



Mark A. LeBrun, P.E.
County Engineer

PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

PINE COUNTY ACCESS/ENTRANCE POLICY

MAILBOX AND SUPPORT POLICY

POLICY PACKET INCLUDES

RIGHT-OF-WAY ACCESS/ENTRANCE POLICY

MAILBOX SUPPORT POLICY

INSTALLATION INSTRUCTIONS and DIAGRAMS

ACCESS/ENTRANCE APPLICATION

PINE COUNTY

RIGHT-OF-WAY ACCESS PERMITS

PURPOSE

The purpose of this policy is to provide guidelines for access/entrance onto Pine County right-of-way.

No access/entrance shall be constructed, removed, or altered in any manner without written authorization by Pine County. All access/entrance installations or alterations shall conform to requirements set forth by Pine County.

For the purpose of regulating right-of-way access or encroachment, Pine County has categorized an access/entrance as RESIDENTIAL or COMMERCIAL. Each categorized access/entrance has specific designs for their intended use.

The following design policies are the minimum requirements set forth for each categorized access/entrance. All access/entrance that require a drainage structure must be of CORRIGATED STEEL PIPE with aprons attached to each end. On improved or reconstructed roads, the culvert, aprons, and inslope grade shall meet the design of that road.

RESIDENTIAL

Access/entrance to a single dwelling or resident. The driving width of the access/entrance lanes shall be a minimum of twenty (20) feet with a 4:1 inslope grade or flatter. At least two (2) inches of class 5 gravel shall be placed on the driving lanes.

COMMERCIAL

Access/entrance to multi-dwelling or multi-resident, business, agriculture land, or access/entrance used by a commercial vehicle. The driving width of the access/entrance lanes shall be a minimum of twenty-four (24) feet with 4:1 inslope grade or flatter. At least four (4) inches of class 5 gravel shall be placed on driving lanes.

All access/entrance inslopes must be covered with topsoil that promote vegetative growth. Landscape timbers, boulders, retaining wall blocks, or riprap is not allowed on inslopes or on Pine County right-of-way.

A swing-away mailbox support must be installed (if needed). A MN/DOT or County approved swing-away are the only supports allowed on County right-of-way. (See attached mailbox policy).

PROCEDURE FOR ACCESS/ENTRANCE PERMIT

1. Fill out permit application form and return to Pine County Public Works office along with a fee of \$500 for RESIDENTIAL and \$600 for COMMERCIAL access/entrance. The fee is required to assure that the requested access/entrance conforms to Pine County Access/Entrance Policy and Mailbox Policy and covers the cost of culverts, aprons, inspections, and mailbox support. The applicant must fill out the application in full as entrance design and mailbox requirements are designated on the application.
2. Owner applicant will mark desired location with lath. Applicant shall notify Pine County when location is marked. Pine County will inspect location for sight distance, safety, and drainage requirements. Please allow 7-10 days for initial inspection.
3. Pine County will notify applicant if access/entrance requires a culvert. Pine County will supply the approved culvert, aprons, and mailbox support. If no culvert is needed, the fee will be returned. The cost of the culvert, aprons, inspections, and mailbox support is included in the fee. **Used culverts or plastic culverts will not be allowed.**
4. Applicant is responsible for installation of culvert, aprons, and mailbox support to conform to policies set forth by Pine County. The applicant is responsible for calling "Gopher State One Call" prior to any excavation. All traffic control devices pertinent to the excavation shall be used when work is done on Pine County right-of-way. **(Note: See enclosed access/entrance construction details.)**
5. Upon completion of installation of access/entrance, the applicant shall notify Pine County that access/entrance is ready for final inspection. A \$25 fee will be charged for each additional inspection if more than two are required. **All work shall be completed within 90 days, permit form signed and final inspection approved by Pine County Public Works Department. Access/entrance that do not meet requirements will be given 30 days to complete. If not completed in 30 days, County Forces will complete the required work and bill accrued expenses to applicant of access/entrance.**
6. Fee to widen an existing driveway will be based on the cost of additional pipe and aprons only.

NOTE: Any damage to the roadway will be assessed to the applicant. Protect our Highway surfaces.

PINE COUNTY MAILBOX & SUPPORT POLICY

PURPOSE

The purpose of this policy is to provide guidelines for mailboxes and supports within Pine County road right-of-way. For the safety of traveling public, and maintenance functions of Pine County Public Works, the following policy applies to mailboxes, their support system, and installations.

SCOPE

No U.S. Postal Service mailbox or news delivery box may exist on Pine County rights-of-way unless it is a **Minnesota Department of Transportation** approved **SWING-AWAY** mailbox support or a **Pine County** designed **SWING-AWAY SUPPORT**. The location of mailbox systems shall conform to rules and regulations of the U.S. Postal Service as well as standards established by Pine County.

LOCATION

Mailboxes shall be located on the right-hand side of the roadway in the carrier's direction of travel. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, between 42" and 48" above the roadway. The roadside face of the mailbox shall be:

1. On the outside edge of aggregate shoulder
2. 8-12 inches outside of paved shoulder
3. 6-12 inches back from the curb

STRUCTURE

Mailbox construction shall conform to the requirements of the U.S. Postal Service. No more than one (1) U.S. Postal Service mailbox and two (2) newspaper delivery boxes may be mounted on a support structure. The **SWING-AWAY** support can only be mounted on a "U" signpost of a weight of three (3) pounds per foot or less for any one foot of vertical measure above ground.

For MN/DOT or PINE COUNTY design support, the post must be embedded a minimum of four (4) feet below ground and project at least two (2) feet above ground. The box to support shall be of sufficient strength to prevent separating when struck by a vehicle or thrown snow.

The minimum spacing between centers of supports shall be 30 inches. There shall be no more than three (3) mailboxes spaced 30 inches at any one location.

OFFICE USE ONLY	
Permit No.	_____ - _____ - _____
County Rd	_____
Deposit \$	_____

PINE COUNTY PUBLIC WORKS
 405 Airport Road NE
 Pine City, MN 55063
 (320) 216-4200 FAX (320) 629-6736

APPLICATION FOR ACCESS/ENTRANCE PERMIT

DATE _____

ROAD No., NAME _____

APPLICANT NAME _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

_____ CITY STATE ZIP CELLULAR PHONE _____

LOCATION OF PROPOSED ENTRANCE _____

Section _____ Range _____ Township _____

PURPOSE OF ENTRANCE RESIDENCE _____ COMMERCIAL _____

MAILBOX REQUIRED: YES _____ NO _____

I, We the undersigned, herewith make application for permission to construct the access/entrance at the above location; said entrance to be constructed to conform with the regulations of Pine County and to any special provisions included in the permit. It is agreed that all work shall be done to the satisfaction of Pine County. It is further agreed that no work in connection with this application will be started until the application has been approved and permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the County road to its original, or to a satisfactory condition.

 SIGNATURE OF APPLICANT DATE

**DO NOT WRITE BELOW THIS LINE
 OFFICE USE ONLY**

A fee of \$ _____ RESIDENTIAL \$ _____ COMMERCIAL, payable to PINE COUNTY PUBLIC WORKS, in the form of CHECK, CERTIFIED or CASHIERS CHECK shall accompany the application and if no culvert required, fee will be returned. CHECK NUMBER _____

The applicant will be given 60 days to complete the installation. If not completed within the 60 days, Pine County will complete the work, and any additional expenses accrued by Pine County will be billed to the applicant.

Special Provisions: _____

Permission is hereby granted for the construction of the access/entrance as described in this application, said access/entrance to be constructed in accordance with regulations of Pine County, and subject to the above requirements and special provisions.

ALL WORK COMPLETED BY: _____ Culvert: _____ X _____
 Aprons: Flared _____
 Safety _____

PROPOSED LOCATION APPROVED: _____ DATE _____

COMPLETION APPROVED: _____ DATE _____