

# Permitting

## Work in the Road Right of Way (includes utilities)

Anyone planning on performing work within a highway right-of-way should contact the County Highway Department prior to starting any work. Anyone who fails to contact the Highway Department and performs work within the County highway right-of-way will be responsible for correcting any work and any associated costs if necessary. All excavation and/or obstructing the right-of-way requires a permit from the Highway Department. See APPLICATION FOR UTILITY PERMIT, **Appendix A-2** and GENERAL RIGHT OF WAY PERMIT, **Appendix A-6**.

All Contractors or individuals working within the right-of-way are required to be registered and have an updated certificate of insurance on file with the Highway Department.

## Driveway Approaches

All driveway approaches that connect directly to a County Highway must receive approval from the County Highway Department prior to construction. A review of the proposed driveway is conducted to help improve the design and placement of the driveway and insures that adequate drainage is maintained. The proper placement and spacing of driveways can also improve traffic flow by reducing potential conflict points. The overall goal is to eliminate or limit potential traffic conflicts and ultimately increase safety. See **Appendix A-10** for the New Driveway Approach Permit.

## General Guidelines

The County Highway Department uses the following guidelines in reviewing driveway accesses onto the County Highway System.

1. The design of all new roads intersecting and entrances onto County roadways shall meet MnDOT standards. See MnDOT's website for a copy of the Road Design Manual <http://www.dot.state.mn.us/design/rdm/>
2. All accesses onto county right-of-way shall be aligned to be straight and perpendicular to the centerline of the adjacent county roadway.
3. All facilities such as signs, headwalls, fencing, etc. shall be placed or constructed outside the county right-of-way.
4. The County Highway Department will determine culvert size required. Culverts shall be a minimum of 15".
5. Only new metal culverts are acceptable. Plastic pipe is not acceptable.
6. Wherever possible the location of new access points shall be aligned with street accesses and/or entrances on the opposing side of the roadway to create four way intersections. Off-set intersections within the spacing criteria are to be avoided.
7. Wherever possible access points to commercial areas shall be combined through service roads or common access points.
8. Wherever possible access locations shall be directed onto roadways with a lower functional classification or lower traffic volume.
9. There is no guarantee that access will be granted to lots that have been subdivided from a larger parcel that has a single access prior to subdividing the parcel.

## Spacing Guidelines

The County Highway Department will utilize the MnDOT Access Category System and Spacing Guidelines in determining the proper spacing for accesses on the County roadways. See MnDOT's website at <http://www.dot.state.mn.us/accessmanagement/pdf/manualchapters/chapter3.pdf> for a copy of the Access Management Manual.

## Maintenance

The maintenance and repair of driveways and culverts are the responsibility of the County Highway Department.

The County will restore driveway surfaces damaged during construction or maintenance activities as per MnDOT standards for driveways. Driveways will be resurfaced with like surfacing except concrete driveways will only be resurfaced with bituminous. The County Highway Department does not guarantee workmanship similar to previous surfacing after repairing any driveway surface.

## Oversize and Overweight Movement (includes mobile homes)

The Beltrami County Highway Department requires permits for oversized and overweight vehicles whenever they exceed current legal limits. This requirement emphasizes safety for the traveling public and helps minimize the potential damage that might be caused to County Highways, traffic control devices, public utilities, and other infrastructure. See **Appendix A-11** for the Oversized/Overweight Permit.

All permits are reviewed and considered on a case by case basis.

## General Guidelines

1. Permit applications require time for review and multiple signatures. Applicants shall submit applications on a timely basis to allow for the review.
2. Mobile home taxes are required to be paid before permit approval. A release from real estate and tax office must be provided with the application.
3. The applicant is responsible for reviewing the haul routes to identify bridge crossings, box culvert crossings, ability to make corners, special traffic control needs, utility impacts and any other concerns that exist along the proposed haul routes.
4. The applicant is responsible to notify the County Highway Department of any signs or other traffic control devices that might be impacted. Any signs that need to be removed will be completed by the Highway Department. Any costs will be charged to the applicant.
5. The applicant is responsible for any required traffic control and coordination with the County Sheriff's Department.
6. The applicant must provide a certificate of insurance. The applicant must have the following insurance coverage:  
**Insurance Minimum Requirement**  
General Liability \$1,000,000  
Professional Liability (if applicable) \$1,000,000  
Auto Liability \$1,000,000  
Excess Liability (excess of General and Auto Liability) \$1,000,000  
Workers Compensation Statutory Limits (\$100,000 per person / \$500 per accident)
7. Movers will be responsible for any repair costs for any damage resulting from illegal hauling.
8. Any permits issued after the fact will be charged a \$300 fee.
9. If you are moving a home or other structure off of a foundation in excess of 16 feet wide by 20 feet long a copy of your Home mover's license must be submitted with your application.