

ACCESS PERMIT APPLICATION

FILLMORE COUNTY

(This application must be fully completed before it can be processed. Failure to complete the form in its entirety will only result in further delays)

(1) Name of all Landowners: _____ Phone #: _____
_____ Phone #: _____
_____ Phone #: _____

Mailing Address: _____
Address City State Zip

(2) Parcel #: _____ Permit # _____
To be filled out by the Zoning Office

(3) Legal Description *(from deed, abstract, or Recorder's Office)*: _____

Section: _____ (4) Township: _____ (5) Range: _____

Permission is being applied for to construct an access to County Road _____ at the following location
(qtr/qtr) _____ Section _____ Township Name _____

Reason for Access _____

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: _____ Date: _____
_____ Date: _____
_____ Date: _____

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s).

Specifications/Conditions: _____

County Engineer Date Zoning Administrator Date

Based on the above recommendation and all other known facts, the Fillmore County Board of Commissioners do hereby (approve, disapprove) this request for an access to a county road.

Board Chairman Date

Instructions for filling out an Access Permit Application

- (1) The landowner(s) must list all the names that are on the abstract for this particular parcel of land. This would include husband and wife's names if both are on the abstract plus any other names.
 - (2) The parcel number is a 9-digit number found on a tax statement that designates a number for this particular piece of land. It starts with an R and is set up as such; R99.9999.999.
 - (3) The legal description is a very detailed description of the boundaries of the parcel of land where an applicant plans to build. This description is found on an abstract or deed or may also be obtained by requesting a copy from the County Records Office. This copy should also contain all the names of the landowners who have an interest in this parcel of land.
 - (4) The signature block must contain the signatures of all landowners who are listed on the legal description, abstract or deed.
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Below, please find the provisions from the Fillmore County Zoning Ordinance pertaining to Access Drives:

719. Access Drives and Access

- 1) Access drives onto county roads shall require a review and approval by the County Engineer or the Assistant County Engineer in the absence of the Engineer, the Zoning Administrator and the County Board of Commissioners.
- 2) The County Highway Engineer or the Assistant County Engineer in the absence of the Engineer shall approve the location of each access drive based on sight distances, road speeds and other factors.
- 3) Access drives to principal structures that traverse wooded, steep or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles. The County Highway Engineer or the Assistant County Engineer in the absence of the Engineer shall review all access drives (driveways) for compliance with accepted State Aid Standards. All driveways shall have a minimum width of twelve (12) feet with road strength capable of supporting emergency and fire vehicles.
- 4) All lots or parcels shall have a direct adequate physical access for emergency vehicles along the frontage of the roadway, or an existing private roadway approved by the County Board.
- 5) Upon the building of a new county road or the regrading of any County road, all accesses must adhere to the provisions of the Fillmore County Zoning Ordinance.

FILLMORE COUNTY HIGHWAY DEPARTMENT

“RURAL DRIVE/ENTRANCE POLICY”

The Fillmore County Board of Commissioners is dedicated to adopt and follow this policy involving the construction of ‘private and commercial drives/entrances’ on County Highways:

Fillmore County is dedicated to providing services to the public with operations that are conducted in a safe and cost effective manner, while keeping in mind public safety, budgets, personnel, and environmental concerns.

1. With interest for the safety of the traveling public, Fillmore County has authority over the number and placement of rural drives/entrances along County State Aid and Local County highways.
2. After receipt of an ‘Access permit application’, the Fillmore County Highway Department and Zoning Administrator will investigate the site, and approve, if and only if:
 - a. there are no other entrances/drives in that parcel
 - b. the location of the drive/entrance is not a safety hazard
 - c. the landowner is prepared to hire a contractor to provide an appropriate culvert and fill material to complete the installation, which is in compliance with State Aid standards. This shall be at the owner’s expense.
3. The Fillmore County Highway Department will furnish, at the County’s expense, aggregate surface material of sufficient quantity to accommodate drainage for the single width drive.
4. If the applicant does not meet criteria 2.a. above, and still wants the ‘additional’ drive, he may install the drive/entrance at his own expense, under the following conditions
 - a. the County reserves the right to approve the location and size of the culvert.
 - b. the landowner and contractor shall assume all liabilities while working in County right-of-way and adjacent to a County highway.
 - c. the landowner is responsible for all maintenance of the drive, culvert and drainage.