

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

- Copy for resident - keep for your records
- Copy for Road Overseer - give to Perkins at next meeting
- Copy for Clerk - mail to Croatt with fee
- Copy for township file

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

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

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

Home phone #: \_\_\_\_\_

Day phone #: \_\_\_\_\_

**Completed by Helena Twp.**

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

1. No driveway construction until approved by Road Overseer Darryl Perkins (952.758.3973)
2. All culverts will be a minimum of 15" new galvanized steel. Road Overseer will determine if larger culvert is needed. Length varies from 26' to 30'.
3. Owner of the driveway 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 ROW)
6. It is illegal to erect any retaining structures, decorative posts, etc. within township ROW. Township is not responsible for damage to mailboxes & posts during road maintenance.
7. A fee of \$300.00 will be collected at the time of application; \$100.00 will be refunded once the project is completed to township standards. Field approaches require a non-refundable fee of \$150.00. Fees are to be sent to the Clerk at 27466 Delmar Avenue, New Prague MN 56071
8. Culvert ends will have a 6:1 slope; headwalls are not allowed within the road ROW.
9. Non-platted driveways are to be a minimum of 300' from any existing driveway; platted driveways must be 35' from side property lines.
10. One driveway allowed per lot.
11. Seed or sod all ditches.
12. 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 ROW before final approval.
13. Driveway must be built and graveled before construction of the home or any other building begins.
14. If any portion of the driveway is damaged during road maintenance, the township is not liable.
15. Notification of **Road Overseer, Darryl Perkins** at 758-3973 upon completion of work.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township of Helena

**Additional Comments or Instructions:**

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