



**CITY OF MEDICINE LAKE**  
PUBLIC WORKS

**DRIVEWAY PERMIT**

10609 South Shore Drive  
Medicine Lake, MN 55441  
763-542-9701

[www.cityofmedicinelake.com](http://www.cityofmedicinelake.com)

No person shall construct or reconstruct or make any substantial alteration of any driveway access to any city street rights-of-way without first obtaining a permit. Routine maintenance and care do not require a permit. The City Public Works Superintendent may issue the permit upon review of the application and recommendation by the Zoning Administrator and/or City Engineer and payment of a fee as established by City Council ordinance.

**PROPERTY IDENTIFICATION**

**FEE: \$50 ESCROW \$TBD**

PROJECT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
 PID \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
 COMPLETE PROPERTY LEGAL DESCRIPTION \_\_\_\_\_  
 PROPERTY OWNER \_\_\_\_\_ APPLICANT (IF NOT PROPERTY OWNER) \_\_\_\_\_  
 PHONE \_\_\_\_\_ PHONE \_\_\_\_\_  
 STREET \_\_\_\_\_ STREET \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

**ACTION REQUESTED**

PURPOSE OF PROPOSED ACTIVITY \_\_\_\_\_  
 \_\_\_\_\_  
 TYPE AND AMOUNT OF MATERIAL TO BE EXCAVATED/GRADED/FILLED \_\_\_\_\_  
 \_\_\_\_\_  
 CITY STREETS OVER WHICH MATERIALS AND EQUIPMENT WILL BE HAULED \_\_\_\_\_  
 \_\_\_\_\_  
 PROJECT START DATE \_\_\_\_\_ PROJECT COMPLETION DATE \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. The undersigned agrees to take measures to ensure that the proposed activity will in no way jeopardize the public health, safety and welfare or is appropriately fenced to provide adequate protection and will further comply with all conditions prescribed by the City or its officers or agents. The undersigned agrees to comply with all conditions prescribed by the City or its officers or agents.

**OWNER'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY**

DISTRIBUTION:  
 City Planner \_\_\_\_\_  
 City Engineer \_\_\_\_\_  
 Public Works \_\_\_\_\_  
 Other \_\_\_\_\_

**APPROVALS**

City Engineer \_\_\_\_\_  
 Public Works/Parks \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL BE REJECTED**

## **Additional Information**

**Fees:** The driveway fee is \$50. The escrow fee required will be based on the complexity of the project and determined at time of application by the Public Works Superintendent. This fee is waived if the permit is being requested in conjunction with a stormwater management plan, site plan review, land fill/grading/excavation permit, or other land use application.

**Payment of Fees:** The applicant acknowledges that before this request can be considered, all required information and fees (including all up front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Medicine Lake fee schedule in effect at the time of the application submittal. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

**Application Submission:** Applications should be submitted to the Public Works Superintendent at Medicine Lake City Hall at 10609 South Shore Drive, Medicine Lake, MN 55441. Phone: 763.542.9701.

**Driveway Permit Review Process:** The Public Works Superintendent shall review all plans for driveway reconstruction and issue permits as needed consistent with City Code §1300. The Public Works Superintendent will request reviews by the City Engineer or Zoning Administrator as needed depending on the complexity of the project. In the event additional review is needed, and escrow fee will be required. All driveway permits shall be completed within ninety (90) days of the issuance of the permit. Upon completion the permit holder shall notify the Public Works Superintendent in writing of the date of completion. The applicant shall also obtain a road and hauling permit from the City.

## Checklist for Driveway Applications

City Staff can help determine what materials are necessary. Contact Chris Klar at 763-542-9701 or [public\\_works@cityofmedicinelaake.com](mailto:public_works@cityofmedicinelaake.com) with questions. *Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.*

### **All Applications Must Include:**

- The application form completed and signed by the property owner or owner's authorized representative.
- A complete legal description of the subject property. This is found on the property deed. Incomplete or abbreviated legal descriptions are not sufficient.
- Site survey depicting existing conditions on the site and all pertinent legal information.
- Site plan: one PDF copy drawn and published to-scale of 1:20 but no smaller than 1:50 showing:
  - Lot lines
  - Existing topography
  - Water (OHW) and drainage courses within 350 feet of property
  - Wetlands within 350 feet of property
  - Proposed finished grade with elevations
  - Proposed drainage plan
  - Proposed landscape plan
  - Erosion control
  - Location of easements and underground utilities (sewer and water), etc.
  - Zoning information for the site including hardcover calculations
  - Proposed sidewalks or other hard surface
  - Any additional information as may be reasonably required by the City