

***Sunrise Township, P.O. Box 933, North Branch, MN 55056
Driveway / Access Permit Application***

Name _____

Address _____

Phone _____

Purpose of Access _____

Number of Existing Accesses _____

Legal Description _____

Sketch of the Property showing present and proposed access

The undersigned hereby makes application for permission to construct the above described driveway access. Said driveway access shall comply with all Township, County and State requirements. It is agreed that all work shall be completed within 180 days and must be done to the satisfaction of Sunrise Township. It is further agreed that no work shall commence until this application is approved in writing below and the permit actually issued. It is expressly understood that this permit is conditioned upon replacement and restoration of the Township right of way to its' original or satisfactory condition as determined solely by the Township. This permit is non-transferable.

Date: _____

Applicant Signature

PERMIT AUTHORIZATION

A deposit of \$1,000.00 payable to Sunrise Township must accompany this application. \$50.00 is a non-refundable administration fee, with inspections costing \$25.00 each. Provided applicant requests a final inspection date within 180 days of the date below, all remaining monies will be returned after completion of the final inspection and acceptance by the Township. No interest shall accrue on the deposit. Any special requirements appear on the back of this permit. Special requirements may be added or changed during construction if unknown or changed conditions require.

Permit Approved by: _____

Date: _____

Sunrise Township

Driveway / Access Permit Procedure

1. Obtain a permit application and access specifications from Sunrise Township.
An initial \$1,000 deposit is required. A \$50.00 non-refundable administration fee will be charged against said deposit.

There are a minimum of two (2) required inspections, one for proposed access location so that a building permit may be issued by the County and a final inspection to check compliance in building the access (final inspection should be near the date of occupancy).

Inspections are \$25.00 per inspection. Extra inspections required by failure to comply with all Township requirements will result in an additional \$25.00 per inspection. In order for all remaining monies to be refunded to the applicant upon satisfactory completion of the access, the applicant **MUST** request a final inspection date within 180 days of the permit issue date. Failure to call and secure a final inspection date within 180 days of permit issue date will cause automatic forfeiture of the entire balance of the deposit.
2. **Put a lath or stake, with flagging attached, exactly where you desire the center of the access to be located.**
3. **Complete directions** to property needs to be included with driveway permit.
4. Contact Sunrise Township when you want the initial inspection.
5. Sunrise Township will inspect your site for drainage requirement and location approval. Sunrise Township will notify the applicant on any special requirements.
6. After initial inspection, if the location and plan are acceptable, the Township will approve the County's issue of your building permit.
7. On or shortly after your occupancy date, contact Sunrise Township for final inspection. After passing final inspection, all remaining monies will be refunded to the applicant, provided said final inspection date is requested within 180 days of the permit issuance.
8. Sunrise Township may apply all monies deposited for the permit to properly construct or complete the driveway / access.
9. If the applicant requires a culvert, the applicant must furnish the culvert. Culverts are not provided by Sunrise Township. All culverts must be steel or concrete (culverts will be no less than 30 feet due to emergency vehicle passage. Driveway inspector will specify size). Plastic culverts are not allowed.
10. It is the responsibility of the applicant and contractor to locate all utilities, etc. and to have them staked.
11. **Mailboxes of the swinging type are required by Sunrise Township.** Mailbox accessories can be purchased from Sunrise Township at the cost of \$53.25. Mailboxes are the responsibility of the individual. Mail box posts must be sunk no less than 4 to 4-1/2 feet deep due to frost. Call Township Garage to arrange pick-up (651) 674-0113.
12. Questions? Call the Sunrise Township Clerk at (651) 674-6046.

***Sunrise Township
Driveway / Access Specifications***

The following specification are required for your driveway / access

1. If a culvert is required, its size shall be as determined by the Township inspector.
2. Driveway / Access width must be 18-22 feet within the Township right of way and shall be located as near as practicable to 33 feet from the right of way center-line.
3. Driveway side-slopes shall be minimum of a 4:1 ratio. Up to a 6:1 in-slope may be allowed, but this will require a longer culvert. The attached driveway dimension sheet is part of these requirements.
4. Driveway must slope away from the Township road. Driveways will not be allowed on the end of roads or on turn-arounds without prior approval o the Township Board.
5. Driveway must be surfaced with Class 5 Aggregate, bituminous, crushed rock or other approved materials to a minimum depth as follows:

Bituminous.....	One and one half inches plus base
Class five	Four inches
Crushed rock:.....	Four Inches

Township is not responsible for bituminous placed on right of way.

6. Contact Township for location inspection. If fill requirements are agreed to by the owner, the contractor and the Township inspector, the Township will issue a Notice to Chisago County Zoning giving approval for a building permit in Sunrise Township.
7. The access must be put in and used prior to construction. If not, the site will be deemed in violation and the Township will request that the County stop all construction. Class 5 is not required until final inspection is made, or as is otherwise directed by the Township inspector.
8. For final inspection and possible return of remaining deposit monies, contact the Township on or shortly after the date of occupancy or at the end of the construction under the building permit that was issued.
9. Twenty-four (24) hour prior notice must be given for inspection. If you have questions or want inspections, please contact Township Clerk at (651) 674-6046.