

Traffic Signal  
Locates  
(507) 237-4092

Gopher State One  
Call  
800-252-1166

48 hrs before digging

**APPLICATION FOR  
RESIDENTIAL OR FIELD ACCESS PERMIT  
ON COUNTY HIGHWAY RIGHT-OF-WAY**

SIBLEY COUNTY PUBLIC WORKS  
111 8<sup>TH</sup> Street P.O. Box 897  
Gaylord, MN 55334  
Phone: (507) 237-4092 Fax: (507) 237-4356

Permit No. \_\_\_\_\_

Permit Fee: \$125.00  
Deposit: \$200.00 refundable  
**Add'l Costs If a culvert is needed:**  
County Mobilization: \$330.00  
Materials: Actual cost + tax + 5%  
Install New Culvert: \$1.83/ft  
Install Extensions: \$25.00/side + \$1.83/ft  
Seed For Slopes: \$10.00

CSAH/CR # \_\_\_\_\_

Name of Applicant	Address	Phone
Email	City, State, Zip	Alternate Phone
		Fax

Name of Contractor	Address	Phone
Email	City, State, Zip	Fax

Location of \_\_\_\_\_ (road no.) \_\_\_\_\_ (feet) \_\_\_\_\_ (miles) \_\_\_\_\_ of \_\_\_\_\_ (Specific road of intersection)  
proposed Street  
or Driveway \_\_\_\_\_ N S E W

Legal Description of Property \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Twp \_\_\_\_\_

Purpose Of Access  Residential  Field  other \_\_\_\_\_ Is a Building to be Constructed?  No  Yes (type) \_\_\_\_\_

Will the Building be  Temporary  Permanent Property is in  Platted Area Name of plat: \_\_\_\_\_  Unplatted Area Distance from Center of highway to front of building \_\_\_\_\_ feet

Land in Relation to Highway  Level  Lower  Higher Present number of Driveways to property \_\_\_\_\_ Date Driveway is needed \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**\*\* Work must be completed within 1 month of Start Date. If work is not completed, you may be required to submit a new permit.**

**Attach Detailed Site Drawing of the present and proposed driveways in relation to highway, property corners, fence line, power poles or other identifying objects.**  
(A surveyor's drawing can be submitted in place of this drawing with driveway identification marked)

I (We) the undersigned, in carrying on any and all of the work herein above mentioned or referred to in its application and in the Permit issued herefore, shall strictly conform to the terms of such Permit, and the regulations of the Board of County Commissioners, as set forth herein together with the conditions and requirements, all of which are made a part hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the right-of-way and that will safeguard the public. Just prior to completion of the work, the applicant shall notify SIBLEY COUNTY PUBLIC WORKS for a final inspection and acceptance.

\_\_\_\_\_  
Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Contractor's Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

In accordance with this application a Residential or Field Access Permit is granted to the applicant to place, construct, and "thereafter maintain" the street or commercial access on the right-of-way and in the location as shown by the above application with the attached conditions and requirements and the following special provisions: \_\_\_\_\_

**SIBLEY COUNTY ORDINANCE No. 820 MANAGEMENT OF THE PUBLIC RIGHT-OF-WAY**  
**SEC. 820.19 – INSTALLATION REQUIREMENTS** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100, 7819.5000 and 7819.5100 and shall conform to Minnesota Department of Transportation (MnDOT) standard specifications and other applicable local requirements, in so far as they are not inconsistent with the Minn. Stat. §§ 237.162 and 237.163.

\_\_\_\_\_  
Date \_\_\_\_\_ Authorized Signature for Sibley County Public Works \_\_\_\_\_

The application for Residential or Field Access permit is hereby **DENIED** as described in the above application, due to the following: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Authorized Signature for Sibley County Public Works \_\_\_\_\_

SIBLEY COUNTY PUBLIC WORKS  
111 8<sup>TH</sup> Street P.O. Box 897  
Gaylord, MN 55334  
Phone 507-237-4092 Fax 507-237-4356

CONDITIONS AND REQUIREMENTS FOR COMPLETING APPLICATION FOR RESIDENTIAL OR FIELD ACCESS PERMIT

**Note: An incomplete application will delay processing.  
Allow up to 2 weeks for processing.**

1. Print in ink only, or type the application. Be sure to sign both this instruction sheet and the application form at the bottom. **Submit the original forms only.**
2. Complete each item on the application. If an item does not apply, print "N. A." in the blank.
3. No work under this application is to be started until the application is approved and the permit is issued by Sibley County Public Works.
4. It is the responsibility of the permittee to provide instructions and inspection to assure that the project is completed as specified.
5. Prior to construction, the permittee shall notify SIBLEY COUNTY PUBLIC WORKS 48 hours prior to beginning work and again **just prior to completion of work, before construction equipment leaves the site, for final inspection and approval.**
6. No changes or alteration to this permit application may be made at any time without written permission from SIBLEY COUNTY PUBLIC WORKS.
7. It is the responsibility of the owner/contractor to notify GOPHER STATE ONE CALL for utility locations for any work being performed within the SIBLEY COUNTY right-of-way.
8. It is the responsibility of the owner/contractor to obtain all other necessary permits from other agencies.
9. Where work on traveled roadways is necessary, the proper signage, barricades, etc. must be placed in accordance with the MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) and the standards of SIBLEY COUNTY PUBLIC WORKS.
10. Grading and shaping will be required to construct 1(V):6(H) or flatter slopes within the SIBLEY COUNTY right-of-way unless otherwise approved by SIBLEY COUNTY PUBLIC WORKS.
11. All disturbed areas from work under this permit application will need to re-establish permanent vegetation and any necessary permanent erosion control installed after the work has been completed.
12. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the roadway while performing the work.
13. All construction and seeding must be completed within one (1) month of the start date on the front of this permit. If it is not completed by this date, this permit becomes null and void and the permittee may be required to obtain a new permit.
14. In the event that the construction has not been started within one year of the permit approval date, this permit shall become null and void and the permittee will be required to obtain a new permit.

**I (We) have agreed to all conditions and requirements included in this instruction sheet. All work will be performed to the satisfaction of SIBLEY COUNTY PUBLIC WORKS.**

**DATE:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_