

# INSTALLATION OR MODIFICATION OF DRIVEWAY/CULVERT PERMIT INSTRUCTIONS

## Permit Process

- Driveway permits are required for the installation of a new driveway, field approach and/or culvert. A \$500 Bond & \$100 Inspection fee are required before installation begins. The \$500 bond is refundable upon final inspection.
- Before constructing the driveway or field approach and installing the culvert, the applicant must meet with one of the Township's Supervisors and Engineering consultant at the site. To schedule an appointment for the initial site visit & final inspection, call Greg Felt 952-233-1224.
- Unless an extension of time has been granted by the Township Board; if the landowner does not begin construction of the Driveway/Approach or does not complete the Driveway/Approach or call for a final inspection, within six months of the date of permit issuance, the inspection fee will be forfeited to the township and the permit will be voided.
- A \$200 fine will be imposed upon any landowner who installs a Driveway/Approach without first obtaining a permit. *The fine is in lieu of an inspection fee if the driveway/approach is approved. (MS § 160.18) (Belle Plaine Ordinance #3)*

## Driveway/Culvert Specifications

- Driveway/Approach must be completed before any new home construction begins
- Minimum of 20 feet and a maximum of 28 feet wide where the Driveway/Approach meets the Township road.
  - Exceptions to minimum and maximum widths require Board review and approval
- 4 to 1 Slope
- 15 inches or larger Galvanized Steel Culvert, if cover is 12 inches or less
- 15 inches or larger Double Walled Plastic Culvert, if cover is 12 inches or deeper
- Steel aprons on both ends
- Permits will be issued to Landowners only
- Permits resulting in special circumstances will require a Town Board Recommendation

Please make checks payable to: Belle Plaine Township

Send payment to: Myron Bratsch

Belle Plaine Township Treasurer  
8116 Union Hill Blvd.  
Belle Plaine, MN 56011