



City of Bayport
294 North Third Street
Bayport, Minnesota 55003
Phone 651-275-4404
Fax 651-275-4411
www.ci.bayport.mn.us

City of Bayport DRIVEWAY / CURB CUT APPLICATION

The city requires this application for replacement or new installation of a driveway, apron, or curb cut on any property within the city. Applications may take up to 7 business days to process, so please plan accordingly. Driveway/access drives must comply with city ordinances and regulations, which are attached to this application for reference. Driveways and parking areas must consist of a durable and dustless surface. Properties located in neighborhoods with a homeowner's association and/or restrictive covenants are responsible for complying with any additional driveway/access regulations. Additional ordinances may apply for off-street parking lots and loading areas, so please contact City Hall for more information.

Property Information

Property Address:

Type of property: Single-family residential Multi-family residential Commercial / Industrial

Applicant Information

Name:

Main Phone Number:

Alternate Phone Number:

Email Address:

Applicant type: Property owner Tenant / Occupant* Contractor*

** The property owner must also sign this form if they are not the applicant.*

Driveway / Access Information

Type of application: New construction Replacement Alteration

Type of work: Driveway Curb cut Apron Curb/gutter work

Description:

Existing driveway: Yes No Existing curb cut/apron: Yes No Width: _____ feet

Existing driveway material: Gravel/dirt Concrete Asphalt Pavers Pervious pavement

Proposed driveway material: Gravel/dirt Concrete Asphalt Pavers Pervious pavement

Proposed driveway width:

Proposed curb cut width:

Installation by: Property owner Tenant / Occupant Contractor

Driveway / Access Diagram

The following must be included on the drawing below:

- Lot width and depth
- Location of the house, garage(s), sidewalk(s), shed, or any other structures or hard cover with surface area indicated in square feet
- Location of the existing driveway and curb cut (as applicable) with surface area indicated in square feet
- Location of the proposed driveway and curb cut indicated in red pen/pencil with surface area indicated in square feet
- Distance from the proposed driveway to all property lines
- Location of water shut-off valve (if shut-off is located within the proposed driveway area, applicant must obtain a casting and cover from the city, prior to proposed driveway work)

Lot width: _____ ft

Lot depth: _____ ft

Property line →

Property line ↑

Diagram notes:

Acknowledgement and Signature

The undersigned has read and agrees to abide by the city's driveway/access/curb cut ordinance and regulations. The undersigned understands that this application will be processed in accordance with established city review procedures at such time as it is deemed complete and no work may commence prior to city approval. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application. The undersigned hereby understands that if the city finds that the driveway/access/curb cut is not in compliance with city ordinances, the city may require the work to be brought into compliance, upon notice to the property owner. The undersigned hereby applies for the work stated in this application form and declares that the information on this application is accurate and complete, to the best of their knowledge.

Applicant Name:

Date:

Signature :

Property Owner Name:

Date:

Signature :

Office Use

Processing/Application Fee: \$25.00 Cash Check # _____ Date:

Application review: Approved as submitted Approved with conditions Denied

Staff review comments/conditions:

Appendix B – Zoning, Section 743 Access Drives and Access

743.01. Access drives may not be placed closer than five feet to any side or rear lot line. No access drive shall be closer than three feet to any single- or two-family residence, and no closer than five feet to any multiple-family building or commercial building. The number and types of access drives onto major streets may be controlled and limited in the interests of public safety and efficient traffic flow.

743.02. Access drives onto city roads shall require an access permit from the city engineer. This permit shall be acquired prior to the issuance of any building permits. The city engineer shall determine the appropriate location, size and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow. The city engineer may refer the request for an access drive permit onto a city road to the planning advisory commission for their comment.

743.03. Access drives to principal structures which traverse wooded, steep or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles. The community engineer or building official shall review all access drives (driveways) for compliance with accepted community access drive standards.

743.04. Driveway/access way standards:

		Single-family detached	Commercial/multiple-family
(1)	Max. Slopes	Ten feet vertical rise in 100 horizontal feet	Eight feet vertical rise in 100 horizontal feet
(2)	Min. Width	Ten feet driveway base, vegetation cleared to eight feet on each side of driveway centerline	Ten feet driveway base or as approved by the community engineer
(3)	Pavement: Capable of supporting emergency fire or other heavy-strength vehicles.		

743.05. All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the governing body. In addition to the required direct physical access along the frontage of the lot or parcel to the approved public or private roadway, a lot or parcel may have private easement access drives to the lot over adjacent lots or parcels.