

Policy NO. CA02142018-REV

Bergen Township  
of McLeod County, Minnesota

Revision 1/2/2019

SUBJECT: Culverts & Approaches

WHEREAS, the Town Board (“Board”) of Bergen Township (“Town”) is the road authority and provides maintenance for approximately 43 miles of road within the Town;

WHEREAS, the Board, as the road authority, has the responsibility to maintain the Town roads, and as such has a vested interest in whatever may be done to Town road surfaces;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby adopts the following as the Culvert policy for the Town:

I. PURPOSE

The purpose of this Policy is to establish specific guidelines for the installation of culverts when driveway approaches are installed or culverts are replaced under existing approaches entering on to a township road.

II. DEFINITIONS

For the purposes of this Policy, the following terms shall have the meaning given them in this Section.

- A. Property Owner. “Property Owner” or “Person” means the individual that obtains a permit from the Bergen Township Board to install an approach and culvert entering on to a Township Road.
- B. Road Authority. “Road Authority” means the Bergen Township Board.
- D. Township or Town. “Township” or “Town” means Bergen Township, McLeod County, Minnesota.
- E. Township Board or Board. “Township Board” “Board” means the Township Board of Supervisors of Bergen Township, McLeod County, Minnesota.

III: APPROACHES TO EXISTING TOWNSHIP ROADS

Any property owner requesting to install an approach onto an existing township road must seek a permit from the Township Board prior to proceeding with the work. The property owner will be required to pay all costs of installing an approach including the cost of the culvert and culvert aprons, if required. All culverts shall be corrugated steel, galvanized, and shall be a minimum of 15” diameter 16 gauge steel and 40’ in length. All culvert sizes shall be determined and approved by the Township Board. Any culvert other than listed previously need prior approval. If less than 12” of covering is on top of the culvert, then the culvert must be concrete. The top of the approach needs to be a minimum of 24 feet in width with a 4:1 slope and that will determine the length of what size culvert is needed. Sizes can change depending on conditions and location therefore, all culverts must be preapproved by the board. Any damage to the township road during

construction of an approach must be repaired and the township road must be restored to the same condition or better than what existed prior to the damage occurring.

IV. PROCEDURES -

- a. Notify board in writing, phone or attending monthly meeting for approval.

V. COMPLAINTS & REQUESTS FOR FURTHER SERVICES – Complaints & requests for further services should be submitted to any Town Supervisor, or mailed to the Town Clerk. The mailing address for the Town is: Bergen Township, PO Box 744, Lester Prairie, MN 55354

VI. REVIEW OF POLICY – The Board will periodically review this policy, taking into consideration any changing conditions in the Town’s circumstances, any complaints received, or contractor/industry changes.

VII: APPROACHES TO EXISTING TOWNSHIP ROADS

Property owners, who already have access to a township road and want to build an additional approach, will be required to obtain a permit from the Board. They must also meet all requirements in this Policy and be responsible for paying the costs of installing that approach including the cost of the culvert as well as any repairs necessary to the township road.

If a culvert is not installed in accordance with this Policy, replacement and/or repairs will be at the property owner’s expense.

Adopted this 14th day of February, 2018

**BY THE BOARD**

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Town Chair

**Revision 1/9/19**

Attest: Town Clerk – Tiffany Eggert