

# PINE LAKE TOWNSHIP

Supervisors Ed Roberts 298-0970 – Bob Sieling 346-2626 – Tim Lackowitzer 849-6963  
Ken Guck, treasurer 346-3456 – Sue Schmid, clerk 298-0671

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In response to your request, we are enclosing an “**Application for Access Approach Permit**”, which you must complete. Please mark the exact location on the ground with a lath and attach flag where you want the proposed approach so it will be easy to locate. Minimum spacing of driveways at shoulder line of 120 feet.

The landowner is required to submit a processing fee of **\$100** with the permit application. The application must also be accompanied by a separate **\$500** deposit.

The location will be inspected and if found satisfactory, the permit will be granted. The requesting landowner, will be responsible for all backfill, topsoil and seeding of all raw slopes and placing surface material at requestor expense. The landowner is also responsible for the cost of a culvert, if applicable.

Please refer to the attached “**Approach Entrance Construction Standards**” for the construction standards that must be met.

The \$500 deposit will be for the assurance that the access approach will be installed and completed in conformance with the permit, sketches and other requirements. A **one year time frame** will be allowed for completion. The deposit will be refunded upon completion of the work to the satisfaction of the Township. Additional inspections will be deducted from the deposit and the Township reserves the right to cause the uncompleted work to be performed and the costs shall be charged to the landowner. Landowner is to notify the clerk, in writing, when the approach is ready for final inspection.

Final inspection will include:

1. Proper culvert installation
2. Proper fill material and surfacing
3. Proper slope from edge of surface to end of culvert as required by pre-inspection
4. Establishment of seed or sod to prevent erosion
5. Removal of excess debris, rock, limbs, ect.

*Any approach found to be placed adjacent to a Township Road without a valid permit will be assessed double the permit fees (\$200) and subject to inspection by a representative of Pine Lake Township. Should the access approach be found to be deficient in the required width and elevation, determined that it will alter the drainage in the road right-of-way, placed in a manner that the sight distance of the oncoming traffic may create a safety hazard, or have been built using substandard or no drainage culvert, the landowner will be required to remove the approach or correct the deficiency at the landowner's expense within the time period of 1 month from the time of inspection as well as submit the required approach permit fees. If the landowner does not comply with the requirements stated within this policy, the Township will cause the approach to be corrected and the landowner will be responsible for the entire cost billed from Pine Lake Township.*