



CITY OF BALDWIN
 30239 – 128TH STREET NW
 BALDWIN, MN 55371
 TELEPHONE: (763) 389-8931
 FAX: (763) 389-2751
RETURN TO:
 CITY.CLERK@BALDWINMN.GOV

For Office Use Only	
Permit # _____	
Sent to Engineer _____	
Initial Insp _____	
Final Insp _____	
Refund _____	

PERMIT APPLICATION FOR ACCESS TO A CITY STREET
NOTE: A CITY PERMIT IS NOT REQUIRED FOR ACCESS OFF A COUNTY ROAD OR STATE HIGHWAY. CHECK WITH SHERBURNE COUNTY ZONING DEPARTMENT

NOTE: HEADWALLS ARE PROHIBITED

- Construction or reconstruction of any headwall within a right-of-way shall be prohibited.
- Applicant for the Access Permit is responsible for informing the home buyer that headwalls are not allowed.
- Driveways need to be completed before an occupancy permit is issued to comply with the Zoning Ordinance. If driveways cannot be completed due to winter weather or any other reason, a Construction Escrow Agreement will be required – no exceptions.
- PLEASE call City Hall to schedule an inspection when the driveway has been completed.

DRIVEWAY ACCESS FEE SCHEDULE		** All fees required at time of application**		
Lots Platted After April 3, 2023	Cash	Check #	Receipt #	Date
\$15,600 Construction Escrow				
\$70 EMS Sign Fee				
All Other Lots & Unplatted Parcels	Cash	Check #	Receipt #	Date
\$10,700 Construction Escrow				
\$70 EMS Sign Fee				
First Access Permit	Cash	Check #	Receipt #	Date
\$200 Administration Fee				
\$100 Inspection Fee				
\$70 EMS Sign Fee				

**** 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** NO ESCROW money will be refunded until the project is completed, inspected and in compliance with the Zoning Ordinance.**

PLEASE PRINT

Applicant Name: _____ Phone: _____ Email: _____
 Address: (Street, City, Zip) _____

Property Owner: _____ Phone: _____ Email: _____
 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- _____ - _____

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Property Address _____

Access Purpose: _____ Residential _____ Commercial _____ Other

Number of present accesses _____

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES CITY COUNCIL APPROVAL

**ATTACH A SKETCH OF THE PROPERTY WHICH INCLUDES
PRESENT & PROPOSED ACCESSES IN RELATION TO INTERSECTING STREETS**

I (we) the undersigned, herewith make application for permission to construct the driveway access at the above location, said access to be constructed in conformance with 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 Street 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: _____

Name (Print) _____

Date: _____

Address: _____