

**Helena Township**  
**27466 Delmar Avenue**  
**New Prague, MN 56071**

Name of Applicant:	
Present Address:	
Address of New Driveway:	
Home phone #:	
Day phone #:	

Completed by Helena Twp.

Permit # \_\_\_\_\_

commence until prior approval

All culverts will be a minimum of 15", new galvanized steel. Road Overseer will determine if a larger culvert is needed. Length varies from 26' to 30'.

Owner of the driveway is responsible for cleaning and maintaining the culvert.

Minimum driveway width of 20' and maximum width of 28' where driveway meets the township road.

Aprons are recommended.

All water shed will flow away from the township road. To ensure this, there must be a 6" slope 15' from the edge of the road surface, not road ROW

It is illegal to erect any retaining structures, decorative posts, etc. within the township ROW. Township is not responsible for damage to mailboxes, posts during road maintenance, if they are in the township ROW.

A fee of \$300.00 will be collected at the time of application and \$100.00 will be refunded once the project is completed to township standards. Field Approaches require a non-refundable fee of \$150.00. This fee is to be sent to the Clerk at the above address.

Culvert ends will have a 6:1 slope. Headwalls will not be allowed within the road ROW.

Driveways are to be a minimum of 300' from any existing driveway.

Only one driveway per lot.

Seed or sod all ditches.

Dirt and debris are not allowed on township roads and could result in the loss of the deposited money.

Excess fill from driveway installation will need to be removed from township road ROW before final approval.

Driveway must be built and graveled before construction of the home or any other building begins.

If any portion of the driveway is damaged during road maintenance, the township is not liable.

Notification of Road Overseer, Darryl Perkins at 758-3973 upon completion of work.

I do hereby agree to the above terms and understand my permit is not valid until a permit number is assigned by Helena Township.

Date

Landowner

Date

Township of Helena

**AUTOMATIC EMAIL REPLY**

Thank you for your driveway permit request. Your request will be processed once the \$300 fee is received at Helena Township, 27466 Delmar Avenue, New Prague MN 56071