

ORROCK TOWNSHIP  
26401 180<sup>TH</sup> 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 180<sup>th</sup> 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: \_\_\_\_\_

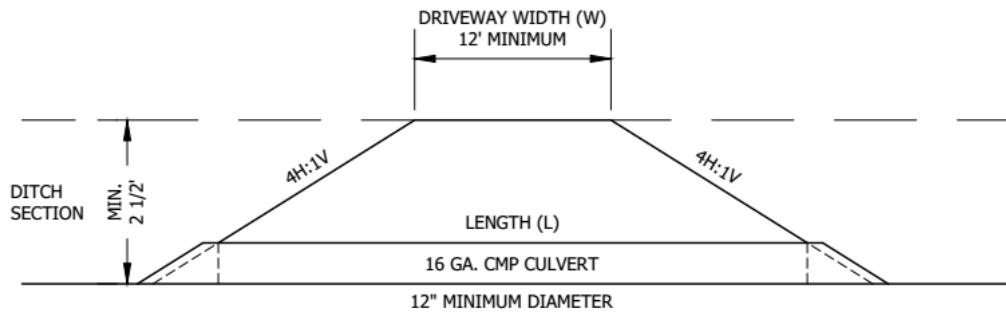
**RETURN THIS SHEET WITH PAYMENT**

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

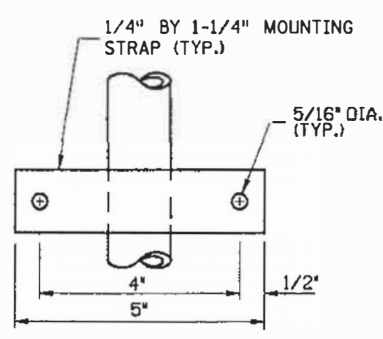
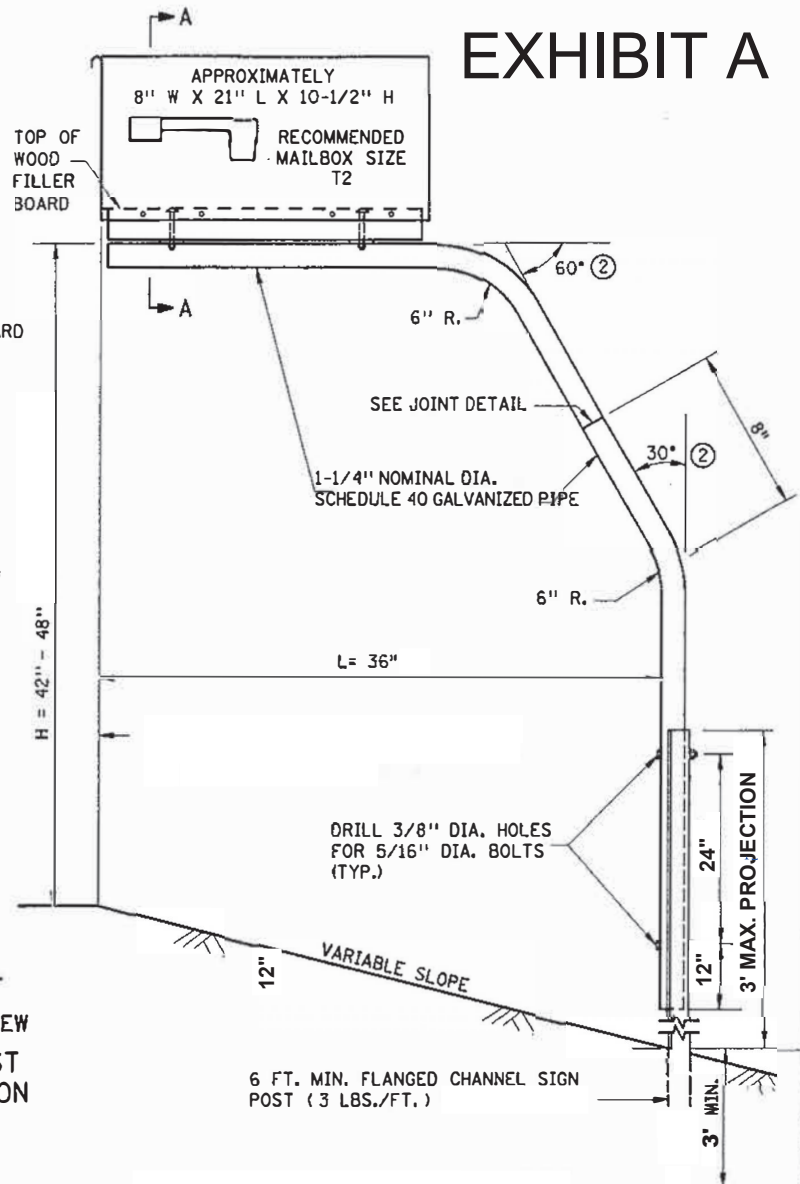
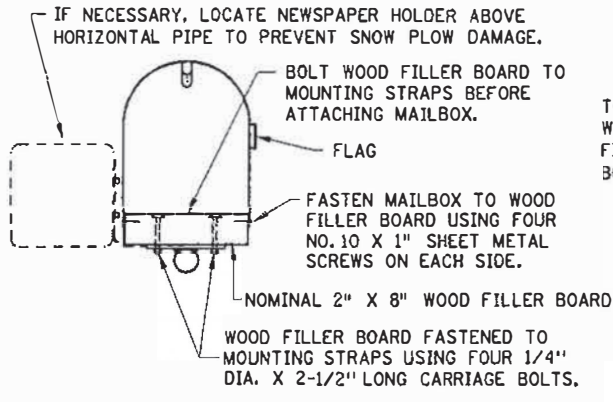
The township will maintain a supply of swing-away mailbox supports for purchase by residents for use on town roads. The cost for each support is \$102.00, which may be modified by the town board from time to time to adjust for price changes by the supplier.

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

\_\_\_\_\_  
Bryan Adams, Chair

Attest: \_\_\_\_\_  
Christine Weber, Clerk

# EXHIBIT A

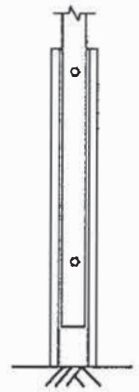


TOP VIEW



MOUNTING STRAP DETAIL

TOP VIEW



ROADWAY VIEW PIPE/POST CONNECTION

# 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.