 4) No foreign material such as dirt, gravel, concrete or bituminous material shall be left or deposited on the roadway. If material is tracked onto the roadway, it shall be removed immediately.
- 5) Any debris generated due to work must be removed from the County right of way within 24 hours.
- 6) No changes or alterations may be made at any time without written permission from Ramsey County.
- 7) All culverts, ditches, shoulders and backslopes shall be restored to their original condition unless otherwise directed by Ramsey County. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guard posts, etc. are the sole responsibility of the permittee and shall be restored to their original condition or to the satisfaction of Ramsey County.
- 8) The permittee shall stabilize any drainage ditch or swale within 24 hours.
- 9) Restoration of disturbed areas shall be completed (i.e. seeded, mulched, and anchored or sod) with the proper erosion control, including temporary erosion control as needed, within 7 days and maintained until the new turf is established.
- 10) Any culverts or drainage devices deemed necessary by Ramsey County shall be furnished and installed by the permittee.
- 11) OSHA compliant safety vests shall be worn by anyone occupying Ramsey County right of way.
- 12) SECTION CORNER MONUMENTS:
  - a) Driveway locations shall not interfere with the location of any section, quarter, witness or right of way monuments. For assistance in locations, contact the Ramsey County Surveyor's office at 651-266-7100.
  - b) The permittee shall be responsible for replacement of any existing property irons disturbed during construction.
  - c) The permittee shall notify the Ramsey County Surveyor's office 3 working days in advance of any anticipated disturbance of any Benchmarks or section, quarter, witness or R.O.W. monuments.
  - d) Any monuments disturbed during construction shall be reset by the Ramsey County Surveyor's office at the expense of the permittee.

Applicant Signature:	DATE:
----------------------	-------