



**DRIVEWAY PERMIT**

**“Exhibit B”**

Email completed form to NBriese@CityofPriorLake.com  
Mail \$30.00 check payable to City of Prior Lake to Nate Briese  
4646 Dakota St, Prior Lake MN 55372

**FOR CITY USE ONLY**

<b>PERMIT #</b>	
<b>DATE</b>	
<b>CHECK #</b>	
<b>RECEIPT #</b>	

APPLICANT NAME:

OWNER NAME:

PROPERTY ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

PROPERTY CLASSIFICATION

DRIVEWAY MATERIAL:

Proposed width of temporary or permanent driveway  
(Please provide sketch on reverse side or on separate sheet)

Is property located within the Shoreland District?

If yes, applicant must submit impervious surface calculation

The driveway is proposed off what roadway?

Is driveway shared by another property owner? (If yes, signature of all parties is required)

Estimated Start Date:

Estimated Completion Date:

**SKETCH REQUIREMENTS**

1. A driveway sketch is required as part of this permit. The sketch can be drawn on page two of the permit or on a separate sheet. The sketch does not need to be drawn to scale, however dimensions must be provided on the sketch.
2. Driveway sketch should include the proposed driveway, existing driveway (dashed line), driveway dimensions, property lines, dimensions of driveway from property lines, building locations near driveway, arrow indicating north, surface features near proposed driveway location (trees, hydrants, utilities, etc.)
3. If on a corner lot, the sketch should include dimensions to intersecting roadways.

**CONDITIONS OF APPROVAL**

1. No work under this application is to be started until application is approved and the permit is issued.
2. Where work on traveled roadway is necessary, traffic must be protected and flags, signs, safety cones and proper barricades must be placed in accordance with safety procedures.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway.
4. Road must be swept clean after work is completed.
5. Prior to placement of concrete or bituminous surfacing, the applicant shall notify the Engineering Department at 952-447-9830 that the work has been completed and is ready for final inspection.
6. Permit expires 90 days after approval date.
7. Additional Conditions \_\_\_\_\_



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**IMPORTANT – BEFORE STARTING WORK**

**EXCAVATOR AND OPERATOR’S NOTICE**

**This notice is to inform excavators and operators they must comply with  
Sections 216D.03 to 216D.07 of MINNESOTA STATUTES**

**Call Gopher State One**

**Call (800) 252-1166 or 651-454-0002**

**Or go to [www.gopherstateonecall.org](http://www.gopherstateonecall.org)**

**Smart Phone: <http://mnticketentry.korterraweb.com>**

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As provided in Ordinance Numbers 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 special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Engineering Department. It is further agreed that no work in connection with this application shall start until the application is approved and the permit issued.

/s/

Contractor's Signature

/s/

Applicant's Signature

**FOR CITY USE ONLY**

**AUTHORIZATION OF PERMIT**

Permit Fee \$ \_\_\_\_\_

In consideration of agreement to comply in all respects with the regulations of the City of Prior Lake covering such operations, and pursuant to authorization duly given by said City of Prior Lake, permission is hereby granted for the work to be done as described in the above application and submitted drawings, said work to be done in accordance with this application and submitted drawings.

ENGINEERING OFFICIAL \_\_\_\_\_ Date \_\_\_\_\_

Permit is valid if signed by City Official

**PERMIT EXPIRATION DATE (90 days from approval date) \_\_\_\_\_**