



**Community Development**

505 Walnut Street, Suite 1

Monticello, MN 55362

City Hall; (763)295-2711

Fax: (763)295-4404

**DRIVEWAY ZONING PERMIT APPLICATION**

1. Permit is not valid without dimensioned site plan approved by the City Engineer. A copy of the approved plan must accompany application. Applications will not be accepted without complete information.
2. Additional site information may be required, including a certified survey.
3. Surfacing material for the driveway must be specified on the site plan.
4. Engineering Department will conduct two inspections as follows:
  - a. Pre-Construction
  - b. Post-Construction
5. If you will be working within the public right-of-way or boulevard, a utility excavation permit from the City Public Works Department is also required.

\*

Property Owner:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Property Owner Signature:		
<i>Information provided by the applicant on this form is true and correct.</i>		

**APPLICABLE ZONING ORDINANCE 2.4 (N)**

f) The maximum driveway width at the property line shall not exceed 30' and shall taper to a width not to exceed 28' at the public street with the following exceptions:

1. Within all districts, a five foot radius curb may be constructed at the public street in addition to the maximum driveway width allowed.
2. Curb cut access in industrial and commercial zoning districts may exceed twenty-four (24) feet with the approval of the City Engineer and the Zoning Administrator. Denial by the City Engineer or Zoning Administrator of curb cut access in excess of 24 feet may be appealed following the procedures outlined in Chapter 23 of the zoning ordinance. (1/10/00, #399)

(g) Curb cut openings and driveways shall be at a minimum three (3) feet from the side yard property line in residential districts and five (5) feet from the side yard lot line in business or industrial districts.

(k) SURFACING: All areas intended to be utilized for parking of passenger vehicles and driveways shall be surfaced with concrete, bituminous, brick, concrete pavers, or masonry pavers. Beyond the front building line of a single family home, crushed granite, crushed limestone, con-bit and landscape rock may be utilized as surfacing materials. The City Engineer shall annually review the list of acceptable materials to be used for surfacing of any parking space as provided by this ordinance. (#465, 8/27/07)

(t) PERMIT REQUIRED: A permit shall be required for the installation of any surfacing material intended to be utilized for off-street parking. The fee for an off-street parking permit shall be set forth in a fee schedule adopted by the City Council. The fee payment shall accompany the permit application. (8/27/07, #465)

DATE APPLICATION RECEIVED \_\_\_\_\_ \$40 FEE RECEIPT DATE \_\_\_\_\_

CODE COMPLIANCE REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_