



**Public Works Department**

635 2<sup>nd</sup> Street SE  
Milaca, MN 56353  
(320) 983-8201

**Bruce D. Cochran, PE**  
County Engineer

**Reed Pederson**  
Construction Services Manager

**Kevin Schultz**  
Maintenance Superintendent

Dear Property Owner,

The Mille Lacs County Culvert Policy implemented January 1, 1988 requires an entrance permit for all driveways. The permit applications are distributed, reviewed, and issued by the Public Works Department. In January, 2007 the installation of an approved mailbox support became mandatory with the construction of a new driveway entrance to a service building.

Please complete the appropriate portions of the application and return it to the Public Works Department. Immediately after your application has been submitted, **place one cloth marker on each side of the proposed driveway entrance, and a white cloth marker at the proposed mailbox support.** The markers will allow the Highway Maintenance Superintendent to know where you want your drive entrance and mailbox. The markers also indicate to the utility companies where to identify underground utilities. The location of your drive entrance needs to be situated where good visibility is available in both directions. You may need to consider moving your entrance location to allow for adequate sight distance or to avoid the necessity of installing a culvert.

Soon after submitting your application, a site visit will be made by the Highway Maintenance Superintendent. At that time a determination will be made with regard to safety (location), culvert size, and length. An approved permit will be mailed to you subject to the Highway Maintenance Superintendent's determinations. If a culvert is needed, details will be provided to you with the permit. If you choose to purchase culvert materials from Mille Lacs County, payment must be received before materials are released. The applicant is responsible for the initial culvert installation. Mille Lacs County will maintain accepted culverts thereafter.

Work must be accepted within nine (9) months of the permit being issued. The applicant is responsible to schedule work appropriately. Failure to meet construction requirements or the time frame requirements will result in the forfeiture of the deposit (\$200).

Mailbox supports that are to be installed by the County will be delivered to the site (this cost is included in the cost of installation). Installation is generally completed within 10 business days after the Highway Maintenance Superintendent's first site visit. The attached drawing shows the details for constructing a driveway entrance and erecting a mailbox support.

For property owners installing their own mailbox support or driveway entrance, notification must be made prior to installation to Gopher State One Call for utility locations (1-800-252-1166). Website: [www.gopherstateonecall.com](http://www.gopherstateonecall.com).

**This permit process does not authorize fill or removal of materials from wetlands without proper permits from the DNR, Corps of Engineers, or the Mille Lacs County Land Services Office.**

If you have questions concerning the drawings, please contact the Public Works Department. Advice and guidance in constructing your driveway approach or mailbox support is included in your permit fee.

Sincerely,

Bruce D. Cochran, PE  
Mille Lacs County Engineer