

Helena Township  
PO Box 386  
New Prague, Minnesota 56071

**TEMPORARY DRIVEWAY PERMIT**

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

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

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

1. No driveway construction until approved by Road Overseer Jeff Haag (952.237.4202).
2. Road Overseer will determine if a culvert is needed.
3. Owner of the driveway is responsible for removal within six (6) months and will notify Road Overseer.
4. Minimum and maximum width will be approved by Road Overseer.
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 right of way).
6. It is illegal to erect any retaining structures, decorative posts, etc. within township right of way. Township is not responsible for damage to mailboxes and posts during road maintenance.
7. A fee of \$400 will be collected at the time of application for driveways not requiring a culvert and \$1,000 for driveways requiring a culvert; a partial refund of \$600 will be made upon removal and successful inspection by Road Overseer or Town Supervisor.
8. Location of the temporary driveway will be approved by Road Overseer.
9. Property owner is required to seed or sod all ditches.
10. Dirt/debris are not allowed on township roads.
11. The Township is not liable for any damage to any portion of any driveway due to road maintenance.
12. Notification of Road Overseer, Jeff Haag at 952.237.4202 upon completion of work.
13. The applicant agrees to all requirements by signing this application form

Date: \_\_\_\_\_  
Applicant

**Completed by Helena Township Road Overseer** Permit #: \_\_\_\_\_

Date: \_\_\_\_\_  
Township of Helena

Additional Comments or Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_