

CITY OF NOWTHEN
 8188 199th Ave NW
 Nowthen, MN 55330
 763-441-1347 Fax: 763-441-7013



Residential
Driveway Permit Application
 Permit # _____

Property Owner _____

Site Address: _____

Contact: _____ Email: _____ Phone: _____

Proposed driveway access width _____ Type of Surface _____

Location of Driveway must be shown on property survey

Property access must be installed before construction starts

- Minimum specifications: Rock construction entrance sixteen (16) feet wide and fifty (50) feet long. Access must be mud-free at all times which may require a driveway sub-base of four (4) inches of Class 5 limestone OR rock ≤ three (3) inches in diameter to within ten (10) feet of the foundation.
- Driveways of any type surface shall maintain at least a five (5) foot setback from adjacent property lines.
- The maximum width of an access within the right-of-way onto any public street shall not exceed thirty (30) ft.
- Single family residential uses shall be limited to one (1) access per property, except by CUP.
- A fifteen (15) inch minimum steel culvert is required, unless determined otherwise by the Maintenance Department.
- All culverts must be a minimum of twenty four (24) feet in length with aprons, extending eight (8) feet beyond the driveway on both sides and graded to a maximum of 4 to 1 slopes.
- All driveways and parking areas shall be surfaced with materials suitable to control dust and drainage.

The undersigned acknowledges that he/she has read this application and herewith accepts the terms and conditions of the regulations as written. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Nowthen. Any property owner or agent representative that willfully engages the City in an application shall bear full responsibility for refunding the costs incurred for the required review, processing or other obligations. Charges for services left unpaid may be certified to the County Auditor and collected as a special assessment.

 Signature of Applicant or Authorized Agent

 Date

For office use only

Is culvert needed? Yes No Length _____ Diam _____ Aprons: Yes No Bands Yes No

Will culvert be purchased from the City: Yes No Paid: Check # _____ CC # _____ (last 4 digits)

Permit Fee: \$125 Culvert Fee: \$ _____ Aprons: (\$60/each) \$ _____ TOTAL DUE: \$ _____

Approved by: _____ Date: _____

RESIDENTIAL DRIVEWAY ACCESS PERMIT CHECKLIST

General Requirements:

- No work may commence until this application is approved.
- No changes or alterations may be made without written permission of the City of Nowthen Roads/Maintenance Department.
- A site plan or survey has been submitted showing driveway location.
- The proposed driveway is staked on the property at the desired width.
- Driveway fill and ditch slopes shall not exceed 3:1.
- Any culverts or drainage devices required by the City shall be installed by the applicant/property owner.
- Ditches, shoulders and backslopes shall be restored back to their original condition unless otherwise directed by the City, including surfacing materials (gravel shoulders) and soil stabilization/seeding methods consistent with pre-existing conditions.
- The applicant/property owner shall be responsible for correcting any settling or erosion problems caused by construction for a period of one year following the completion of work.

Zoning Ordinance Requirements:

- Single family residential uses shall be limited to one (1) driveway access per property except that a second access shall be permitted on any lot with a minimum frontage of one hundred twenty five (125) feet to a public street.
- Driveways shall be located sixty (60) feet or more from the intersection of two or more street rights-of-way (as measured at the intersection of lot lines).
- Maximum driveway width for residential uses is thirty (30) feet.
- Driveways must be setback a minimum of five (5) feet from property lines except as specified in Section 11-6-2.G.2 of the City Zoning Ordinance to allow for shared access to two or more properties.
- Driveway spacing between other driveways on or adjacent to the subject property shall be forty (40) feet, except for single family dwellings as may be allowed by the Maintenance Supervisor.
- The grade elevation of any driveway or parking area shall not exceed four (4) percent.
- Review by the City Council shall be required should the City Maintenance Supervisor determine that the proposed driveway, its location, size, construction or relationship with other driveways or properties in the neighborhood deviate from the driveway permit checklist.
- The applicant or property owner shall be required to pay any additional costs associated with the access request to achieve compliance with the requirements of this Section and approval of the City Engineer and the County Engineer when applicable.

*****The City of Nowthen reserves the right to change the location, width or configuration of the proposed driveway(s) if necessary to improve visibility, site distance, grade, turning radius, or anything else relating to the safety upon or maintenance of public streets.***