



CITY OF ELY – PUBLIC WORKS DEPARTMENT

APPLICATION FOR ACCESS DRIVEWAY PERMIT

Name: _____ Lot/Plat _____

Address: _____

Telephone: _____

Location of Proposed Driveway: (sketch on back of application)

Purpose of Driveway: ___ Residents ___ Permanent ___ Commercial ___ Temporary

I, the undersigned, herewith make application for permission to construct the access driveway to the above location. Said driveway shall be constructed to conform with the regulations of the City of Ely Public Works Department and to any requirements and special provisions included in this permit (see reverse side). It is expressly understood that this permit is conditional on restoration of the street to its original or to a satisfactory condition.

Date: _____ Signature: _____

(do not write below this line)

I recommend the following culvert be installed:

Type _____ Diameter: (Inches) _____ Length: (Feet) _____

Minimum Driveway fill slope: _____

Remarks: _____

Culvert lengths are 20ft for residential and 32ft for commercial.

Permit Fee: \$35.00 Check number: _____ Received: _____

Installation Deposit: \$250.00 Check number: _____ Received: _____

(Make separate checks and the deposit check will be returned upon final inspection of installation.)

Approved By: _____ Date: _____



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DRIVEWAY PERMIT REQUIREMENTS

1. No work under this application shall be started until application is approved and the permit issued.
2. Where work on a traveled roadway is necessary, traffic must be protected using the appropriate traffic control devices placed 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 road during the construction of the driveway or installation of drainage devices.
4. Roadside 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 the construction and if necessary take out an NDES/SDS General Storm Water Permit for Construction activities.
6. After driveway construction is complete, the permittee shall notify the Public Works that the work is completed and is ready for inspection and approval of the Public Works Department.
7. No changes or alterations in entrances may be made at any time without written permission from the Public Works Department.
8. Driveway fill slopes shall be constructed according to the recommendation of the Public Works Department. Vertical ends constructed of concrete or masonry will not be permitted.
9. Driveway surfaces shall be so constructed as to slope down and away from the shoulder line of the street, for a distance of at least 15 feet with a fall of at least 3 inches. Standard residential entrances will be 20 feet wide; commercial entrances shall be 32 feet wide.
10. Culverts shall be supplied by the applicant and must meet size, type and length specified by the Public Works Superintendent.

SKETCH OF PROPOSED ENTRANCE: