



The City of Medicine Lake requires a Driveway Permit to construct, reconstruct, or expand any driveway access to any city street right-of-way without first obtaining a permit.

Fees: Application: \$50; Escrow: \$500

Proposed driveway projects must comply with the standards identified in Section 1300.2 of the City of Medicine Lake Zoning Regulations. If the standards cannot be met, a variance may be sought pursuant to the standards and procedures found in Section 900 of the Zoning Code. Any driveway project approved should be constructed to have minimal impact on adjacent property. Efforts shall be taken to keep all runoff from the driveway project area on the subject property until it can outflow to a public drainageway.

A permit is not required for the normal care and maintenance of an existing impervious surface so long as the square footage of the surface is not increased.

REQUIRED ATTACHMENTS

- 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
 - Floodplain (elevation 890.4)
 - Proposed finished grade with elevations
 - Proposed landscape plan
 - Erosion control
 - Location of easements and underground utilities (sewer and water), etc.
 - Proposed drainage plan
 - Zoning information for the site including hardcover calculations
 - Proposed driveways and/or sidewalks
 - Proposed buildings
 - Any additional information as may be reasonably required by the City

APPLICATION SUBMISSION

- Applications should be submitted in electronic form to the following address:
public_works@cityofmedicinelake.com.
- Please mail a check for the fee and security amounts with a copy of the application to City of Medicine Lake, 10609 South Shore Drive, Medicine Lake, MN 55441. The check should be made payable to the City of Medicine Lake and include the permit type and address on the check.

- The City will review the application for completeness and will contact you to verify the permit fee, securities, and other documentation. Following approval and receipt of all required documents and payment, the City will email you the permit.
- The permit must be displayed during the project.
- 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 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 an assessment.

Driveway Permit Process: A City Representative shall review all plans for driveway reconstruction and issue permits as needed consistent with City Code §1300. The City Representative 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, an 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 City of Medicine Lake, in writing, of the date of completion. The applicant shall also obtain a road and hauling permit from the City.

For further information see [City of Medicine Lake Zoning Regulations](#), Section 1300 and [Medicine Lake Ord 146, Land Use Fees 2025](#)