

## DAKOTA COUNTY TRANSPORTATION DEPARTMENT

### Permit Process for New Development Projects that Access a County Road

1. Dakota County requires three types of permits for new developments. The first permit is the *Application for Access- Commercial* which is used for the street design, excavation, grading, striping and signing work for the County roadway. Second, is the *General Permit for Work Within the County Highway Right of Way* that will cover grading, sidewalks, silt fences, erosion control along the right of way. Third, is a Utility permit for any sewer and water installations into the County road right of way.
2. The plan sheets for the work affecting the County road, is required with the permit applications. If any work will affect vehicle traffic, a traffic control plan must also be included with the application. If any changes are required after the plan review, the applicant will be contacted regarding the required change and an updated plan sheet must be resubmitted.
3. Permit application review takes approximately two weeks. The permit fee(s) should also be included with the application. Permits must be applied for online at the County's website. [www.dakotacounty.us](http://www.dakotacounty.us) Select Permits & License, select Highway permits.
4. All of the contractors performing work in the County road right of way must be registered with the County and have a current certificate of insurance on file with us. Dakota County must be listed on the certificate as the holder and additionally insured. If private facilities are installed in the right of way, the owner must also register and provide a current certificate of insurance.
5. Work may start in the County road right of way only after the applicant has received the approved permit, the contractor is registered and the permit office has been notified at least 48 hours in advance of the actual start date. Traffic control and sidewalk closed signs must be in place. A temporary stop sign must be placed at every access point onto the County road for construction traffic.
6. Several County roads are very difficult to completely shut down. Some work may have to be done at night or with directional boring. If it is absolutely necessary to shut down the road with a detour onto other road(s), advanced warning signs need to be placed 7 days before the road is closed. The signs must state the date the road will be closed and date the road will be open. The detour plan should be included in the plan set with the permit application. The plan must be approved by us first. Route markers with arrows must be used.
7. Project inspection on work with in the County Road right of way shall be coordinated between the project manager, the city's inspector and the County permit office.
8. New sign placements and removal of existing signs needs be coordinated through the permit office. All traffic control devices and signing shall conform to MNMUTCD standards.
9. After the project is completed, a final inspection is required. Any deviations from the plan affecting the County road right of way must have prior approval and as-built prints provided in order to update the permit file. No advertising signs for the development are allowed in the County road right of way. County policy and MN state statue, do not allow advertising signs in County road right of ways, they must be installed on private property.

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