

APPLICATION FOR RESIDENTIAL OR FIELD ACCESS PERMIT

SCOTT COUNTY PUBLIC WORKS DIVISION

HIGHWAY DEPARTMENT

600 Country Trail East

Jordan, MN 55352-9339

Phone – 952-496-8487

Fax – 952-496-8365

Permit No.
Permit Fee - \$177.00
Road No.

****The Contractor must be registered with Scott County to obtain permit.**

Name of Applicant		Address		Phone	
Name of Contractor**		Address		Phone	
				Reg. #	
Location of proposed Street or Driveway		(Road No.)	(Feet) (Miles)	(Circle One)	(Specific road or intersection)
		N S E W		of	
Legal Description of Property		Section		Range Twp	
Purpose of Access		Is a Building to be Constructed		No	
<input type="checkbox"/> Residence <input type="checkbox"/> Field Entrance <input type="checkbox"/> Other _____		<input type="checkbox"/> No <input type="checkbox"/> Yes (Type) _____			
Will the Building be		Property is in		Distance from center of highway to front of building _____ feet	
<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		<input type="checkbox"/> Platted Area Name of Plat: _____ <input type="checkbox"/> Unplatted Area			
Land in Relation to Highway		Present number of driveways to property _____		Date driveway is needed _____	
<input type="checkbox"/> Level <input type="checkbox"/> Lower		<input type="checkbox"/> Higher			

I, We, the undersigned, herewith make application for permission to construct the street or driveway access at the above location, said street or driveway to be constructed to conform with the regulations of the Scott County Public Works Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Scott County Public Works Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued.

_____ Date _____ Applicant's Signature

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

DO NOT WRITE BELOW THIS LINE (For Office Use Only)

RESIDENTIAL OR FIELD ACCESS PERMIT AUTHORIZATION

Permission is hereby granted for the construction of the driveway as described in the above application, said driveway to be constructed in accordance with the Scott County Highway Department's Ordinance No. 22, Management of the Public Right-of-Way, Section 119 and subject to the following special provisions and requirements:

Scott County Ordinance 22, Management of the Public Right-of-Way, Section 119: 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 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.

SPECIAL PROVISIONS: _____

It is expressly understood that this permit is conditioned upon replacement or restoration of the county road to its original or satisfactory condition. It is further understood that this permit is issued subject to the applicant's compliance with the rules and regulations of the local, city, township authorities and any other affected governmental agencies.

Scott County Highway Department

_____ Date _____ Authorized Signature

SCOTT COUNTY HIGHWAY DEPARTMENT

**Public Works Division
600 Country Trail East
Jordan, MN 55352-9339**

Phone: 952-496-8487

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PERMIT REQUIREMENTS

(Note: Allow up to 2 weeks for processing. An incomplete application will delay 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.
2. Complete each item on the application. If an item does not apply, print "N.A." in the blank.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway during the work. If material is tracked onto the roadway, it must be removed immediately.
4. Any debris generated due to the work must be removed from the County right-of-way within 24 hours.
5. Prior to construction, the permittee shall notify the County Inspector at 952-496-8487. After completion, the permittee shall notify the County Inspector for final inspection by the County Highway Department.
6. No changes or alterations may be made at any time without written permission from the County Highway Department.
7. For the safety of the traveling public and for the safety of those working in the right-of-way, the proper signage and/or barricades must be placed in accordance with the current standards of the County Highway Department and the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
8. For rural accesses, 6:1 side slopes are required within the County right-of-way.
9. For new residential accesses, swing-away mailboxes are required (see attachment to residential access permits).
10. Disturbed areas will need to be addressed within 7 days. Erosion Control Blanket shall be required on all disturbed areas. Only Class 1 or 2 short term natural thread biodegradable material erosion control blanket shall be used. No Polypropylene netting allowed.
11. In the event that the construction has not been completed within one year of the permit approval date, this permit becomes null and void.
12. It is the responsibility of the contractor to notify Gopher State One Call for utility locations for any work being performed within the County right-of-way, and to obtain all other necessary permits.
13. Any party working within the County right-of-way under this permit shall have a copy of the approved permit on site. Any party working in the County right-of-way without County approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.
15. All Right of Way Permits are subject to double fees for unauthorized work.

I/We agree to all of the above requirements. All work performed will be done to the satisfaction of the Scott County Highway Department.

Dated: _____

Applicant's Signature: _____

SCOTT COUNTY MAILBOX INSTALLATION POLICY

A. Purpose

Minnesota Statute § 169.072, subd. 3 and Minnesota Rules, Chap. 8818 permit a road authority to remove and replace unauthorized mailbox installations or supports located on highways under its jurisdiction that do not conform to U.S. Postal Service and State requirements. There are many mailbox installations or supports along Scott County roads and state aid highways that do not conform to the requirements. It is the purpose of this policy to adopt the state and federal requirements for mailbox installations and/or supports. Enforcement of these requirements in the installation of new mailboxes and the replacement of nonconforming mailboxes will assist the efficient and safe maintenance of county roadways and protect and provide for public safety.

B. Definitions

1. “Mailbox installation” or “installation” means the entire mailbox structure, including the support, mailbox, hardware, and attachments.
2. “Mailbox support” or “support” means the part of the mailbox installation that holds up the mailbox, excluding hardware and auxiliary attachments.

C. Construction Requirements for Mailbox Installations or Supports.

All installations and replacements of mailboxes, including supports, shall be constructed and situated in conformance with Minnesota state requirements as set forth at Minn. Stat. § 169.072 and Minn. Rules Chap. 8818, as amended. Said requirements are not subject to frequent change and copies are available from the Scott County Highway Department.

D. Replacement of Mailbox Supports – Part of General County Highway Improvement Program

1. All mailbox supports not conforming to the state and U.S. Postal Service requirements shall be replaced by Scott County at the time a Scott county road or State Aid Highway along which they are located is reconstructed or resurfaced unless otherwise stipulated within this policy. The cost of replacing the supports shall be borne by Scott County.
2. The existing mailbox will be installed on the new support if it is of a type consistent with state and U.S. Postal Service requirements. If the mailbox is nonconforming, the owner or resident shall replace it with a mailbox meeting the state and U.S. Postal Service requirements. At the time of the County’s installation of a new support, the owner or resident may substitute, at their expense, a new mailbox meeting state and U.S. Postal Service requirements

E. Replacement of Nonconforming Mailbox Installations and Supports

All mailboxes or supports identified as nonconforming by the County, as defined by Minnesota Rules 8818, shall be replaced. The owner or resident shall be given notice, personally or by certified mail to the address served by the mailbox, of the County’s intent to remove and replace the non-conforming installation or support. The County may remove and replace a nonconforming installation or support not less than sixty (60) days after giving said notice. The County may charge the owner or resident up to \$200.00 for the cost of the removal and replacement with a mailbox on a support that meets the state requirements.

F. Replacement of Mailbox Installations or Supports Damaged by Scott County

The Scott County Highway Department shall replace a mailbox installation or support damaged during snowplowing operations or other maintenance activities with a standard size mailbox on a support that meets state requirements provided:

1. The mailbox was properly installed according to U.S. Postal Service and state requirements, and
2. The mailbox installation or support is physically struck by County equipment or by snow propelled by or coming off of county equipment.

G. Mailbox Installation and Support Requirements in New Subdivisions

All mailbox installations set up within a new subdivision shall be constructed in accordance with U.S. Postal Service and state requirements if installed along county roads or county state aid highways. Where possible, mailbox installations shall be located on subdivision streets and not on county roads or county state aid highways.

H. Maintenance of Replaced Mailbox Installations or Supports

Replacement of mailbox installations or supports by Scott County does not result in any change of ownership. All future maintenance and replacements of the mailbox installation shall be the responsibility of the owner or resident.

I. Interruption of Mail Delivery

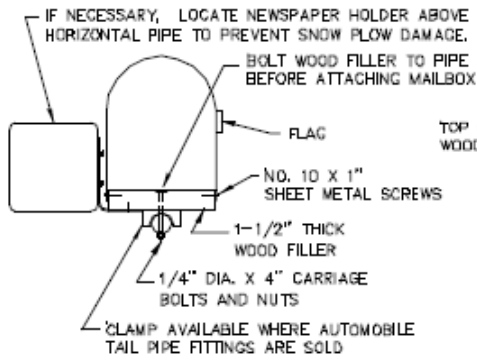
The County's removal and replacement of a mailbox installation or a support shall be done in such a manner as not to cause interruption of mail delivery, if possible.

J. Aggregation of Mailboxes

The County shall replace nonconforming multi-mailbox installations or supports with conforming installations, so as to perpetuate aggregation of mailboxes to the greatest extent possible.

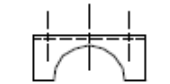
K. Newspaper/Circular/Advertising (Non-Mail) Delivery Boxes

All boxes or receptacles for the delivery of newspapers, circulars, advertisements and other non-mail items shall be attached to the mailbox support, if one exists. If there is no mailbox support, any such support for the receipt of non-mail items shall meet the requirements of the state regarding mailbox installations. The County shall replace any non-mail delivery boxes it damages under the same terms and conditions as section E above.



SECTION A-A

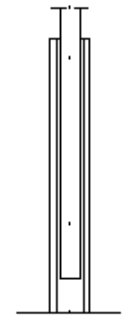
DRILL 5/16" DIA. HOLES FOR 1/4" DIA. CARRIAGE BOLTS



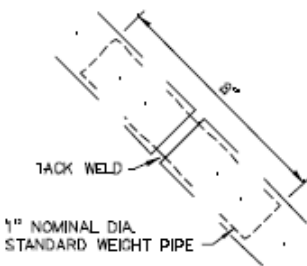
TAIL PIPE CLAMP DETAIL



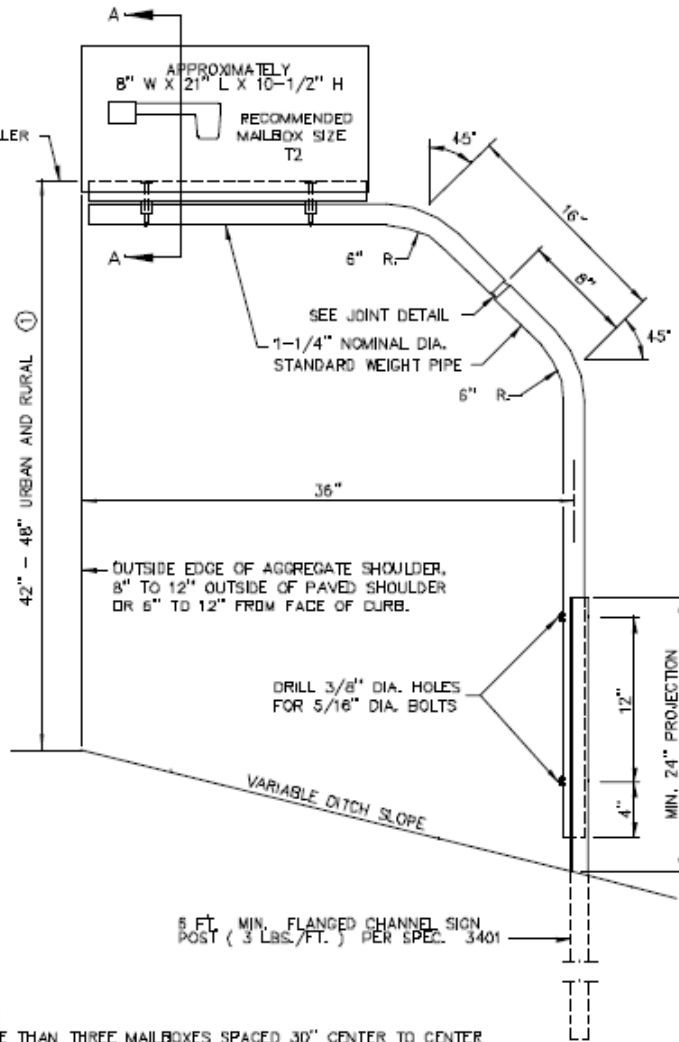
TOP VIEW



ROADWAY NEW PIPE/POST CONNECTION



JOINT DETAIL



NOTES:

NO MORE THAN THREE MAILBOXES SPACED 30" CENTER TO CENTER ARE TO BE USED IN ONE LOCATION.

PIPE SHALL CONFORM TO SPEC. 3362

ALL FASTENERS SHALL CONFORM TO SPEC. 3391

PIPES AND POST 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 AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED. THE CONTRACTOR SHALL SEND THE PROJECT ENGINEER SHOP DRAWINGS FOR APPROVAL. FOR QUESTIONS, REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

ALL MAILBOX SUPPORTS MUST BE CRASHWORTHY AND MEET MINNESOTA RULES, 8818, U.S. POST OFFICE AND FEDERAL HIGHWAY ADMINISTRATION (FHWA) STANDARDS AND RECOMMENDATIONS.

FOR MAILBOX SUPPORTS SUBMITTED FOR APPROVAL THE BASIC DESIGN DIMENSIONS SHALL BE AS SHOWN ON THIS DETAIL DRAWING

① ANY CHANGE IN HEIGHT MUST BE APPROVED BY LOCAL POSTMASTER.

MAILBOX SUPPORT
BENT STEEL PIPE AND STEEL FENCE POST

MEETS NCHRP 350
CRASH TESTING FOR SPEEDS
40 MPH OR GREATER

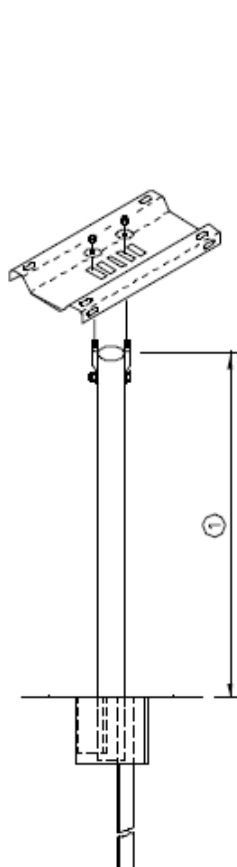
MFD/DOT FILE NAME MAILBOX.DGN

CERTIFIED BY _____ LICENSE NO. _____ DATE _____

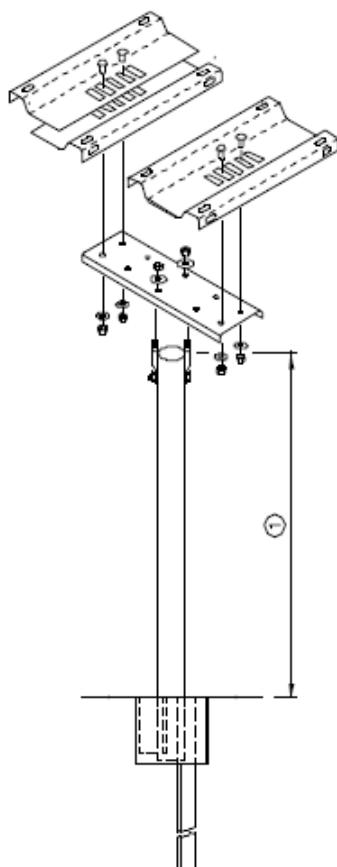
REFERENCE DATE
11-26-02

MAILBOX SUPPORT DETAILS

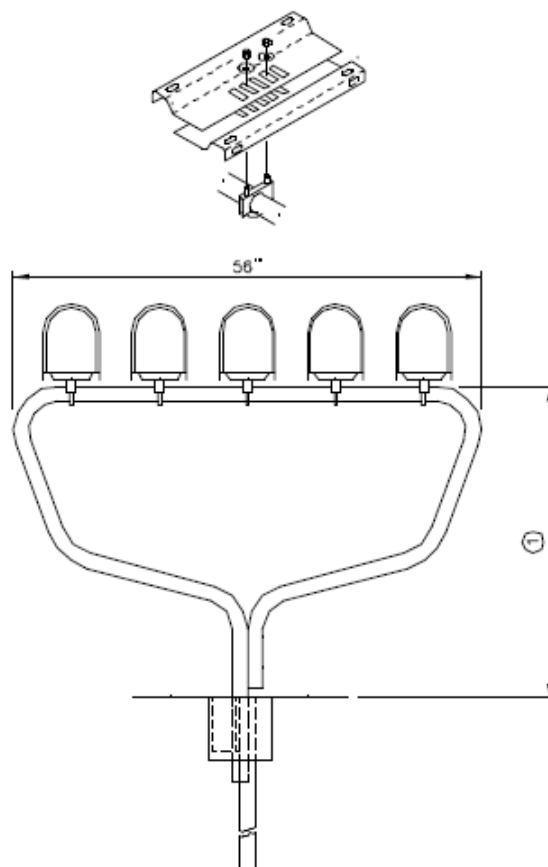
SHEET NO. 2 OF 2 SHEETS



SINGLE
MAILBOX
SUPPORT



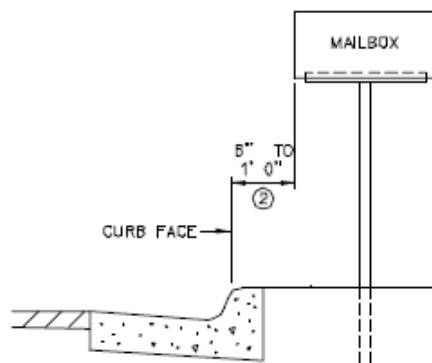
DOUBLE
MAILBOX
SUPPORT



MULTIPLE
MAILBOX
SUPPORT



POST
ANCHORAGE
DEVICE



LOCATION OF MAILBOX POST

NOTES:

THIS IS A PATENTED PRODUCT.
SEE SPEC. 1703.
FOR MORE INFORMATION, CONTACT
FORESIGHT PRODUCTS INC.
PHONE: 800-325-5360
USE THIS SUPPORT IF FOUR OR
MORE MAILBOXES ARE LOCATED
IN ONE AREA.

- ① POSTAL SERVICE REGULATIONS
WILL DETERMINE THE HEIGHT.
- ② FOR RURAL LOCATIONS, THE FACE
OF THE BOX SHALL BE 8" TO 12"
FROM THE EDGE OF THE TURNOUT
OR USABLE SHOULDER.

APPROVED PROPRIETARY MAILBOX SUPPORTS
MECHANICAL TUBING

CERTIFIED BY _____ LICENSE NO. _____ DATE _____
LICENSED PROFESSIONAL ENGINEER

REFERENCE DATE
11-26-02

MAILBOX SUPPORT DETAILS

SHEET NO. 1 OF 2 SHEETS