



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
\$5,000 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: _____



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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 3rd, 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.

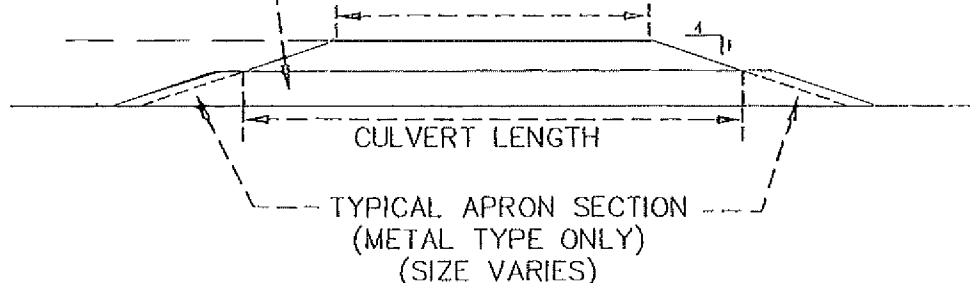
210.02 Safety aprons are required on all culverts located at the intersections of Township and collector roadways.

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.

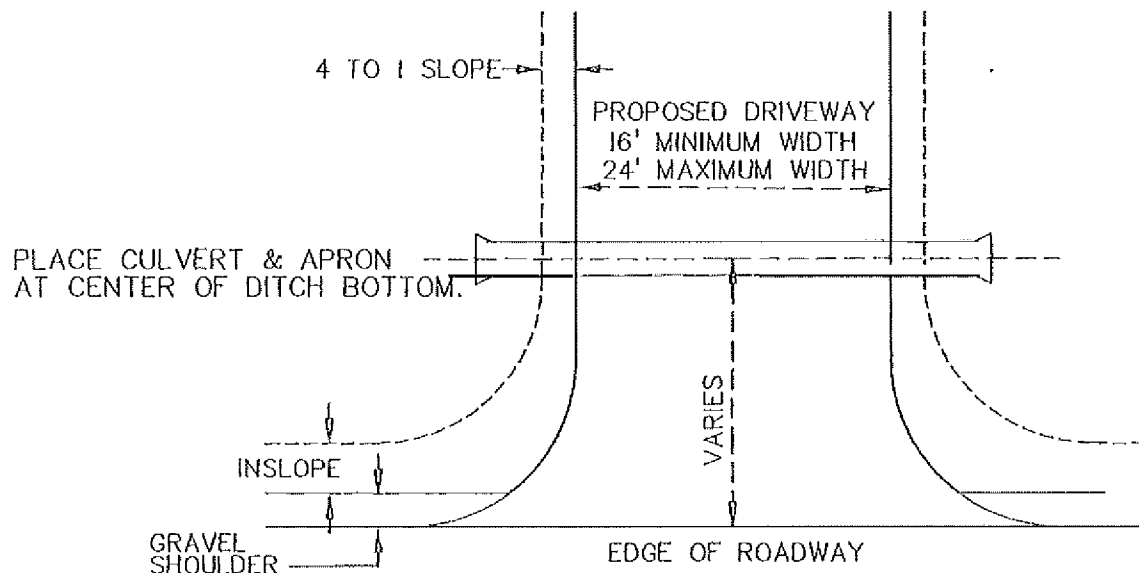
210.04 The full width of the right of way shall be cleared and grubbed for the construction of the roadway section. All stumps, roots, logs, brush, etc. shall be removed from the upper 24 inches of roadbed embankment and oversized rock, broken concrete, metals, etc. shall be removed from the upper 12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

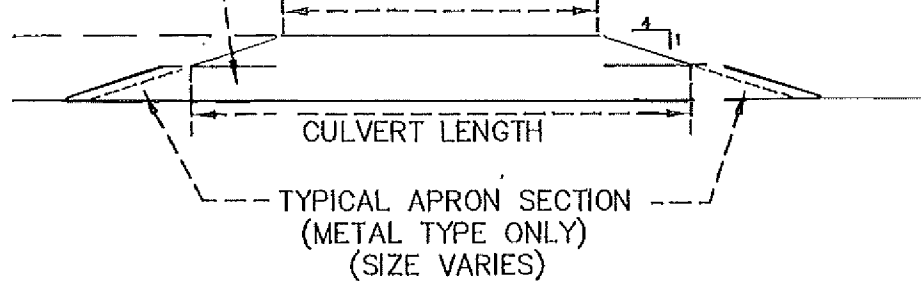
DRIVEWAY CULVERT DETAIL
(RESIDENTIAL)

Date: 4/7/03

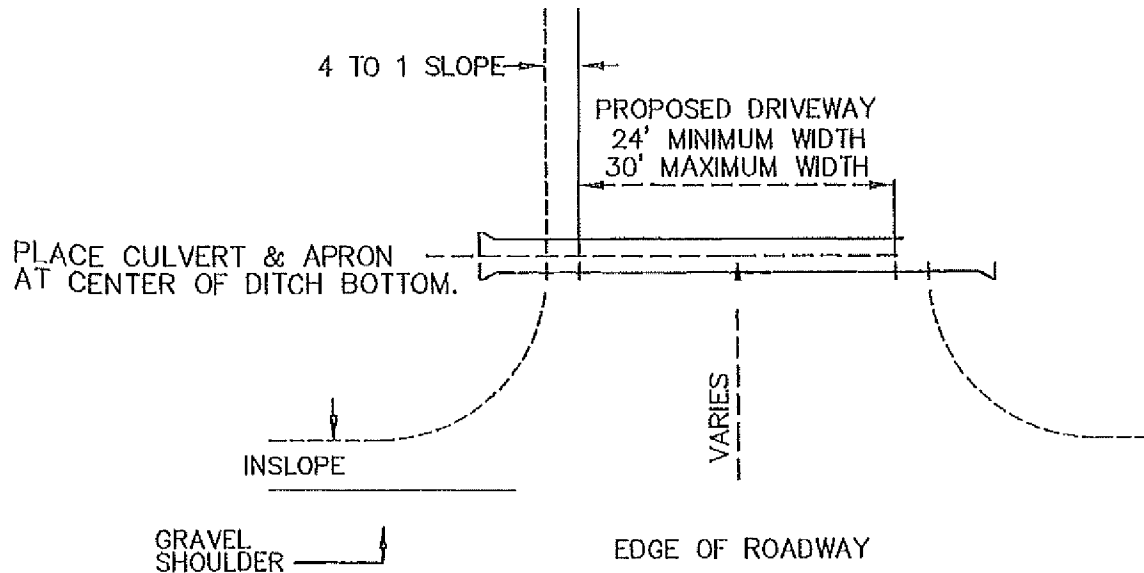
Plate No: BLD-202.0

16 GA. CMP CULVERT
15" MINIMUM DIAMETER

PROPOSED DRIVEWAY
24' MINIMUM WIDTH
30' MAXIMUM WIDTH



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



NOTES:
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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