



## REQUIREMENTS FOR DRIVEWAY ACCESS PERMITS ON CITY ROADS

1. No work shall be started until an application for a Driveway Access is approved by the City Road Supervisor and a Driveway Access Permit issued.
2. Where work on a traveled roadway is necessary, traffic must be protected using the appropriate traffic control devices planned in accordance with the Minnesota Manual on Uniform Traffic Control Devices, including the Field Manual.
3. No foreign material such as dirt, gravel, or bituminous material shall be deposited on the city road/street during the construction of the driveway or installation of any drainage facilities.
4. The city road/street and right-of-way area must be cleaned up after work is completed. This includes, but is not limited to, slope restoration and turf establishment.
5. Applicant shall provide the appropriate erosion control during construction and if necessary take out an NPDES/SDS General Storm Water Permit for Construction activities.
6. After the driveway construction is completed, the applicant shall notify the City Clerk that the work has been completed and is ready for final inspection and approval by the City of Rice Lake Public Works Department.
7. No changes or alterations in entrances may be made at any time without written permission from the City of Rice Lake Public Works Department.
8. Driveway fill slopes shall be constructed according to the recommendation of the City of Rice Lake Public Works Department. Vertical ends constructed of concrete or masonry will not be permitted.
9. Driveway surfaces shall be so constructed to slope down and away from the shoulder line of the city road/street for a distance of at least 15 feet with a fall of at least 3 inches. Standard residential entrances will be 20' wide; standard commercial entrances will be 32' wide. Wider entrances and culverts may be required by the City Road Supervisor if required by the proposed installation.
10. Culverts shall be supplied by the Applicant and must meet size, type and length specified by city requirements.
11. A Bond or other security may be required, in addition to the deposit required to be provided, to ensure compliance with the application in an amount specified by the City Road Supervisor.



# DRIVEWAY PERMIT APPLICATION – Permit #: \_\_\_\_\_

CITY OF RICE LAKE - 4107 WEST BEYER RD – RICE LAKE, MN 55803 - 218-721-3778

**--- APPLICANT COMPLETE INFORMATION BELOW ---**

**\*\* Site plan drawing required \*\***

Project Address/Road Name: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Lic.#: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Purposed Use (Check): Residential:  Business/Commercial:  Other: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

I herewith make application for permission to construct the access driveway at the above location, said driveway to conform with the regulations of the City of Rice Lake Road Department and to any special requirements and special provisions included in the permit (see notes below). It is expressly understood that this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition.

**Work shall not begin until a permit has been issued.**

Applicant Name [Please Print]: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**----- CITY USE ONLY -----**

ROAD DEPARTMENT: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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

Deposit: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

Inspection Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_ Check #: \_\_\_\_\_