



CITY OF HERMANTOWN DRIVEWAY APPLICATION

APPLICANT INFORMATION

- Name of Applicant:
- Address:
- Phone Number:
- E-mail:
- City Road Name / Number:
- Date proposed driveway will be needed:
- Purpose of driveway (residence, commercial, field, etc.):
- Contractor:
- Contractor Phone:

PROPERTY OWNER INFORMATION

- Name of Property Owner:
- Address:
- Phone Number:
- E-mail:
- Township / Section / Range:

APPLICATION PROCESS

1. Complete the above application and submit a \$350.00 check made payable to the City of Hermantown. Upon final inspection and approval by the City's Public Works Department, the installation deposit of \$250.00 will be refunded.
2. Place flagging where driveway approach is desired.
3. Public Works will inspect the location to determine the culvert size, if one is needed. Public Works DOES NOT install the culvert.
4. **Please draw, on a separate sheet, a sketch of the property, the present and proposed driveways, and the relation to the City street/road.**

FEES

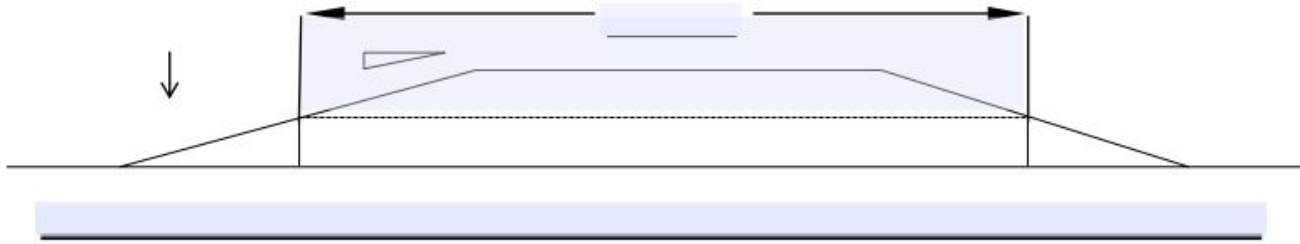
- Permit Fee - \$100.00
- Installation Deposit - \$250.00
- Total Remittance: \$350.00 (make checks payable to the City of Hermantown)

I, we, the undersigned herewith make an application for permission to construct an access driveway at the above location. The driveway will be constructed to conform with the standards of the City of Hermantown and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of Hermantown. It is further agreed that no work in the connection of this application will be started until the application is approved and the permit issued.

Applicant Signature: _____ Date: _____

(Public Works Department Use Only)

Typical Culvert Installation Diagram



Required Information - Diameter: _____ Length: _____ Aprons: _____

Dates - Sizing Inspection: _____ Installation Inspection: _____

Culvert Payment Received: _____ Delivered: _____

Final Inspection Requested: _____ Deposit Refunded: _____

Final Inspection Completed and Refund Authorized: _____ Warranty Number: _____

Requirements for Driveway Access Permits

No work shall be started until an application for a Driveway Access is approved by the Public Works Director and a Driveway Access Permit issued.

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).

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.

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.

Applicant shall provide the appropriate erosion control during construction and, if necessary, take out an NPDES/SDS General Storm Water Permit for construction activities.

After the driveway construction is completed, the applicant shall notify the Public Works Director the work has been completed and is ready for final inspection and approval by the City of Hermantown Public Works Department.

No changes or alterations in entrances may be made at any time without written permission from the City of Hermantown Public Works Department.

Driveway fill slopes shall be constructed according to the recommendation of the City of Hermantown Public Works Department. Vertical ends constructed of concrete or masonry will not be permitted.

Driveway surfaces shall be 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 culverts will be 24 feet wide; standard commercial culverts will be 32 feet wide. Wider entrances and culverts may be required by the Public Works Director if deemed necessary.

Culverts shall be supplied by the Applicant and must meet size, type and length specified by City requirements.

A bond or other security may be required (in addition to the deposit required for the permit) to ensure compliance with the application in an amount specified by the City of Hermantown Public Works Department.

Tennessen Warning - Data Practice Advisory

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.