



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 # _____
 Check deposited _____
 Sent to Engineer _____
 Initial Insp _____
 Final Insp _____
 Passed _____
 Refund _____

PERMIT APPLICATION FOR 2ND ACCESS TO A CITY STREET

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

Second driveways must have Planning Commission, Engineering and City Council approval before construction can begin. The total \$200.00 fee is non-refundable if the request is not approved.

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.
- 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.

SECOND DRIVEWAY ACCESS FEE SCHEDULE				
** All fees required at time of application **				
Lots Platted After April 3, 2023	Cash	Check #	Date	Paid By
\$200 Administrative/Inspection Fee*				
\$800 Escrow Fee**				

* Administration/inspection fee is non-refundable if the request is not approved.
 **Escrow fees used for planning fees, attorney fees, engineering fees; unused funds will be refunded.
 *** 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: _____ Email: _____

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 _____ Other _____

Number of present accesses _____

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**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: _____

**FOR
DEPARTMENT USE ONLY**

APPROVALS:

Baldwin Planning Commission:

Signature: _____

Printed Name: _____

Date: _____

Planning Commission Meeting Date: _____

Baldwin City Clerk

Signature: _____

Printed Name: _____

Date: _____

Baldwin City Engineer:

Signature: _____

Printed Name: _____

Date: _____

Baldwin Mayor

Signature: _____

Printed Name: _____

Date: _____

Date of City Council Meeting: _____