

CITY OF BALDWIN  
30239 – 128<sup>th</sup> Street NW  
Baldwin, MN 55371  
Telephone: (763) 389-8931  
Fax: (763) 389-2751

For Office Use Only

Permit # \_\_\_\_\_  
Sent to Engineer \_\_\_\_\_  
Initial Insp \_\_\_\_\_  
Final Insp \_\_\_\_\_  
Refund \_\_\_\_\_

### PERMIT APPLICATION FOR ACCESS TO A CITY ROAD

**NOTE: A CITY PERMIT IS NOT REQUIRED FOR ACCESS OFF OF A COUNTY ROAD OR STATE HIGHWAY. CHECK WITH COUNTY ZONING DEPARTMENT**

Construction Escrow and EMS Sign Fees are payable at time of application.

**NOTE: Applicant for Access Permit is responsible for informing home buyer that headwalls are not allowed**

\$15,600.00 Construction Escrow: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_  
\$70.00 EMS Sign Fee: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

If the work is not completed as outlined, costs incurred by the City to remove or complete the construction will be deducted from the Construction Escrow.

#### PLEASE PRINT

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: (Street, City, Zip) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: (Street, City, Zip) \_\_\_\_\_

Proposed access location (Street name) \_\_\_\_\_ miles/feet N-E-S-W of intersecting  
Street (Name) \_\_\_\_\_

Legal Description: Located in \_\_\_\_\_ Quarter of Section \_\_\_\_\_ Township 35 Range 26 or  
Located in Plat of (Name) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
Parcel Identification Number 01- \_\_\_\_\_ - \_\_\_\_\_  
Property Address \_\_\_\_\_

Access Purpose Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Number of present accesses \_\_\_\_\_ Date access will be installed \_\_\_\_\_

#### **MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES CITY COUNCIL APPROVAL**

**Attach a sketch of the property, present & proposed accesses in relation to intersecting roads**

I (we) the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform to current City Engineering Standards. 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 conditioned upon replacement or restoration of the City Road to its original condition. **Further**, I (we) the undersigned, have received a copy of current City Engineering Standards and Minnesota Statute 160.27 Particular uses of Right of Way; Subdivision 5, Misdemeanors.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name (Print) \_\_\_\_\_  
Address: \_\_\_\_\_



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### **Driveway Permit Requirements**

- ☐ Construction driveway must be installed with rock prior to starting work
- ☐ Only one driveway will be allowed per residential lot except when there is an authorized Second Driveway Permit with Engineering and Town Board approval prior to construction
- ☐ Driveway must be spaced no closer than 150 feet to each other on a township road designated as a collector roadway
- ☐ Unapproved driveways will be required to be removed at the owner's expense
- ☐ Minimum of 15"/16" Gauge Corrugated Metal Pipe
- ☐ Aprons are required
- ☐ Headwall constructed around ends of culvert are not permitted
- ☐ Driveway in slope in the ditch shall be no greater than 4:1
- ☐ Any variances from these requirements must be brought to the Town Board
- ☐ Vegetation or erosion control must be established within two weeks of the culvert installation
- ☐ Effective as of April 3<sup>rd</sup>, 2023 pavement or concrete must be installed from where the road meets the Right-Of-Way. See Ordinance 900-1
- ☐ Roadway near intersection of driveway must be clean of debris
- ☐ Culverts must be free of silt or debris at time of inspection

## **Section 200 Driveway Standards**

200.01 Driveway permits are required.

### **210 Construction**

210.01 Driveway culverts shall be a minimum of 15" in diameter and a minimum of 24 feet in length. Allowable materials are 16 gauge corrugated metal pipe. Aprons are required. Head walls constructed around the ends of culverts shall not be permitted. Driveway inslope in the ditch at the culvert shall be no greater than 4:1. Only one driveway will be allowed per residential lot per roadway except when authorized by the Town Board. Driveways must be spaced no closer than 150 feet to each other on a Township road designated as a collector roadway. Any variances from these requirements must be brought to the Town Board. Unapproved driveways will be required to be removed at the owners expense.

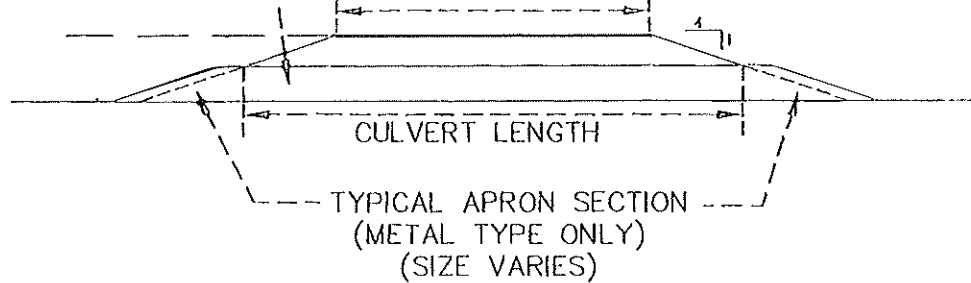
210.02 Safety aprons are required on all culverts located at the intersections of Township and collector roadways.

210.03 The maximum top width of a residential driveway within the public right-of-way shall be limited to 24 feet. A commercial driveway shall be limited to 30 feet in width.

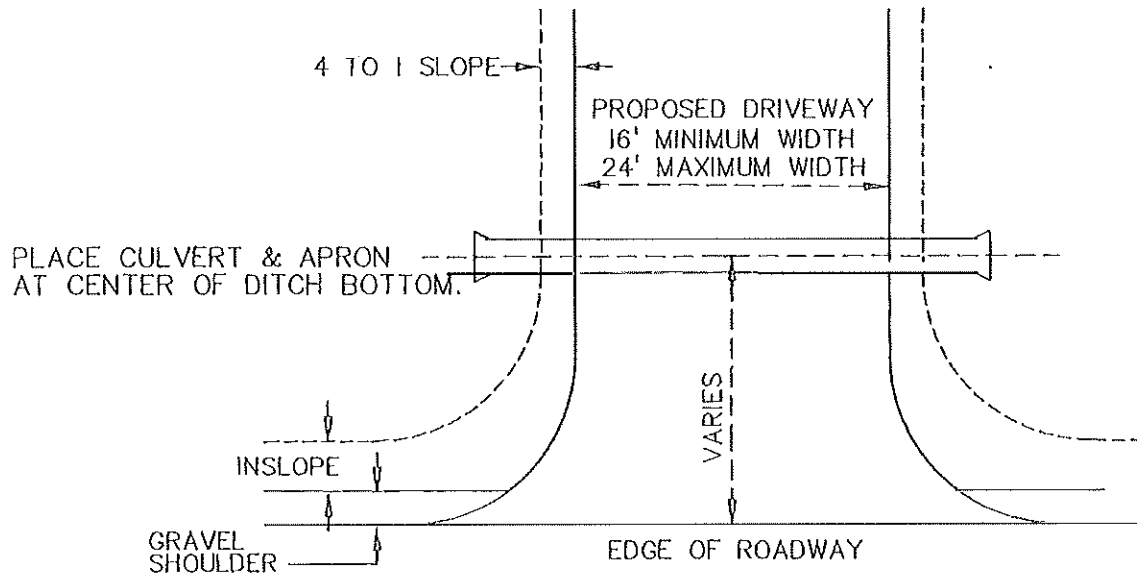
210.04 The full width of the right of way shall be cleared and grubbed for the construction of the roadway section. All stumps, roots, logs, brush, etc. shall be removed from the upper 24 inches of roadbed embankment and oversized rock, broken concrete, metals, etc. shall be removed from the upper 12 inches of roadbed embankment.

16 GA. CMP CULVERT  
15" MINIMUM DIAMETER

PROPOSED DRIVEWAY  
16' MINIMUM WIDTH  
24' MAXIMUM WIDTH



CULVERT LEN. (ft.) = DRIVEWAY WID. (ft.) + 2[(((DITCH DEPTH - CULVERT DIA. in.)/12) \* 4)]  
EXAMPLE: 16 ft DRIVEWAY WIDTH, 29" DITCH DEPTH, 15" CULVERT  
CULVERT LEN. (ft.) = 16' + 2[(((29" - 15")/12) \* 4)] = 25 ft.



NOTES:  
CULVERT APRON LIP IS TO BE PLACED AT DITCH BOTTOM.  
IN THE OCCURRENCE THAT DITCH IS DEEPER THAN  
THE MINIMUM, THE CULVERT LENGTH SHALL  
BE EXTENDED TO MAINTAIN 4 TO 1 SLOPE.

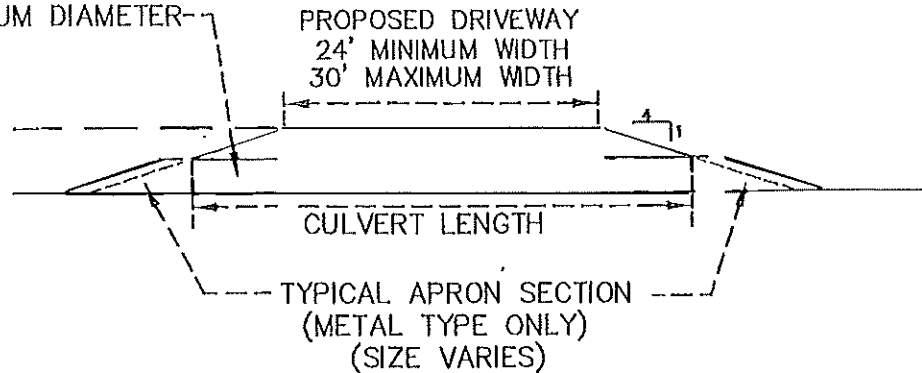
BALDWIN TOWNSHIP  
STANDARD DETAILS

DRIVEWAY CULVERT DETAIL  
(RESIDENTIAL)

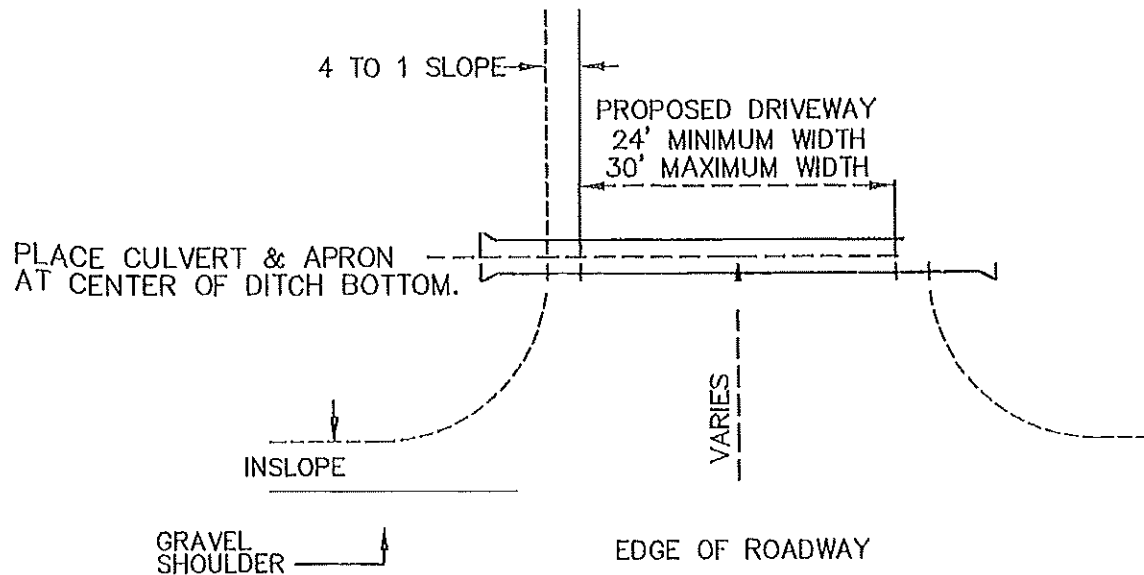
Date: 4/7/03

Plate No: BLD-202.0

16 GA. CMP CULVERT  
15" MINIMUM DIAMETER



CULVERT LEN. (ft.) = DRIVEWAY WID. (ft.) +  $2[(\text{DITCH DEPTH} - \text{CULVERT DIA. in.})/12] * 4$   
 EXAMPLE: 16 ft DRIVEWAY WIDTH, 29" DITCH DEPTH, 15" CULVERT  
 CULVERT LEN. (ft.) = 24' +  $2[(29" - 15")/12] * 4$  = 33 ft.



NOTES:

CULVERT APRON LIP IS TO BE PLACED AT DITCH BOTTOM.  
 IN THE OCCURRENCE THAT DITCH IS DEEPER THAN  
 THE MINIMUM, THE CULVERT LENGTH SHALL  
 BE EXTENDED TO MAINTAIN 4 TO 1 SLOPE.

BALDWIN TOWNSHIP  
STANDARD DETAILS

DRIVEWAY CULVERT DETAIL  
(COMMERCIAL)

Date: 4/7/03

Plate No: 203.0

**160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.**

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

- (1) obstruct any highway or deposit snow or ice thereon;
- (2) plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetative cover or as authorized under section 160.232;
- (3) erect a fence on the right-of-way of a trunk highway, county state-aid highway, county highway, or town road, except to erect a lane fence to the ends of a livestock pass;
- (4) erect or reconstruct driveway headwalls in or on the right-of-way of a highway or road, except as may be allowed by permit from the road authority imposing reasonable regulations as are necessary to prevent interference with the construction, maintenance, and safe use of the highway or road and its appurtenances;
- (5) dig any holes in any highway, except to locate markers placed to identify sectional corner positions and private boundary corners;
- (6) remove any earth, gravel, or rock from any highway;
- (7) obstruct any ditch draining any highway or drain any noisome materials into any ditch;
- (8) place or maintain any building or structure within the limits of any highway;
- (9) place or maintain any advertisement within the limits of any highway, except as provided in section 160.27, subdivision 7;
- (10) paint, print, place, or affix any advertisement or any object within the limits of any highway, except as provided in section 160.27, subdivision 7;
- (11) deface, mar, damage, or tamper with any structure, work, material, equipment, tools, signs, markers, signals, paving, guardrails, drains, or any other highway appurtenance on or along any highway;
- (12) remove, injure, displace, or destroy right-of-way markers, or reference or witness monuments, or markers placed to preserve section or quarter-section corners;
- (13) improperly place or fail to place warning signs and detour signs as provided by law;
- (14) drive over, through, or around any barricade, fence, or obstruction erected for the purpose of preventing traffic from passing over a portion of a highway closed to public travel or to remove, deface, or damage any such barricade, fence, or obstruction.

(b) Any violation of this section is a misdemeanor.

**History:** 1959 c 500 art 1 s 27; 1973 c 123 art 5 s 7; 1980 c 435 s 1; 1980 c 533 s 2; 1986 c 398 art 27 s 2; 1986 c 435 s 1; 1989 c 179 s 2; 1995 c 23 s 1; 1998 c 283 s 1; 2004 c 295 art 2 s 15