



Hubbard County Highway Department Entrance Permit Application Procedures

This tutorial has been created to guide you through the Entrance Permit application process.

If you have any questions, please call us at: (218) 732-3302 or email at: publicworks@co.hubbard.mn.us

Entrance Permit - Needed prior to constructing an approach or entrance on Hubbard County Road Right-of-Way. A \$100.00 non-refundable fee is due with application.

Log on at: <https://onegov.co.hubbard.mn.us/>

(Sign up for a user profile in the upper right corner if you don't already have one.)

Under **Entrance Applications** click the blue link **Start New** to begin a new application.

Entrance Applications Hide

Go to: [Dashboard / List of Applications](#)

- [Driveway](#)
 - [Start New](#)

1. **Applicant Information** – Fill in fields as requested then click **Next** at the top or bottom of the page.

Applications | Reports | User

Driveway 1/5

Author: Olson, Renae <renae.olson@co.hubbard.mn.us> Switch Delete Print

1. Applicant Information Next >

* Applicant: Options: [Clear](#)

Name:

Phone: -

Email Address:

Mailing Address:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Property Owner: Options: [Clear](#)

Name:

Phone: -

Email Address:

Mailing Address:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Next > [Delete](#) [Print](#)

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2. Project Information – Fill in fields as requested then click **Next** at the top or bottom of the page.

Applications | Reports | User

Driveway 2/5

Author: Olson, Renee <reneae.olson@co.hubbard.mn.us> [Switch] [Delete] [Print]

1. Applicant Information [Previous] [Next >]

2. Project Information

3. Terms and Conditions

4. Invoice

5. Review

* Road Name/Number:

* Distance from (Specific Road, Landmark, or Intersection): Miles

* Direction from (Specific Road, Landmark, or Road Intersection): -- Select One --

* Specific Road, Landmark, or Road Intersection:

Description of Property:

* Purpose of Driveway: -- Select One --

Specify if Other:

* Is a Building to be Constructed? -- Select One --

If yes, what kind?

Will the Building be Temporary or Permanent? -- Select One --

* Is the Property Platted or Unplatted? -- Select One --

* Distance from center of highway to building/pump island: Feet

* Land is Higher/Lower/Level than/with the Highway: -- Select One --

* Number of Present Driveways to Property: -- Select One --

* Date Proposed Driveway Will Be Needed: mm/dd/yyyy

* Give Exact Location of Proposed Driveway to Property:

Give Exact Location of Present Driveway to Property:

* Upload a sketch with present and proposed driveways on the property:

New file: [Browse...]

[Add another attachment]

[Refresh / Save new names for files]

[Previous] [Next >] [Delete] [Print]

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3. Terms and Conditions – Check the box after you have reviewed the Terms and Conditions.

Applications | Reports | User

Driveway 3/5

Author: Olson, Renee <reneae.olson@co.hubbard.mn.us> [Switch] [Delete] [Print]

1. Applicant Information [Previous] [Next >]

2. Project Information

3. Terms and Conditions

4. Invoice

5. Review

I have read and agree to these Terms and Conditions.

Terms and Conditions

I, We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the regulations of the Hubbard County Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is condition upon replacement or restoration of the county highway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the local city, village or borough authorities having joint supervision over said street or highway.

GENERAL INFORMATION

To minimize site plan changes, it is desirable that preliminary driveway layouts for proposed driveways at commercial sites be submitted by the applicant to the County Engineer prior to making the permit application. By this means, construction and maintenance plans for the portion of the county highway under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and/or lessee.

Commercial and industrial driveways should generally be wide enough for two-way operation on two-way streets. The use of design vehicle templates to check the plan layout is recommended. The driveway dimensions listed in Table 1 of the Regulations should generally be adequate, but variations in width of the buffer area, driveway angle, radii, and site characteristics suggest that careful attention be given to selecting the correct combination of dimensions for the specific site. Inadequate width is hazardous to vehicular traffic, and excessive width is hazardous to pedestrian traffic.

Generally, near left and near right corner driveways should be opposite each other. Where property corners on opposite sides of the street are located such that the corresponding corner driveways would not be located directly opposite each other (skewed intersections and/or varying R/W widths), the near right side property corner should be used for locating both driveways.

REQUIREMENTS

- No work under this application is to be started until application is approved and the permit issued.
- Where work on travelled roadway is necessary, traffic must be protected, and flags, flares, and proper barricades must be placed in accordance with the standards of the Hubbard County Highway Department.
- No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
- Roadside must be cleaned up after work is completed.
- After driveway construction is completed the applicant shall notify the County Office that the work has been completed and is ready for final inspection and approval by the Hubbard County Highway Department.
- No changes or alterations in entrances may be made at any time without written permission from the Hubbard County Highway Department.



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4. **Entrance Permit Invoice** - A \$100.00 non-refundable fee applies to cover the cost of inspection and a culvert for drainage if necessary. Choose **Expected Payment Method** from the drop-down box menu. **Click Next.**

The screenshot shows a web application interface for a 'Driveway' application. The interface includes a navigation menu on the left with options: 1. Applicant Information, 2. Project Information, 3. Terms and Conditions, 4. Invoice (highlighted), and 5. Review. The main content area displays a payment summary table and a payment method selection dropdown.

Apply	Charge	Cost	Quantity	Total
	Flat Fee	\$ 100	x	\$100.00
Grand Total				\$100.00

Payment
Expected Payment Method:
Set Method | Create Payment

Buttons: < Previous, Next >, Delete, Print

- If you wish to pay by check, make it payable to Hubbard County Highway Department and mail to: 101 Crocus Hill Street E, Park Rapids, MN 56470. Include a note that the check is for an entrance permit and include your name and phone number. Your permit will be submitted when you click **Finish**.
- If you wish to pay online, you will start the online payment process and submit your application when you click **Finish**.