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 _____

Revised 05-05-2026

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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 Engineer:

Signature: _____

Printed Name: _____

Date: _____

Baldwin City Clerk

Signature: _____

Printed Name: _____

Date: _____

Baldwin Mayor

Signature: _____

Printed Name: _____

Date: _____

Date of City Council Meeting: _____