

DRIVEWAY PERMIT

**ADMINISTRATIVE REVIEW
APPLICATION**



DATE RECEIVED: _____

RECEIVED BY: _____

Address or PID: _____

Property owner name: _____ Phone: _____

Mailing Address: _____

Email: _____

Contractor: _____ Phone: _____

Mailing Address: _____

Email: _____

License number: _____

Driveway Use: _____ Work Class: _____

Current Width: _____ Proposed Width: _____

Work Description:

All required information must be submitted with the application.

Submission of Application must include: Site plans (to scale) indicating current configuration of the driveway and proposed modification.

If work is in the Right of Way, Applicant must also submit: Certificate of insurance and Escrow as determined on a case by case basis.

The applicant hereby acknowledges the continued validity of this permit is contingent upon the compliance of all work being done according to the information herewith submitted and with the applicable ordinances of Chisago City.

Applicant's Signature

Date

Any new driveways, additions and replacement of driveways shall require a driveway permit prior to construction. Residential district and uses shall meet the requirements of section 6.1 Site size and Building Requirements, 6.7 Off Street Parking and Loading and the following driveway requirements:

Driveways. Any new driveways, additions, and replacement of driveways shall require a driveway permit prior to construction. Residential district and uses shall meet the following driveway requirements:

1. All new construction within the city must be paved with impervious surface or pervious asphalt, pavers, concrete or similar material as approved by the City Administrator or designee. This includes new garage additions to existing structures.

2. Residential driveways that are one hundred (100) feet or greater shall pave at least forty (40) feet from street entrance, measured adjacent to the back of curb or edge of the public road.
3. Gravel or unfinished driveways are allowed when the public road is of gravel material.
4. When new garages or garage additions are constructed, existing or new residential driveways shall be improved to an impervious surface or approved pervious material as indicated in 6.1.G(1).
5. Driveway access may be the width of the garage but shall not exceed thirty-six (36) feet width out in the public right-of-way.
6. Garages less than twenty-four (24) feet wide may have an access up to twenty-four (24) feet measured adjacent to the back of curb or edge of public road.
7. Any right-of-way repairs or street reconstruction, the city will only be responsible for replacing up to twenty-four (24) feet of the opening. The cost to replace the remainder of the driveway opening is the responsibility of the property owner.
8. Driveways shall have a minimum five (5) foot side yard setback.
9. Waterlines from the curb stop must be placed in the yard and not the driveway unless the setbacks cannot be met. The placement of the waterlines will be approved by the City Administrator or designee.
10. Secondary driveways may be approved on a case-by-case basis by the City Administrator or designee considering the following:
 - a. Must meet five (5) foot side yard setback.
 - b. The property must be a minimum of 2 acres and have one hundred fifty (150) feet width at the Right of Way.
 - c. Cannot cause the property to exceed the maximum allowed impervious surface area.
 - d. Must be thirty (30) feet or more away from an intersection, measured from the Right of Way.
 - e. Type of curb, single-family uses shall be limited to one (1) curb cut access per property.

Commercial, industrial, and other non-residential district driveways shall have approval through the Design Review process. A driveway permit is for resurfacing existing driveways. Proposed new driveway access or increasing access shall be reviewed by City staff and approved by the City Administrator or designee. Inspections may be required prior to work and scheduled within 24 hours of work completion.

Applicant's Signature

Date

Application fee: \$50.00 (*non-refundable*)

copy to: _____ Public Works

*Additional Consulting Engineer fees may apply

_____ City Administrator

Paid _____ Receipt # _____

_____ City Engineer

OR OFFICE USE ONLY

City Administrator or designee: _____	Approve: _____
Date: _____	Deny: _____