



4141 Douglas Dr. N.  
 Crystal, MN 55422  
 Phone: 763-531-1000  
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# Application for Driveway Permit

Date \_\_\_\_\_ Permit No. \_\_\_\_\_ Rec'd by/date \_\_\_\_\_

<b>Site Address</b>	
<b>Tenant/Bldg Name</b>	

**Applicant:** Owner \_\_\_\_\_ Contractor \_\_\_\_\_

<b>Property Owner</b>	Name/Company _____ Phone No. _____
	Address _____
	City _____ State _____ Zip _____
<b>Contractor</b>	Company _____ Phone No. _____
	Address _____
	City _____ State _____ Zip _____
	Contact Person (Print) _____ Phone No. _____
	E-mail Address _____

**Note: 2 copies of a site plan must accompany this application (see page 2)**

<b>Permit Sub-Type:</b>	<input type="checkbox"/> - Driveway
<b>Work Type:</b>	<input type="checkbox"/> - New <input type="checkbox"/> - Resurface
	<input type="checkbox"/> - Repair <input type="checkbox"/> - Expansion/Auxiliary space
<b>Office Use Required Inspections</b>	<input type="checkbox"/> 15 - Final <input type="checkbox"/> 17 - Form

**NOTE: IF THE CURB AND GUTTER/CURB OPENING ARE PROPOSED TO BE ALTERED, A SEPARATE PUBLIC WORKS RIGHT-OF-WAY PERMIT AND \$1,000 ESCROW MUST ALSO BE SUBMITTED.**

Description of Work: \_\_\_\_\_ (Driveway is being resurfaced within the same footprint; the driveway is widened, or an auxiliary space is being added)

Size of Opening: \_\_\_\_\_ Does the street have **curbs**?  Yes  No

Type of Material:  Concrete  Blacktop  Other \_\_\_\_\_

**Plan Review Submittal Checklist**

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Two copies of property survey or site plan drawn to scale, indicating:

- Lot and driveway dimensions.
- Width of garage door.
- Location of curb or, if no curb is present, the edge of the street pavement.
- Location and dimensions of the existing structures, including buildings, garages and driveways.
- Setback measurements from property lines. If the driveway is proposed to be expanded adjacent to a property line, applicant shall show the location of that property line on the site plan (if you need to find property lines, see property surveys handout).
- Distances from any proposed auxiliary space to an adjacent dwelling.

The undersigned hereby certifies upon all of the penalties of the law, for the purpose of including the City of Crystal to take the action herein requested, that all statements on this application have been read and examined and are true and correct, and that all work whether specified herein or not will be done in accordance with the ordinances of the City of Crystal and the laws of the State of Minnesota.

\_\_\_\_\_/\_\_\_\_\_  
 Applicant's Signature/Date

**Permit Approved By:**

**Date Approved:**

\_\_\_\_\_  
Community Development

\_\_\_\_\_

\_\_\_\_\_  
Engineering (if applicable)

\_\_\_\_\_

<b><u>Office Use Only</u></b>	
Permit Fee	\$ _____
Other	\$ _____
Total Fees	\$ _____