

Helena Township  
PO Box 386  
New Prague, Minnesota 56071

**DRIVEWAY & FIELD APPROACH PERMIT**

Name of Applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_

Address of New Driveway: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

1. No driveway construction until approved by Road Overseer Jeff Haag (952.237.4202).
2. All culverts will be a minimum of 15" new galvanized steel with length varying from 26' to 30'. Road Overseer will determine if larger culvert is needed.
3. Property owner is responsible for cleaning and maintaining culvert.
4. Minimum driveway width of 20'; maximum width of 28' where driveway meets township road; aprons recommended.
5. To ensure all water shed flows away from township road, there must be a 6" slope 15' from edge of road surface (not road right of way) unless a plat.
6. It is illegal to erect any retaining structures, headwalls, decorative posts, etc. within township ROW (MN Stat. § 160.2715 (a)). Township is not responsible for damage to mailboxes and posts during road maintenance.
7. A nonrefundable fee of \$400 will be collected at the time of application for driveways not requiring a culvert, which includes mailbox post installation.
8. A nonrefundable fee of \$150 will be collected at the time of application for field approaches.
9. \$1,000 for driveways and field approaches requiring a culvert; a partial refund of \$600 will be made upon successful inspection by Road Overseer or Town Supervisor. Mailbox post installation is included if applicable.
10. Culvert ends will have a 6:1 slope; headwalls are not allowed within the road ROW.
11. Non-platted driveways are to be a minimum of 300' from any existing driveway; platted driveways must be 35' from side property lines.
12. One driveway allowed/lot; corner lots may have a second driveway from a different township road upon township pre-approval.
13. Property owner is required to seed or sod all ditches.
14. Dirt/debris are not allowed on township roads and could result in the loss of the deposited money. Excess fill from driveway installation must be removed from township road right of way before final approval.
15. Driveway must be built and graveled before construction of the home or any other building begins.
16. Notification of Road Overseer Jeff Haag (952.237.4202) upon completion of work.
17. The applicant agrees to all requirements by signing this application form.

Date: \_\_\_\_\_

Applicant

**Completed by Helena Township Road Overseer** Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Township of Helena

Additional Comments or Instructions: \_\_\_\_\_