

EUREKA TOWNSHIP

DRIVEWAY OR APPROACH

PERMIT INSTRUCTIONS

The following must be submitted for a complete application:

- Completed Driveway or Approach Permit Application form.
- Application fee as set forth in Eureka Township Ordinance 7.
- Proof of ownership: Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Two (2) copies of site plans illustrating:
 - Lot Lines
 - Location and dimensions of the proposed driveway and/or approach
 - Location and distances to all other structures on the lot and adjoining lots
 - Location of and distance to well, drainage and sewage systems
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.

Required Inspections:

The Town Board Road Supervisor must inspect all new approaches prior to placement/installation and a second inspection is required upon completion.

General Requirements:

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

- A. Culvert: Minimum of 18-inch round or squash, minimum length of 24 feet, must be placed at bottom of in-slope.
- B. Approach: First 8 feet must be level or slope down from the shoulder of the road with side slopes consisting of black dirt and seed and must not impede Township drainage.
- C. All retaining walls, posts and other structures shall not impede snow removal equipment.
- D. Sediment due to construction shall be removed by the property owner.
- E. The driveway serving a parcel shall be separated from adjacent driveways on the same side of the road by the following distances:
 - 1. Township road: 100 feet from centerline
 - 2. County/State road: 110 feet from centerline
 - 3. Minimum distance from the intersection of two or more of the above is 300 feet.

❖ Ordinance 3, Chapter 3, Section 5: Driveways/Access to Public Right-of-Way

- A. Access to a buildable lot – 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 owned solely 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. Alternate access may be made via permanent easement or right of use for the purpose of joining and sharing a portion of an existing driveway meeting Ordinance 4, Chapter 2, Section 3(A) – Road Specifications requirements. No more than four (4) properties may share a driveway. Legal evidence of such an alternate private agreement shall be recorded with Dakota County referencing the involved parcels and maintenance arrangement, and a copy of the recording receipt shall be presented as part of the building permit application and be clearly referenced on the site plan; or
 4. 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.
- B. Driveways shall meet the following requirements:
1. Driveways that take access on Township roads shall be located a minimum of ten (10) feet from the property line or as necessary to provide adequate drainage onto the parcel the driveway serves.
 2. Driveways that take access on County/State highways shall conform to ordinances of the County and State, as appropriate.
 3. Driveways must be located a minimum of 300 feet from the intersection of any two or more public roads.
- C. All buildings must be served by an approach that meets the requirements for approaches established in this chapter.

❖ **Ordinance 4, Chapter 2, Section 3: Defining Public Right-of-Way**

- A. Road Specifications – In any division of land in the Township of Eureka in which it is necessary to construct a road to provide access to an existing public road, such road shall meet the following specifications:
1. There shall be provided a road right-of-way at least sixty-six (66) feet in width.
 2. The driving surface of the road as constructed shall be at least twenty-four (24) feet in width.
 3. A seven-ton gravel base which shall require four inches of Class V gravel and six inches of Class III gravel. The requirements for sand and gravel may be reduced in thickness in the event that sub-soil conditions are well-drained. Any reduction in thickness must be in accordance with inspection and the recommendations of the Township Engineer or Town Board. In the event that sub-soil conditions are poor (e.g. peat, muck, etc.), all substandard sub-soil must be removed and clean compacted fill used to bring the road up to grade before the gravel bases are applied.

❖ **Ordinance 4, Chapter 2, Section 12 Approaches and Headwalls**

- A. Approaches – No person may construct or reconstruct any approach to a road without first obtaining a permit from the Town Board. A person may be required to submit a map or drawing of the existing or proposed approach when seeking approval.
- B. Culverts
1. A person constructing or reconstructing an approach may be required to install a culvert meeting the specifications set out by the Town Board if the Town Board determines a culvert is necessary for suitable approach to the road and to promote adequate drainage of the right-of-way.
 2. The Town Board may require a culvert to be installed, or an existing culvert to be replaced or maintained, if it determines it is necessary for suitable approach to the road or to promote adequate drainage of the right-of-way.