



---

**APPLICATION INSTRUCTIONS**  
**Driveway or Approach on Township Roads**

This instruction sheet explains application requirements for new driveways or approaches on township roads. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk.

Driveways or approaches that front on a county road require a permit from the Dakota County Transportation Department (952-891-7115). If you are unsure whether a structure or project requires a township permit, contact the Eureka Town Clerk at 952-469-3736 or [eurekatn@frontiernet.net](mailto:eurekatn@frontiernet.net).

**General Requirements**

Placement of driveways, approaches, and culverts on township roads is regulated by Eureka Township Ordinance 3, Ch. 3, Sect. 3-4 and Ordinance 4, Ch. 2, Sect. 11. You can get a copy of the Eureka Zoning Ordinance from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

At the time of application for a permit to erect any structure in the Township of Eureka, the applicant must:

1. Demonstrate that the structure has access to a public road across land solely owned by the applicant, in which case the provisions of Ordinance 4, Chapter 2, Section 3, A – Road Specifications shall not apply; or
2. Demonstrate that a road exists which meets the requirements of Ordinance 4, Chapter 2, Section 3, A—Road Specifications, and provide access from the proposed structure to an existing public road; or
3. In lieu of the foregoing, enter into an agreement with the Town Board to construct a road to meet the specifications set forth above and furnish to the Township a surety bond to guarantee the performance of the road construction agreement, said surety bond to be in an amount determined by the Township Engineer and in a form approved by the Township Attorney. (Ordinance 3, Ch. 3, Sect. 4)

All new driveways or approaches on township roads must meet the following requirements:

1. Culvert minimum 18 inch round or squash. Length 24 feet minimum (larger may be required).
2. Culvert must be placed at bottom of inslope.
3. First 8 feet of new approach to be level or slope down from shoulder of road.
4. Black dirt and seed side slopes first 8 feet.
5. All retaining walls, posts, and other structures shall not impede snow removal equipment.
6. New approach shall not impede township drainage.
7. Sediment due to construction shall be removed by property owner.
8. The driveway serving a parcel shall be separated from adjacent driveways on the same side of the road by the following distances:
  - a. Township road: 100 feet
  - b. County/State Highway as per regulations of County and State, as appropriate.
  - c. Minimum distance from the intersection of two or more of above: 300ft (Ordinance 3, Ch. 3, Sect. 3)



All new approaches must be inspected by road maintenance contractor before placement/ installation of the approach. A second inspection will be performed once the approach is completed.

**Documents Required for a Complete Application**

To be considered complete, an application for a new driveway or approach requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Building Permit Application" form.
2. Application fee, as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. Two (2) copies of a site plan (see "Building Permit, Land Use, and Zoning Procedures" handout for a list of site plan requirements).

In addition, other permits may be required as follows:

- If the land parcel is located in the North Cannon River Watershed District, a storm water permit may be required by Eureka Township.
- If the driveway or approach will cross a waterway, a permit or waiver from the Department of Natural Resources may be required.