



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Department  
 Phone: 952-873-5553  
 permitting@belleplainemn.gov  
 www.belleplainemn.gov

Fee: \$50.00

# DRIVEWAY PERMIT APPLICATION

Driveway Permit:

<b>SITE</b>		Address:		P.I.N:	
Lot Number:		Block Number:		Subdivision:	
<b>OWNER</b>		Name:		Phone:	
Address:				E-Mail:	
<b>CONTRACTOR</b>		<input type="checkbox"/> Homeowner		Name or Company:	
Phone:		Contractor's License:		E-Mail:	
Address:					
<b>Driveway Use:</b>		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial		<b>Work Class:</b> <input type="checkbox"/> New <input type="checkbox"/> Replace Existing <input type="checkbox"/> Addition	
Current number of driveways:		Proposed number of driveways:			
Width of current driveway:		Width of proposed driveway:			
Construction of Building:		<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If Yes,</i> Building Type: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	
				Building Use:	

**WORK DESCRIPTION:**

**SUBMISSION OF APPLICATION MUST INCLUDE:**

- Attached site plan (to scale) indicating the current configuration of driveway and proposed modifications.

**IF WORK IS PERFORMED IN CITY RIGHT-OF-WAY, APPLICANT MUST ALSO SUBMIT:**

- Certificate of Insurance &  Bond or Deposit Check in the amount of \$2,000.00

I/We the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with regulations and conditions of the City of Belle Plaine and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of Belle Plaine within sixty (60) days. It is further agreed that no work in connection with this application will be started until the application is approved. It is expressly understood that this permit is conditioned upon replacement or restoration of the street to its original or to a satisfactory condition. It is understood if work within city right of way is not completed to the satisfaction of the City, the deposit will be refunded. It is further understood that this permit is issued subject to the approval of any authorities having joint supervision over said street.

City Code, Chapter 11, Section 1103.04 appeals, identifies the appeal process if the applicant is not satisfied by the ruling of the administrative officer in regards to this permit. The appeal must be filed within thirty (30) days from the decision with the Zoning Administrator.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## OFFICE USE ONLY

<input type="checkbox"/> Site Plan  <input type="checkbox"/> <b>Work in ROW</b> <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> \$500,000 general liability <input type="checkbox"/> \$1,000,000 workers comp <input type="checkbox"/> \$1,000,000 added coverage	<input type="checkbox"/> Bond in amount of \$2,000 or Issuer: <input type="checkbox"/> Check in amount of \$2,000 <input type="checkbox"/> Check #:	<b>Form of Payment:</b>
		<b>Date Issued:</b>
		<b>Transaction #</b>
		<b>Issued By:</b>
<input type="checkbox"/> <b>Approved</b> In accordance with this application and the Belle Plaine City Code, the Driveway Permit is granted to _____ to construct and maintain and access at the aforementioned location. The approval of this application is subject to conformance with the special provision and conditions set forth in this application.		
<input type="checkbox"/> <b>Denied</b>		
Public Works Superintendent: _____		Date: _____
Community Development Director: _____		Date: _____
<input type="checkbox"/> <b>Work has been completed and all requirements have been met.</b>		<input type="checkbox"/> Refund Deposit Date: _____
Public Works Superintendent: _____		Date: _____

**THIS PAGE LEFT INTENTIONALLY BLANK**

**Driveway Permit Information (per City Code, Chapter 11, Section 1107. 12 Subd 4 and 5)**

All property owners are required to obtain a driveway permit prior to modification of an existing driveway or the construction of a new driveway. The permit must be obtained from the Zoning Administrator prior to commencement of work.

1. Permits will be reviewed by the Zoning Administrator, Public Works Superintendent and City Engineer, as necessary.
2. **Residential Properties:**
  - a. The maximum residential driveway width at the curb shall be twenty-four (24) feet unless a wider driveway is requested and approved in the driveway permit. A driveway width of up to a maximum of thirty-six (36) feet may be permitted based upon the City's evaluation of the following considerations:
    - i. The following criteria must be met prior to consideration of a wider driveway than twenty-four (24) feet:
      1. The property setbacks allow for the curb cut to be located greater than five (5) feet from the property line.
      2. No curb cut access shall be located less than thirty (30) feet from the intersection of two or more street rights-of-way.
      3. The entire driveway must be improved with asphalt, concrete, or other approved surface.
    - ii. The following criteria will be used to determine if a wider driveway will be approved:
      1. Safety concerns relative to the functionality of the street, such as backing up into a major thoroughfare, will also be considered.
      2. The driveway leads to an attached or detached garage with three (3) vehicular stalls.
      3. Consideration will be to curb cuts in existence at the time the permit is made, but will not be guaranteed approval to remain as is unless it meets one of these conditions listed above.
  - b. Each property, whether residential or commercial, shall be allowed one (1) curb cut access. A permit to request multiple driveways on a single family or multi-family property may be permitted based upon the City's evaluation of the following considerations:
    - i. The following criteria must be met prior to consideration for multiple driveways on a property:
      1. Driveway access curb openings on a public street, except single and two-family townhomes, shall not be located less than forty (40) feet from one another.
      2. The property setbacks allow for the curb cut to be located greater than five (5) feet from the property line.
      3. No curb cut access shall be located less than 30 feet from the intersection of two or more street rights-of-way.
      4. The street frontage is greater than one hundred twenty-five (125) feet for the side of the property where multiple driveways are being requested.
      5. The entire driveway must be improved with asphalt, concrete, or other approved surface.
    - ii. The following criteria will be used to determine if multiple driveways will be approved on a property:
      1. Safety concerns relative to the functionality of the street, such as backing up into a major thoroughfare, will also be considered.
      2. The driveway(s) leads to a structure with vehicular access.
      3. Consideration will be given to multiple curb cuts in existence at the time the permit is made, but will be not guaranteed approval to remain as is unless it meets one of these conditions listed above.

### 3. Commercial Properties

- a. The maximum commercial driveway width at the curb shall be thirty-two (32) feet unless approved by the City Engineer. The driveway approach/apron shall be constructed to city design standards, per City Code, Chapter 12, Section 1205.00 Design Standards.
- b. Driveway access curb openings on a public street, except single and two-family townhomes, shall not be located less than forty (40) feet from one another.
- c. All areas intended to be utilized for parking space and driveways shall be surfaced with materials suitable to control dust and drainage. Driveways and stalls, as well as parking for recreational vehicles and equipment shall be surfaced with concrete or asphalt, or other approved surfaces. Plans for surfacing and drainage of driveways and stalls for five (5) or more vehicles shall be submitted to the City Engineer for his/her review and the final drainage plan shall be subject to his/her written approval.

### 4. Restoration of City Right-of-Way

- a. The curb needs to be replaced/restored to B-6, high back curb, unless otherwise indicated on the permit. The driveway approach/apron shall be constructed to city standards, per City Code, Chapter 12, Section 1205.00 Design Standards.

