



**CITY OF BALDWIN**  
 30239 – 128<sup>TH</sup> 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.

<b>DRIVEWAY ACCESS FEE SCHEDULE</b>		<b>** All fees required at time of application**</b>		
<b>Lots Platted After April 3, 2023</b>	Cash	Check #	Receipt #	Date
\$15,600 Construction Escrow				
\$70 EMS Sign Fee				
<b>All Other Lots &amp; Unplatted Parcels</b>	Cash	Check #	Receipt #	Date
\$10,700 Construction Escrow				
\$70 EMS Sign Fee				
<b>First Access Permit</b>	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: \_\_\_\_\_