



DRIVEWAY PERMIT APPLICATION

City of Prior Lake | Engineering
4646 Dakota Street SE
Office: 952.447.9850 | permits@cityofpriorlake.com

Date:

Permit #

SITE INFORMATION

Site Address		Parcel ID		
Owner		Phone		
Email	Subdivision	Lot	Block	Zoning

PERMIT DETAILS - call Gopher State One before you dig 811

Type of Property	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial				
Type of Work	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Second Driveway
Driveway location (off what roadway)		<input type="checkbox"/> Shared by another property				
Description of work (attach a plan including dimensions & location)						
Driveway material						
Start Date		End Date				

APPLICANT/CONTRACTOR INFORMATION Work being completed by property owner

Applicant/Company Name		License No		
Address		Email		
City	State	Zip		
Contact Person		Phone		

PROVIDE THE FOLLOWING WITH APPLICATION

<input type="checkbox"/> Sketch of Plans – including existing and proposed dimensions, property lines, distance from property lines, building locations, distance from roadways, arrow indicating N, surface features near project area (resource surveys/county maps)	<input type="checkbox"/> No work may be started prior to application approval <input type="checkbox"/> Failure to obtain a permit will result in an additional fee <input type="checkbox"/> A maximum driveway width of 24' within right of way is allowed
<input type="checkbox"/> Properties in Shoreland District must also include an updated Certificate of Survey with impervious surface calculations	<input type="checkbox"/> Shoreland District properties require an inspection prior placement of concrete or bituminous surfacing, the applicant shall notify the Engineering Department at 952.447.9830
<input type="checkbox"/> If on a corner lot, sketch should include distance to intersecting roadways	<input type="checkbox"/> Work on traveled roadways requires proper safety precautions including flags, signs, safety cones and proper barricades
<input type="checkbox"/> If shared driveway, signature of all parties must be included	<input type="checkbox"/> Roads must be clean during and at completion of installation

Call Gopher State One 800.252.1166 or 651.454.0002 or go to www.gopherstateonecall.org or by Smart Phone: <http://mntichetentry.korterraweb.com>

SIGNATURE(S)

As provided in Ordinance no. #1107.205 & 1107.206, I/We the undersigned, herewith make application for permission to construct the driveway at the above location, said driveway to be constructed to conform with the standards of the City of Prior Lake and to any specific provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City Engineers. It is further agreed that no work in connection with this application shall or has started prior proper approval. Permit Expires 90 days after approval.

Signature of Applicant	Date
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Printed Name

Signature of Shared Driveway Owner	Date
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Printed Name

PERMIT FEE(S)

Driveway Permit Fee	\$35.00	Total Due \$
Work without proper permit fee	\$70.00	