

ORROCK TOWNSHIP
26401 180TH STREET NW
BIG LAKE, MN 55309
PHONE 763 263 6411
FAX 763 263 6419
EMAIL clerk@orrocktownship.com



FOR OFFICE USE ONLY
Permit # _____
Sent to County by/date _____/_____
Initial Inspect by/date _____/_____
Final Inspect by/date _____/_____
Approved for Release of Escrow by/date _____/_____

PERMIT APPLICATION FOR ACCESS TO TOWNSHIP ROAD

Inspection Fee and Construction Escrow is payable at time of application (unless prepaid in Developer's Agreement)

Inspection and construction escrow check is to be made out to **Orrock Township** and sent to: **Orrock Township Clerk, 26401 180th St. NW, Big Lake, MN 55309**

\$250 Inspection Fee + \$3000 Construction Escrow = \$3250

Cash ___ Check # _____ Date _____ Paid by _____

If the work is not completed as outlined in the Township's Driveway Ordinance and Construction Standards, costs incurred by the Township to remove or complete the construction will be deducted from the Construction Escrow. The Permit is valid for one year from payment receipt date; it is the applicant's responsibility to extend or renew the permit if needed. The Construction Escrow shall be forfeited after one year if not extended or renewed.

PLEASE PRINT

Applicant _____ Phone _____ Email _____

Address _____

Property Owner _____ Phone _____ Email _____

Address _____

Proposed access location (Street name) _____ miles/feet N-E-S-W of
intersecting Street (Name) _____

Legal Description: Located in _____ Quarter of Section _____ Township 34 Range 26 OR

Located in Plat of _____ Lot _____ Block _____ Parcel ID # 35- _____ - _____

Property Address _____

Access Purpose Residential _____ Commercial _____ Number of present accesses _____

Date access will be installed _____

Provide a lot survey or staking certificate to show proposed access in relation to existing roads. Location of house, well and septic must be shown on the survey or certificate.

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES PRIOR APPROVAL OF THE TOWNSHIP BOARD AND/OR TOWNSHIP ASSIGN; UNLESS OTHERWISE APPROVED, ACCESS FOR AN ACCESSORY BUILDING WILL BE FROM THE PRIMARY DRIVEWAY.

I (we) the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform to current Township Engineering Standards. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the Township Road to its original condition. **Further**, I (we) the undersigned, have received a copy of Driveway Ordinance O-20160831, current Township Engineering Standards and Minnesota Statute 160.2715 Particular uses of Right of Way; Subdivision 5, Misdemeanors and understand no more than one driveway is allowed for access to primary and accessory building(s) without prior authorization.

Signed: _____ Name (Print) _____

Date: _____ Address: _____

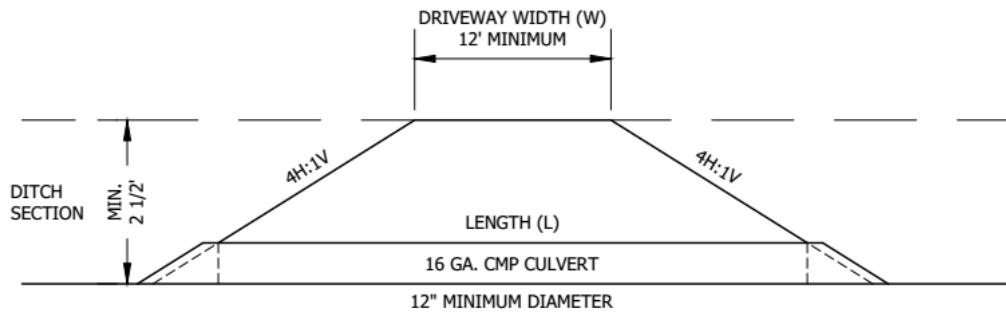
RETURN THIS SHEET WITH PAYMENT

Contact the Township, when you have your driveway location marked. Inspector will evaluate the need to install a culvert. clerk@orrocktownship.com

Escrow funds remaining will be available for reimbursement when the driveway passes the following inspection criteria.

INSPECTION REPORT

Date of Inspection	Inspector	
____/____/____	_____	All building materials delivered
____/____/____	_____	Culvert installed at bottom of ditch or driveway is at highpoint
____/____/____	_____	Construction entrance has been installed
____/____/____	_____	Ditch Sloping is less than a 4:1
____/____/____	_____	Soil tracking onto roadway has been cleaned
____/____/____	_____	70% of disturbed ROW has been established
____/____/____	_____	Any damage to roadway has been repaired
____/____/____	_____	No obstructions added to ROW
____/____/____	_____	Escrow needs to be returned



NOT TO SCALE

NOTE: THE LIP OF THE CULVERT APRON SHALL BE PLACED AT THE DITCH BOTTOM. IF THE DITCH IS DEEPER THAN THE MINIMUM, THE LENGTH OF THE CULVERT SHALL BE EXTENDED TO MATCH A 4 (HORIZONTAL) : 1 (VERTICAL) SLOPE.

$$L = W + 18' + \text{APRONS}$$

$$\text{MINIMUM LENGTH} = 34' + \text{APRONS}$$



DRIVEWAY CULVERT DETAIL
ORROCK TOWNSHIP

LAST REVISION:
6/10/09

ORRK_DW Culvert

**ORROCK TOWNSHIP
SHERBURNE COUNTY
STATE OF MINNESOTA**

**ORDINANCE NO. O-20160831
AMENDED 04/25/2018**

**ORDINANCE REGULATING THE CONSTRUCTION
AND MAINTENANCE OF DRIVEWAYS/CULVERTS
WITHIN THE TOWNSHIP**

ORROCK TOWNSHIP, SHERBURNE COUNTY, MINNESOTA HEREBY ORDAINS:

1. All parts of ordinances in so far as they are inconsistent with the provisions of this Ordinance are hereby repealed.
2. All construction of driveways, approaches, culverts, and other activities in public Township rights-of-way undertaken after the date of enactment of this ordinance, must comply with the terms of this ordinance.

Section 1. Authority.

This ordinance is adopted pursuant to Minn. Stat. Chapter 462 and the Township's police powers.

Section 2. Purpose.

The purpose of this ordinance is to promote the public safety, the general welfare of the community and to enforce the goals and policies of Orrock Township Township. This ordinance applies to the construction or modification of driveways, culverts and public accesses located within Orrock Township Township that provide access to buildings constructed or to be constructed after the effective date of this ordinance.

Section 3. Definitions.

“Driveway” is defined as a road or path giving access from a township road, private road or cartway to one or more dwelling units or commercial buildings located or to be constructed on adjacent lands.

“Field Approach” is defined as a path or access route from a public road to an adjacent field or pasture.

Section 4. Permit Or Waiver Required.

- A. That all persons seeking to construct any building within the Township as defined in the Sherburne County Zoning Ordinance, must either apply for an access

driveway/culvert permit or fill out a waiver form, when making an application at Sherburne County.

- B. That all persons seeking to construct a new driveway, new field approach or to convert an existing field approach to a driveway must apply for and obtain an access driveway/culvert permit from the Town Board prior to commencing construction. Only one driveway access or field approach to the property shall be allowed without the permission of the Town Board or its designee.
- C. Every application for an access driveway/culvert permit shall provide such information as the Town Board may require.
- D. No access driveway/culvert permits shall be issued to persons not in compliance with the terms of this Ordinance.

Section 5. Conditions of Permit.

- A. No work under this Provision is to be started until the Town Board or its designee approves the access driveway or entrance permit application and all applicable fees and escrow deposits have been received by the Township.
- B. All work performed by the applicant covered by this ordinance shall comply with all specifications contained on attached Exhibit A and any additional requirements of the Township Engineer.
- C. No driveway shall cross a wetland unless the wetland permit has first been obtained.
- D. No obstructions shall be constructed or planted in the township right-of-way. Obstructions include, but are not limited to; retaining structures, rip rap, posts, trees, shrubs and other such items. Mailboxes and support posts may be located within the Township right-of-way; however, the Township is not responsible for damage to mailboxes or posts during maintenance or snowplowing of the right-of-way. All mailbox supports must comply with Federal Highway Administration and Postal Service guidelines. Stone, masonry or other non-breakaway mailbox supports are not allowed within the Township right-of-way.
- E. The applicant shall allow such persons, as the Town Board shall designate to enter onto their property to inspect prior to the issuance of the permit, during the progress of the work and the finished work.
- F. Unless a written extension of time has been granted by the Town Board or its designee, if work is not completed within 1 year of the date of issuance of the permit, any driveway or entrance permit, which has been granted under this ordinance, is void and the permit fee and escrow deposit are forfeited and

applicant must reapply for a permit should they wish to continue with work covered under this ordinance.

- G. If required by the Town Board or its designee, the applicant shall provide and install the necessary pipe and aprons for the driveway or entrance pursuant to the Township's specifications.
- H. A driveway must contain at least 6 inches of 1 1/2" clear rock for at least 50 feet from the Township road before any footings are poured for construction on the site.
- I. The applicant shall furnish and place all soils needed in the construction or reconstruction of the driveway and/or entrance embankment.
- J. Unless otherwise agreed to by the Town Board or its designee, the applicant will surface with gravel that portion of the driveway or entrance within the road right-of-way.
- K. The applicant may surface that portion of the driveway within the road right-of-way using materials other than gravel provided the applicant has obtained the approval of the Town Board or its designee prior to the start of the work.
- L. Where work on the traveled roadway is necessary, traffic must be protected, and signing and proper barricades must be utilized pursuant to the Minnesota Manual of Uniform Traffic Control Devices.
- M. Dirt or debris from driveway/access construction activities are NOT ALLOWED on Township roads and shall be removed within 24 hours of placement or within 3 hours notice to do so by the Town Board or its designee, whichever is earlier. If an applicant fails to comply with this section, the Town Board may remove the dirt or debris itself and charge the cost of clean up against the deposited escrow money. Costs incurred by the Township to clean up the street in excess of the deposited escrow money may be assessed to the offending property owner pursuant to Minnesota Statutes §429.101.
- N. The roadside must be cleaned after work is completed and restored to a condition similar to that prior to construction.
- O. The applicant must place stakes in exact location of the proposed driveway prior to review by Town Board or its designee, and again prior to culvert delivery.
- P. Applicant shall construct only one driveway per parcel of land without the express written permission of the Town Board or its designee.
- Q. Applicant shall be responsible for cleaning and maintenance of any culvert installed under this ordinance. Should applicant fail to comply with this

requirement, the Township may assess the cost of any maintenance to the applicant pursuant to Minnesota Statutes §429.101.

- R. If any excavation is to take place “Gopher State One Call” is to be notified at (800) 252-1166 prior to start of construction.
- S. After construction is completed, the driveway shall remain clean and free of debris at all times. Any debris deposited on the driveway or roadway shall be removed immediately.

Section 6. Inspection of the work, escrow amount and fees.

- A. Prior to construction of the driveway and installation of the culvert, the applicant shall meet with the Township Engineer or their designee at the site to inspect the site, to determine the location of the driveway or field approach, and to determine the scope of the work to be performed. Every new driveway or field approach shall also be required to have an inspection after the work is completed.
- B. Applicant shall establish with the Township an escrow fund for any costs incurred by the Township relating to the construction of the driveway or installation of the culvert including, but not limited to, repairing damage to any roadways as a result of the construction of the driveway and the installation of the culvert, turf establishment and removing an unacceptable driveway. The escrow amount shall be collected even if there is an existing driveway on the property. The amount of the initial escrow shall be established by a resolution of the Town Board. If additional escrow is required or bills incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all improvements have been completed, all financial obligations to the Township have been satisfied, and the Town Board has approved the final inspection.
- C. Applicant shall provide to the Township a nonrefundable permit application fee (in addition to the escrow deposit) to cover the Township’s inspection costs. The Town Board shall establish the amount of the permit application fee. However, an additional fee as determined by the Town Board shall be required, if the applicant installs the driveway prior to scheduling an inspection by the Township. This additional nonrefundable permit application fee is to cover the Township’s additional inspection and administrative costs.
- D. After construction is completed the applicant shall notify the Township that the work has been completed and is ready for final inspection and approval by the Town Board or its designee.
- E. No changes or alterations in the approved construction may be made at anytime without the written consent of the Town Board or its designee.

- F. If at the time of final inspection, the driveway and related grading and turf establishment is found to be acceptable, any remaining escrow deposit shall be refunded, without interest, at the next Township Board meeting.
- G. Unless the Township has granted a written extension of time, if the Town Clerk is not notified within one year of the permit being issued that the work has been completed and is ready for inspection, the permit will be deemed null and void and any escrow deposit will be forfeited to the Township.

Section 7. Indemnification.

- A. The applicant, his successors and assigns, as a condition precedent to obtaining permit approval, hereby agree to release Orrock Township Township, its officers and agents, from any and all liability and claims concerning the herein above described permit request, construction of the subject work, and the finished driveway or entrance.
- B. The applicant, applicant's successors and assigns, as a condition precedent to obtaining permit approval, hereby agree to hold harmless, indemnify and defend Orrock Township Township, its officers and agents, from any and all liability and claims concerning the herein above described permit request, the construction of the subject driveway or entrance work, and the finished driveway or entrance, and further shall be deemed to have consented to the assessment of clean-up costs as set forth in this ordinance.
- C. The Township shall have no responsibility to repair a driveway that encroaches upon a public right-of-way that is damaged during the course of Township maintenance of the roadway.

Section 8. Violation.

- A. A violation of this ordinance shall be grounds for the immediate revocation of the access driveway or entrance permit.
- B. In the event of a violation of this ordinance, the Town Board may institute appropriate actions or proceedings, including requesting injunctive relief to prevent, restrain, correct or abate such violations. Should the Township determine to correct or abate such violations, the applicant or property owner shall be invoiced for the Township's costs not covered by the escrow deposit which shall be paid within 30 days of the date of the invoice, should the applicant or property owner not reimburse the Township within said time, the Township shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owner's property taxes pursuant to Minn. Stat. § 366.012. All unused escrow funds will be returned to the applicant upon completion of processing of the application in question.

- C. Further, each day of violation of this ordinance shall be deemed a misdemeanor for which the Township may bring prosecution. In the event of a successful prosecution, then the prosecution costs may be added to any fines or penalties imposed by the Court, all as provided by statute. The maximum penalty shall be the same as the maximum penalty provided by Minnesota law for misdemeanor violations.

Section 9. Separability.

It is hereby declared to be the intention that the several provisions of this ordinance are separable in accordance with the following: If any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included in said judgment.

Section 10. Effective date.

This ordinance shall be in full force and effect from and after its passage and publication.

Adopted by the Town Board of Orrock Township Township, this 31st day of August, 2016.

Charles Gotzian, Chair

Brenda Kimberly-Maas, Clerk

Orrock Township Mailbox Policy

Purpose

Orrock Township recognizes that mailboxes are a necessary part of living in the community and of making a resident's property convenient and usable. The township also recognizes that mailboxes can create difficulties for road and right-of-way maintenance, particularly for snow plowing activities.

Orrock Township believes that a uniform policy related to mailbox locations, mailbox support configurations, and related matters will be beneficial to the township as a whole and to its residents. Therefore, Orrock Township adopts this mailbox policy.

General Policy

It is the policy of Orrock Township that the standard construction for supporting mailboxes is to be the swing-away mailbox support. Exhibit A, which is attached to and made a part of this policy, describes a support that meets the swing away mailbox support requirements. Exhibit B, which is attached to and made a part of this policy provides technical specifications for a swing-away mailbox support that meets the requirements of this policy.

For use at cul-de-sac entrances or where otherwise appropriate a modified version of the swing-away mailbox support that will accommodate multiple mailboxes may be used. Consult the town clerk for approved designs.

Policy for new platted developments

Any new platted development submitted to Orrock Township for approval must be supported by a developer's agreement, which must be drafted so that, once filed, its conditions and requirements run with the land. The developer's agreement must require that all mailboxes installed in the development use a swing-away mailbox support consistent with this policy.

Policy for new construction; new driveways

Swing-away mailbox supports consistent with this policy are required on any Orrock Township town road for any new home construction that will have mail delivery service and for any new driveway permit for a home that has or will have mail delivery service.

Policy for road reclamation projects

At a certain point in a paved road's life, it must be reclaimed and new pavement installed. Reclamation involves removal and grinding of the existing pavement, installation of new pavement, and installation of new shoulders. Reclamation projects typically include the temporary removal of existing mailboxes in the area being reclaimed.

It is the policy of Orrock Township that when a road reclamation project is undertaken reinstallation of the mailboxes will be by means of swing-away mailbox supports. In

such a project the entire cost of removal and replacement of the mailboxes and supports will be covered by the township as part of the cost of the project.

Policy for mailboxes in cul-de-sacs

Due to difficulties with snow removal and right-of-way maintenance posed by mailboxes in cul-de-sacs, mailboxes should not be installed within the cul-de-sac, but should be placed on the main road before it enters the cul-de-sac.

If all residents of a cul-de-sac agree to removal of their mailboxes from the cul-de-sac and reinstallation of those mailboxes at the entrance to the cul-de-sac using swing-away mailbox supports, the township will provide the supports and will complete the removal and reinstallation at its own expense. The town board will develop a form for obtaining such approval.

Orrock Township’s liability for mailbox damage

Neither Orrock Township nor its contractors, officers, or agents are liable for damage to a mailbox not installed with a swing-away mailbox support meeting the requirements of this policy.

If a mailbox that is installed with a swing-away mailbox support consistent with this policy is damaged during township maintenance activities, it will be repaired or replaced as needed at the township’s expense. Contact the town clerk in the event of any such damage.

Residents should remove snow from around their mailboxes after each snowfall. Snow buildup under mailboxes is often one of the factors that leads to mailbox damage. Residents help improve the town’s ability to keep its road plowed by clearing around mailboxes. This practice also ensures that your postal carrier will be able to safely deliver your mail.

Purchase and installation of swing-away mailbox support

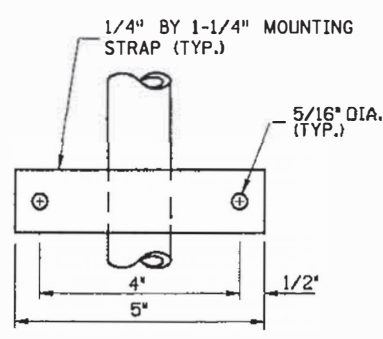
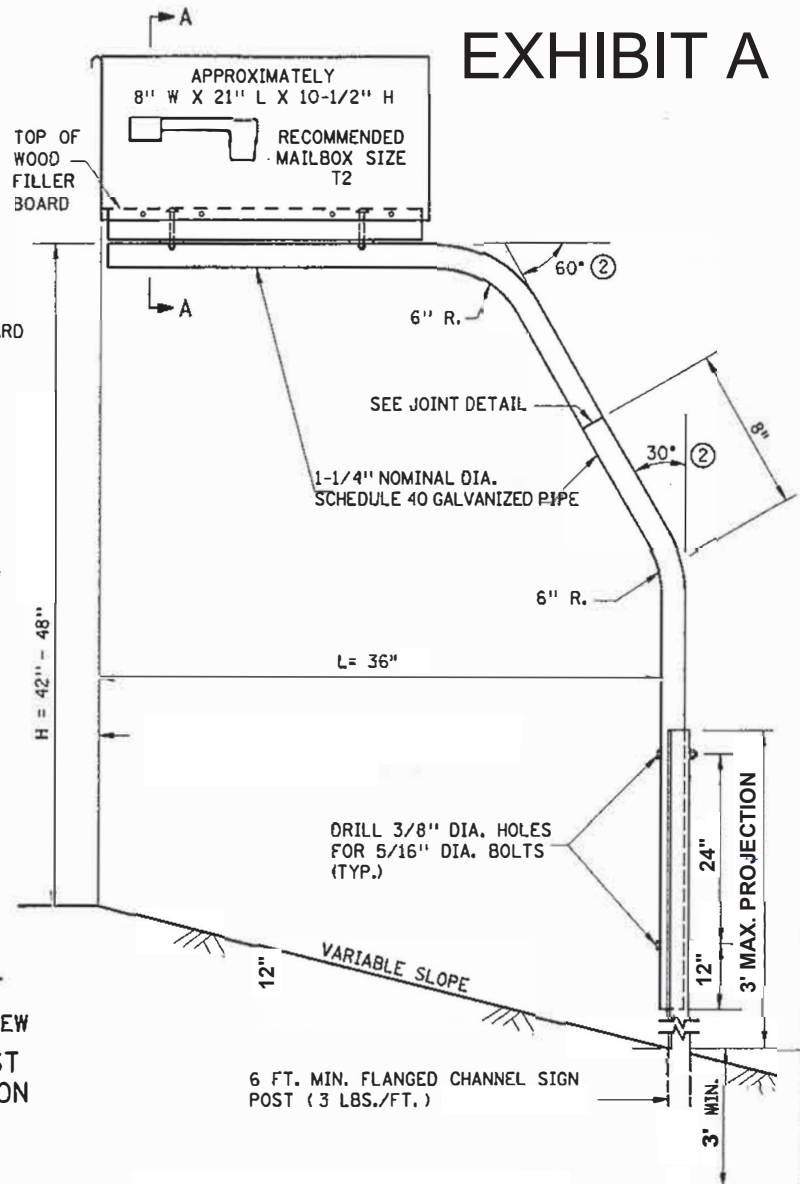
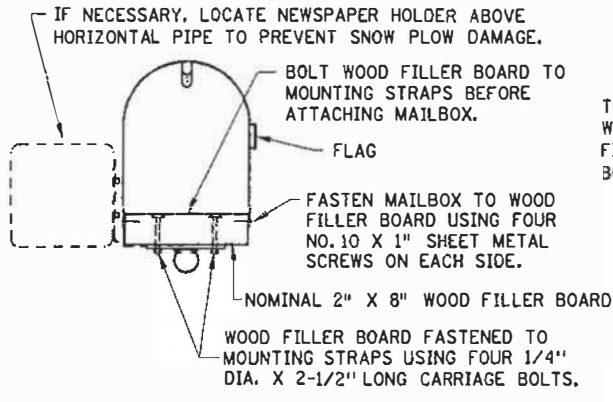
The township will maintain a supply of swing-away mailbox supports for purchase by residents for use on town roads. The cost for each support is \$102.00, which may be modified by the town board from time to time to adjust for price changes by the supplier.

Approved and adopted, by the Orrock Town Board, this 27th day of April, 2022.

Bryan Adams, Chair

Attest: _____
Christine Weber, Clerk

EXHIBIT A

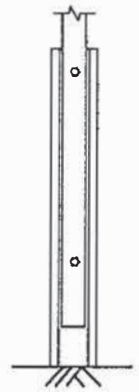


TOP VIEW



MOUNTING STRAP DETAIL

TOP VIEW



SWING STYLE MAILBOX SUPPORT & INSTALLATION

Mailbox Support Diagram

This diagram shows proper mailbox support setup.

List of Materials for One Mailbox Setup

- 1 - one-half inch thick wood filler cut to fit snug under the mailbox
- 1 - 5 foot sign post (3 lbs./foot)
- 1 - bottom half of mailbox support
- 1 - top half of mailbox support

Notes:

- All pipes and pipe fittings shall conform to spec. 3362
- All fasteners shall conform to spec. 3391
- All materials shall be galvanized per spec. 3392
- Mailbox locations should be staked before installation for proper height and distance from the roadway. Once staked, the installer must notify the engineer. The engineer will be allowed 48 hours to review and modify the staked locations prior to final installation.
- The mailbox support package is available for purchase from Orrock Township

Install existing or new mailboxes on new supports:

- The mailbox to be 6 to 12 inches outside the edge of the shoulder or 6 to 12 inches from the face of the curb.
- No more than three mailboxes spaced 30 inches center to center are to be used in one location.