

**Road Policy**  
**Requirements & Qualifications**  
**For Henrietta Township**  
**Hubbard County Minnesota**

**Effective: APRIL 2011**

# Road Policy

## Requirements & Qualifications

### Henrietta Township

### Hubbard County Minnesota

Effective: April, 2011

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## Purpose

*The purpose of this policy is to enact responsible guidelines for building private and public roads.* The Township is responsible for the building and maintenance of all township roads. Therefore, the Township desires roads to be adequately designed prior to consideration for acceptance.

This policy is designed to give general guidance to persons who propose to request that the Town accept platted roads for maintenance. This Policy is for non-bituminous rural, local streets with a design of 45 MPH or less.

Any private and platted development roads requesting to be maintained by the Township must refer to **Minnesota Statute 164.07 Establishment, alteration, or vacation of a town road.**

This policy alone does not grant any person any right or interest in the acceptance of a road for maintenance by the Township. The Township Board has the sole discretion to accept or refuse any road for maintenance. Prior to accepting any platted road for maintenance, the Township may require the developer, affected property owners, or other persons requesting acceptance to enter into a recordable agreement based in part on the criteria set forth in this policy.

## **Section 1 - General Road Policy**

- 1) Henrietta Township will maintain all of its Township Roads.
- 2) The Township Board of Supervisors will have the final decision in determining which Township roads to make improvements on.
- 3) Before any roads are taken over and maintained by the Township, the said roads must meet Township specifications.
- 4) Damage to Township roads by Contractors or Homeowners while constructing new buildings or other construction must be repaired to the satisfaction of the Township at the builder's or homeowner's expense.
- 5) Requests and Petitions for "Major" road improvements must be submitted to the Township Board of Supervisors for consideration by January 1<sup>st</sup> for improvements to be made the following year.
- 6) Requests for blacktopping township roads must be supported by 85% of the landowners. The cost is to be shared between the Township and the landowners as follows: 60% Township; 40% Landowner for Construction costs; 50% Township, and 50% Landowner for engineering, legal and administrative costs. The assessment is to be no longer than seven (7) years. All landowners will be assessed evenly regardless if there is an existing building or a future building site. Also, the road, ditches, road base and general road condition must meet proper requirements for blacktopping
- 7) The Henrietta Board of Supervisors has full authority to accept or reject any request for blacktopping township roads.
- 8) New driveway approaches entering a Township road must be reviewed by the Township Board. The road authority will determine if a culvert is required for each individual application.
- 9) Signage or other privately owned material is prohibited from all township road right-of-ways without the approval of the Township Board. Mailboxes may be installed by the landowner and must comply with postal specifications. Swing away mailbox stands are recommended.
- 10) This policy may be altered or amended at any time at the Town Board's sole discretion. Current revisions may be obtained at the Hubbard County Recorder's office.
- 11) Extended Parking six (6) hours or more in any twenty-four (24) hour period on Township roads is prohibited. A vehicle may be towed, impounded and released at the Owner's expense. No overnight parking is allowed on Township property
- 12) Cart ways refer to a means of access to a parcel of land (most commonly at least five (5) acres or more in size) that would otherwise be landlocked. While created by order of the Town Board pursuant to **Minnesota Statutes § 164**, a Cart way is generally intended for the benefit of the property owner(s) of one (1) or more parcel(s) of land and must be paid for and maintained by the benefiting party.
- 13) Utilities shall be located within the backslope area of the road right of way, wherever possible. This will help alleviate any potential problems during maintenance or upgrading of a township road.

## **Section 2 - Plat Development Policy**

- 1) The roads within a plat shall not be dedicated by the developers to the Township but:
  - a. shall remain "public roads" for the use of the occupants of said plat until established as "town roads" pursuant to the procedures then required by Minnesota Statutes;
- 2) **Developers** shall establish and construct all roads within the plat in accordance with:
  - a. the requirements and specifications set forth hereafter (Technical Specifications),

## **Section 2 -Plat Development Policy - Continued**

and said establishment and construction shall be effected at the expense of the developers who shall be required to furnish all engineering services, labor, materials, equipment, and all other things or services necessary to establish and construct said roads within the plat.

- 3) **Developers** shall pay the following expenses incidental to the establishment of said road as a town road; and shall indemnify and hold harmless the Township from all claims arising there from:
  - a. The cost of acquiring a fee interest or such other interest in property as is necessary to permit the Township to accept said road as a town road.
  - b. Any damages which the township may be required to pay in condemnation proceedings or otherwise in acquiring the right of way for the town road.
  - c. Extraordinary attorney's fees, if any incurred by the Township arising out of the establishment of said road.
- 4) **Developers** agree to indemnify and hold harmless the Township from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the establishment and construction of said roads.
- 5) It is further agreed by and between the Township and developers that the Board of Township Supervisors may inspect the establishment and construction of the roads and may perform all necessary tests in accordance with the specifications and requirements set forth hereafter. And, the Township shall also have the right to reject the dedication of the road until all specifications are met.
- 6) **Developers** shall correct all construction which does not comply with the specifications and requirements set forth hereafter within a reasonable time after receipt of notice from the township informing developers of said noncompliance and the necessary corrections which will effect compliance. The Township reserves the right to reject the dedication of the road until difficulties are corrected.
- 7) **Developers** warrant that all roads shall be warranted two (2) years from the date said roads are deemed to be established in accordance with this agreement. A bond equal to one-half the road cost and valid for two (2) years past the completion date is required.
- 8) Prior to the Board of Supervisors accepting private roads, 40% of the lots must be developed on such roads. Furthermore, If less than five (5) permanent occupied dwellings exist on a road, the Township may defer such acceptance to the people at the next annual meeting. **Developed**: An occupied single lot of land (its own parcel number) with a permanent dwelling. **Dwelling**: A home designed for year-round occupancy with two (2) or more rooms designed or used as living quarters for one family.
- 9) The Township does not accept or assume any legal responsibility relating to the establishment, construction, maintenance, or use of said roads by reason of the execution of this agreement, and further disclaims any responsibility relating to the establishment, construction, maintenance, or use of said roads until established as township roads in accordance with the law.

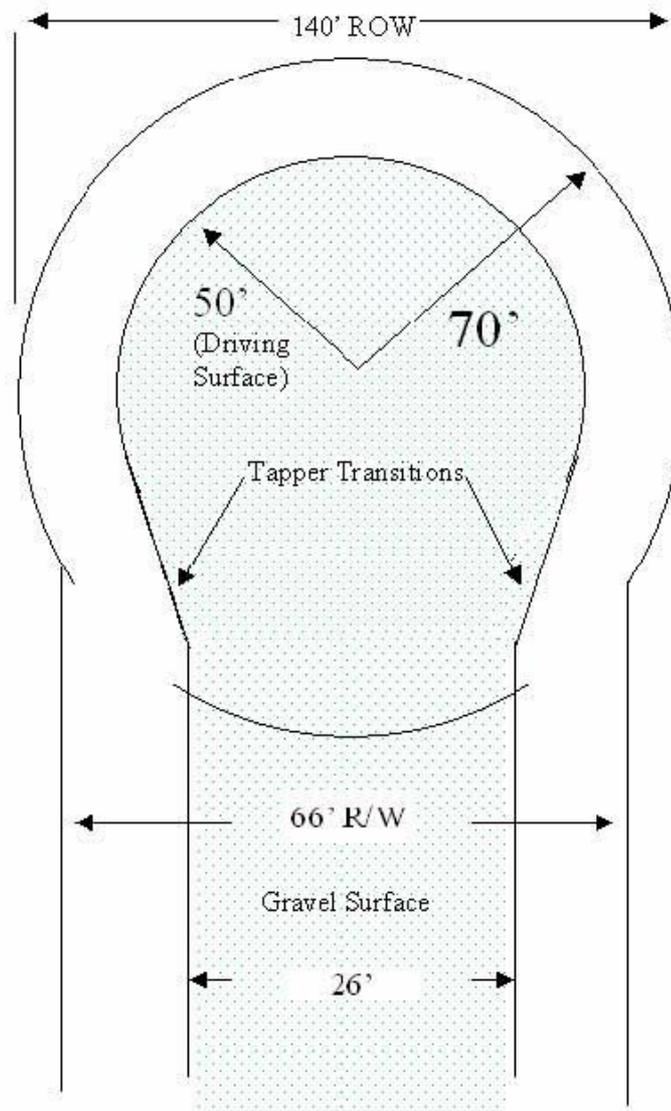
- 10) Developer must acquire all easements for roads and a copy shall be on file with Henrietta Township.
- 11) The Township reserves the right to revise this road policy at any time.
- 12) This agreement shall be recorded with the County Recorder of Hubbard County, Park Rapids, Minnesota.
- 13) The Board may grant exceptions to this policy and specifications as special circumstances dictate. Such exceptions will be added to the Board minutes, as well as, the addendum to this document (in the official file copy at the Town hall).

### **Section 3 - Technical Specifications**

The following are the minimum road requirements that must be met in order for the township to be petitioned and take over maintenance of a private road.

- 1) All roads must have a 66-foot right-of-way and must be platted at 66 feet. All 66 feet of the road must be cleared. All shall intersect the township road at a right angle
- 2) The developers shall establish and construct the roads so as to have 26 feet of
- 3) driving surface. Refer to Rural Local Street Cross Section.
- 4) A road taken over for maintenance by the township must have adequate sub-grade with a minimum of 4" **compacted** Class 5 gravel over the sub-grade.
- 5) Appropriate ditches (8.0 foot minimum bottom) must be present on both sides of the
- 6) road, which provide for appropriate drainage. In-slopes are to be 3:1.
- 7) Dead end roads are prohibited and cul-de-sacs are discouraged. Refer to Cul-De-Sac drawing .
- 8) The developers shall install all road culverts as necessary for adequate drainage. The culverts are to be new metal 16 gauge, 18" X 40' for centerline culverts and new metal 18" X 30' for driveways. Metal aprons are also required on all culverts. Other culverts may be used but shall have the board's approval prior to installation.
- 9) The developers shall remove all extra fill, stumps, refuse, and any other materials relating to or resulting from the establishment and construction of the aforementioned roads. No stumps or other debris will be buried inside the road bed or inslope.
- 10) The developers shall finish all roadsides, ditches, and slopes with at least 3" of topsoil and seeded with an approved mixture of seed (Highway #5 or better), so as to prevent erosion.
- 11) No rocks over 12" in diameter can be placed in road bed.
- 12) No rocks over 6" can be placed within 1' of top of road bed.
- 13) Developers shall be responsible for the provisioning and installation of any/all road signs required as a result of the platted development in order to provide for public safety. i.e. stop, caution, yield, street signs, etc. Signing shall be done in accordance with the MNMUTCD (Minnesota Manual on Uniform Traffic Control Devices)
- 14) The road surface must have the following crowns: Gravel surface = ½ inch of drop per foot of road width (4%).
- 15) The Township may consult a licensed engineer to assist with the acceptance of the proposed road.

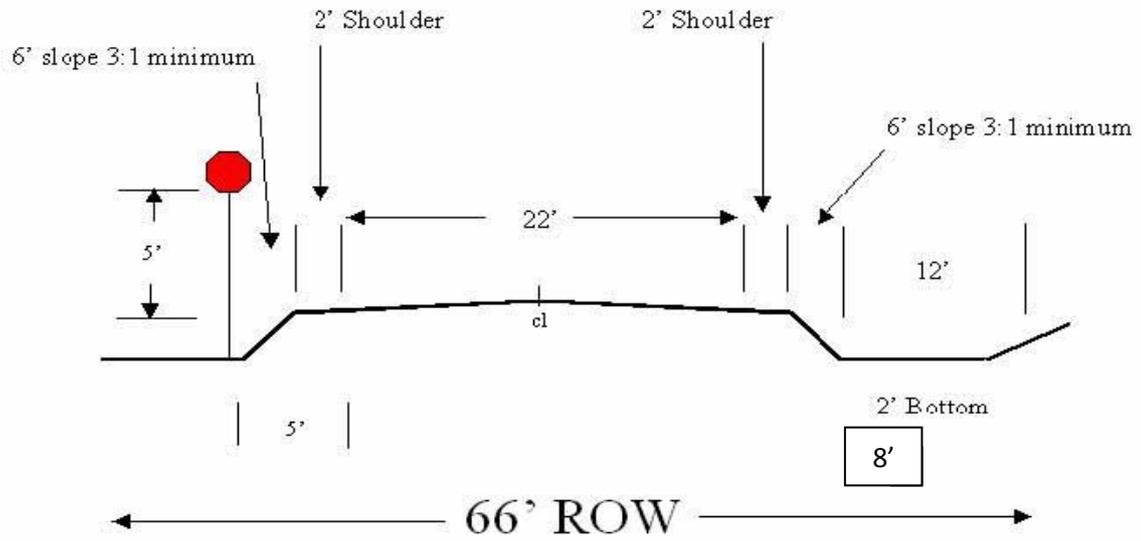
### Section 3 -Technical Specifications – Cul De Sac



**CUL-DE-SAC Drawing**

Dead end roads are prohibited but cul-de-sacs **may** be permitted. Cul-de-sacs shall have a terminal turn around which shall be provided at the closed end, with a turn around of a minimum outside right-of-way diameter of one hundred forty (140) feet and an outside curb or shoulder radius of fifty (50) feet.

## Rural Local Street Cross Section (Not to Scale)



Rural Local Street Cross Section  
(Not to Scale)

**HENRIETTA TOWNSHIP ROAD AGREEMENT ACCEPTANCE FORM**

I, \_\_\_\_\_, having fully read and comprehended  
Henrietta Township's Road Policy, do agree to abide by the terms of said Road Policy in  
regards to the plat, \_\_\_\_\_, in the Town of Henrietta, County  
of Hubbard, State of Minnesota.

**Developer/Landowner Address of Developer/Landowner**

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone number : \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Chair, Henrietta Township

\_\_\_\_\_

Date

ATTESTED BY:

\_\_\_\_\_

Clerk, Henrietta Township

**RESOLUTION ACCEPTING A ROAD BY HENRIETTA TOWNSHIP**

# \_\_\_\_\_

Henrietta Township in the County of Hubbard of the state of Minnesota

**WHEREAS**, the board of Henrietta Township has received a formal request to take over the road as described as follow: **WHEREAS**, the town board requires that the road be built to the town road specifications for such roads before they will be accepted and maintained as a town road;

**WHEREAS**, it is in the best interest of the Township and the public at large to clearly establish and communicate these policies and procedures; **WHEREAS**, the township has inspected the road and has determined that it meets the specifications and or otherwise satisfies the town board in its construction;

**WHEREAS**, the Town Board has determined that the nature and character of the road is such that expending town funds to maintain it is in the public interest;

**NOW, THEREFORE BE IT RESOLVED** that the Henrietta Township Board, Hubbard County, Minnesota, hereby accepts the above-described road as a Township road and will begin maintaining as such.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ By the Henrietta Township Board of Supervisors.

Accepted:

\_\_\_\_\_  
Township Board Chairman

Supervisors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Henrietta Township Clerk

Signed and attested copy sent to the Hubbard County Court house at recording time.