



11955 CHAMPLIN DRIVE, CHAMPLIN, MN 55316-2399 • 763.421.8100 • ci.champlin.mn.us

**Driveway, Parking Lot, Curb Cut Permit
Engineering Department**

Site Address _____

Name of Property Owner _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Contractor _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Office Phone _____

Email _____ Cell Phone _____

Project Information

A. Nature of work (Mark all that applies)

- | | |
|---|--|
| <input type="checkbox"/> Driveway Replacement | <input type="checkbox"/> Parking Lot Replacement |
| <input type="checkbox"/> New Driveway | <input type="checkbox"/> New parking Lot |
| Pavement Material _____ | |
| <input type="checkbox"/> Drainage Improvement | <input type="checkbox"/> Utility Improvement |
| <input type="checkbox"/> Sodding | <input type="checkbox"/> Seeding |
| <input type="checkbox"/> Other _____ | |

B. Proposed Pavement Dimensions: L _____ W _____ Total Sq. Ft. Area _____

C. Schedule

State date _____ End Date _____

D. Detailed Project Description or Special Project Conditions

(provide a sketch of the work or construction plan sheet)

Standards:

Driveway and Curb Cut Standards (Zoning Code Section 126-421):

1. Single-family residential driveway width within the public right-of-way shall be a minimum of 12 feet and a maximum of 24 feet for two car garage. For driveways accessing a three-car garage or greater, the driveway width may not exceed 30 feet within the right-of-way.
2. Commercial driveway width within the right-of-way shall be a minimum of 16 feet for a one-way entrance to a maximum of 28 feet for two-way traffic.
3. Residential lots with less than 160 feet of right-of-way frontage shall be limited to one driveway entrance. Residential lots with 160 feet or more right-of-way frontage shall be limited to two-driveway entrances.
4. Commercial driveways shall be limited to one entrance from the minor side street of a corner lot and one entrance on the major street. One commercial driveway shall be permitted on a lot having less than 150 feet of frontage and shall accommodate two-way traffic and all turn around movements shall be accomplished within the commercial site.
5. No driveway or residential parking area shall be located within 5-feet of the side property line or within side yard drainage and utility easement.

Parking Lot Standards (Zoning Code Section 126-421):

1. Parking lots shall be of bituminous or concrete surface material - all in conformity with the specifications for such construction and design approved by the city engineer.
2. Parking lots, except those for less than four vehicles, shall be graded according to a drainage plan which has been approved by the city engineer. Storm sewers may be required.

Applicant is responsible for Gopher State One Calls. Traffic control must comply with MMUTCD.

Driveway & Parking Lot Permit Fees

Driveway Permit (includes construction, reconstruction, or repair of driveway, driveway apron, sidewalk, utilities and/or curb) \$25 (per permit)

Parking Lot Construction or Reconstruction (includes construction, reconstruction, or repair, sidewalk, utilities and/or curb) \$100 (per permit)

Total Due: \$ _____

Acknowledgement

If work is within City Right-of-Way or Drainage and Utility Easements contractor must be registered with the city to work in the right of way. This permit becomes null and void if the authorized work is not commenced within 180 days of the date of issuance, or if the work is abandoned or suspended for a period of 180 days. 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 Federal, State or Local law regulating construction or the performance of construction activities. This permit may be revoked at any time for due cause. I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature

Date

(Send the City of Champlin Driveway Permit Application by mail or e-mail to the following:
cityengineering@ci.champlin.mn.us)

For Office Use Only

Date Received

Date Payment Received

Permit Approved

Permit Approval Date

Final inspection (if needed)

Final Inspection by

Final Inspection Date

City Comments: