

Driveway Entrance & Mailbox Support Application

Road No.: CSAH _____ County Road _____	PID #: _____	Permit # _____
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EFFECTIVE 1-1-10: Permits are valid for nine (9) months from the date of issuance. Permits that are more than nine (9) months old are subject to forfeiture. Applicants must re-apply and pay current fees.

Permit Issuance Date: _____	Permit Expiration Date: _____
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CHOOSE APPLICATION TYPE:	For Office Use Only
<p>DRIVEWAY ENTRANCE PERMIT FEE & DEPOSIT:</p> <p><input type="checkbox"/> New Driveway (Total Fee \$350) Permit Fee (\$150) + Driveway Deposit Fee (\$200)</p> <p><input type="checkbox"/> Extend Existing Driveway (Total Fee \$275) Permit Fee (\$75) + Driveway Deposit Fee (\$200)</p> <p><input type="checkbox"/> Change of Use of Existing Field Driveway (Total Fee \$350) Permit Fee (\$150) + Driveway Deposit Fee (\$200)</p> <p>SWINGING MAILBOX SUPPORT FEES:</p> <p><input type="checkbox"/> Material-Customer Pickup (Total Fee \$61.21) Only Mailbox Support (\$57 Plus 7.375% Sales Tax)</p> <p><input type="checkbox"/> Installed (Total Fee \$125) Mailbox Support Furnished & Installed</p>	<p>PAYMENT INFORMATION:</p> <p>Amount Paid _____</p> <p>Check # _____</p> <p>Date Paid _____</p> <p>Initials _____</p>

The applicant is responsible to install a driveway entrance culvert at the applicant's expense. A review of the application will result in determining the diameter and length of the culvert.

APPLICANT INFORMATION		
Name of Applicant:	Name of Contractor Installing Driveway:	
Applicant's Telephone Number:	Contractor's Telephone Number:	
Applicant's Address:	Contractor's Address:	
E-Mail Address:	Township Property is Located in:	Section Number:
Address of Property if different from Applicant's Address:	Legal Description of Property (if known):	

DRIVEWAY ENTRANCE INFORMATION

Location of Proposed Driveway Entrance:		
Is Building to be Constructed: ___ Yes ___ No	Approximate Date Driveway to be Installed:	
If Yes, Specify Type	Approximate Start Date:	

DRIVEWAY PERMIT ACKNOWLEDGMENT

The undersigned herewith makes application for permission to construct an entrance at the above location; said entrance to be constructed to conform with the regulations of the Mille Lacs County Public Works Department and to any special provisions included in this permit. It is agreed that all work shall be completed to the satisfaction of the Mille Lacs County Engineer. It is further agreed that no work in connection with this application will be started until the application is approved, and the permit is issued. It is expressly understood that this permit is conditioned upon no work being done on or material removed from the road surface.

The *driveway permit fee* **is not** refundable. The *driveway deposit fee* **is** refundable, providing the following conditions are met. The permit fee and the deposit fee must be paid with a personal, business or cashiers check; money order; or cash. After completion of the driveway entrance to the required specifications, return the "Driveway Completion Notification Form" to the Public Works Department. Deposits for driveway entrances will be refunded when the driveway entrance is satisfactorily completed within nine (9) months of the permit issuance date. If the driveway entrance is NOT satisfactorily completed, you will be notified of the deficiencies. You must correct the deficiencies within nine (9) months of the permit issuance date. The Highway Maintenance Superintendent will conduct additional inspections as needed. The Highway Maintenance Superintendent will initiate refund of your deposit upon satisfactory completion. Deposit refunds are processed once a month. Your refund can take up to 60 days or as little as 30 days to process. Failure to meet construction requirements will result in forfeiture of your deposit.

Permit is only valid for nine (9) months from date of issuance. Permit fee and deposit will be forfeited after nine (9) months. The applicant will need to reapply for permit and pay all associated fees after nine (9) months.

Date _____

Signature of Applicant

MAILBOX SUPPORT INFORMATION

General Location of Mailbox Support:	Mailbox Size: (Circle One) <input type="checkbox"/> Standard Size (6 1/2" X 17") <input type="checkbox"/> Medium Size (7 3/4" X 18") <input type="checkbox"/> Large Size (11" X 23 1/2")
Comments (pertinent information for installer):	

MAILBOX SUPPORT ACKNOWLEDGMENT

On January 16, 2007 Mille Lacs County made the installation of new swinging mailbox supports mandatory on all new construction on CSAH or County Roads. Newspaper, delivery boxes, advertisement boxes, etc. shall not be installed underneath the mailbox. The area underneath the mailbox shall remain free of any obstructions to allow passage of snowplow wing blade. Please see attached drawing for proper placement of boxes to the **side** of the mailbox. Owners of an approved swinging mailbox support with items attached in a nonconforming manner will be notified in writing to correct nonconformance within 30 days; items not removed within 30 days will be removed by the County.

When the Public Works Department removes and installs a new mailbox support, every effort will be done to cause no interruption of mail delivery if at all possible. Damaged mailboxes will be replaced by the Public Works Department when the mailbox is directly hit by the plow (not from snow) with a swing away type mailbox support (see attached Rural Mailbox Support Standards).

For property owners installing their own mailbox support, notification must be made 48 hours prior to installation of any new mailbox support to Gopher State One Call for utility locations (1-800-252-1166). Website: www.gopherstateonecall.org

Date _____

Signature of Applicant