

City of Loretto

Driveway Permit Application

Fee \$25

Loretto City Code Section 515:20 CONSTRUCTION OF DRIVEWAYS, SIDEWALKS, CURB AND GUTTER.

Subdivision 1. Permit Required. No person may construct, remove, or repair any driveway, sidewalk, curb, or curb and gutter within a public street or public right-of-way in the city without first having obtained a permit from the city. A permit is not required for work done under contract with the city or done by the city itself.

Upon receipt of a complete application, the city clerk shall refer the application for review to the public works supervisor or such other person who may be designated by the city council, who may approve issuance of the permit as requested. The public works supervisor, or other designee, may condition approval of the permit, or may refuse a permit when in their judgment the construction would unreasonably interfere with the public health, safety or welfare. Approval of the permit may be conditioned upon the applicant or its contractor posting a performance bond or other security, providing a certificate of insurance naming the city as an additional insured, or such other conditions determined to be reasonably necessary to protect the safety of pedestrians and the traveling public or to be in the public interest. If approved, the city clerk shall issue the permit upon the applicant's compliance with the requirements of this Code and payment of the appropriate fee. **(Section 515:20, Subd. 4)**

The applicant may appeal a denial of the requested permit to the city council by submitting a written request to the city clerk. The city council may affirm, reverse, or modify the permit decision of the public works supervisor, or other designee. The city council determination is final. **(Section 515:20, Subd. 5)**

RESIDENTIAL: Maximum width 20' without Council input.

COMMERCIAL, MULTIFAMILY OR INDUSTRIAL: Minimum width 26' and Maximum width 32' without Council input.

See full code regulations on last page.

Property Owner Name: _____ Phone # _____
Signature _____
Address: _____ Loretto, MN 55357
Description of project: _____ _____
Name of Contractor: _____
Attach site plan of project (with dimensions)

OFFICE USE ONLY
Application of \$ _____ paid on _____ by check # _____ or cash _____
Completed Application received on _____ by _____

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Reviewed by:
Location:
Mowing issues:
Snowplow issues:
Lot lines/right-of-way clear:
Approved _____ Not Approved _____
Conditions/Reasons: _____

Staff signature: _____ Date _____
If approved, a copy of this will serve as the Issuance of Permit.
If not approved, the Owner can request this to be sent to the Council as an Action item for their next scheduled Council meeting.

CITY CODE REGULATIONS - SEE NEXT PAGE

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CITY CODE REGULATIONS

Section 515:25. DRIVEWAYS: SPECIAL REGULATIONS.

Subdivision 1. Width: Residential. No driveway from private property serving a single family dwelling or two family dwelling entering a public street may exceed 20 feet in width. Upon a showing of necessity and public convenience, the city council may authorize a greater width. *(Added, Ord. 94-2)*

Subd. 2. Width: Commercial, Multifamily or Industrial. No driveway from private property serving a commercial, multifamily, commercial-industrial or industrial use entering a public street may be less than 26 feet nor more than 32 feet in width. Upon a showing of necessity and public convenience, the city council may authorize a greater or lesser width. *(Added, Ord. 94-2)*

Subd. 3. Over Sidewalk. Where a driveway is constructed over a public sidewalk, that portion of the driveway within the public street must be paved with concrete in accordance with city specifications for sidewalk construction. *(Added, Ord. 94-2)*

Subd. 4. Curb Cut. Where an existing curb is cut for driveway construction, the curb must be returned to the sidewalk line in accordance with city specifications for sidewalk construction. *(Added, Ord. 94-2)*

Subd. 5. Surfacing: Commercial, Industrial. Driveways on private property within the city serving a commercial or industrial use must be surfaced according to city code section 420:50, subdivision 2(b). *(Added, Ord. 94-2; Amended, Ord. 2005-02)*

Subd. 6. Surfacing: Residential, Multifamily. All driveways on private property within the city serving a single family dwelling or a two family dwelling shall be surfaced according to city code regulations for "R-1" residential districts (section 420:15, subdivision 7) or "R-2" multiple dwelling district (section 420:20, subdivision 7). *(Added, Ord. 94-2; Amended, Ord. 2005-02)*

Section 515:30. SPECIFICATIONS AND INSPECTION.

Subdivision 1. Specifications. Construction, removal and repair of driveways, sidewalks, curbs, and curb and gutter must be performed in accordance with the city's standard specifications, a copy of which is on file with the city clerk and available for inspection. *(Added, Ord. 94-2)*

Subd. 2. Inspection. The city engineer, city building official, or other person as designated by the city council may provide for periodic inspection of any work being performed under this section to insure compliance. *(Added, Ord. 94-2)*