

## **DRIVEWAY INFORMATION**

This handout provides information to assist you in the construction of a driveway in the City of Spring Lake Park.

Every driveway surface shall be constructed with a permanent improved surface so as to control dust, drainage, and erosion, according to the requirements set forth in this handout.

### **1. General Construction:**

- The driveway or parking area must be excavated to remove all black dirt from the area to be surfaced.
- The driveway or parking area must be constructed so as to provide drainage from the garage to the street unless the Building Official determines otherwise.

### **2. Type of Construction:**

- **Brick Construction:**
  - a. After initial excavation and compaction of the exposed earth, the driveway shall be backfilled with four inches (4") of Class 4 base material, compacted in place, to any elevation four inches (4") below the finished surface grade of the driveway.
  - b. The driveway construction shall consist of a leveled layer of sand not to exceed 1 ½ inches deep upon which the bricks or pavers are to be fitted and interlocked, held in place by an edging material.
  - c. Dry sand shall be scattered over the driveway area and swept into the cracks between the

bricks or pavers and repeated as necessary until all voids are filled.

(Because of the numerous types and styles of brick and brick pavers available, individual manufacturer or professional landscape specifications may supersede these construction guidelines.)

- **Asphalt Construction:**

- a. After initial excavation, the driveway must be backfilled with Class 4 base material, compacted in place, to an elevation 4 inches below the finished surface grade of the driveway.
- b. The driveway construction must consist of a minimum of 2 inches (compacted thickness) Class 5 base material and a minimum of 2 inches (compacted thickness) bituminous wearing course.

- **Concrete Construction:**

- a. After initial excavation, the driveway must be backfilled with Class 4 base material, compacted in place, to an elevation 4 inches below the finished surface grade of the driveway.
- b. The driveway construction must consist of a minimum of 4 inches of, 3500-pound mix, 4 inch slump with air.

### **3. Driveway Size and Location:**

- All residential use driveways must have a minimum setback of **5 feet from any lot line**, except driveways may be permitted to cross a required setback area in order to establish access between the lot and a public street. Where a driveway would encroach into an easement, the property owner must obtain an encroachment permit if required by the city prior to construction of the driveway.

*Exception:* In the case of single and two family residential uses, driveways or parking areas may be permitted with no setback from the property line, provided a variance has been approved, and the owner(s) of the abutting lot(s) indicates their permission on a form acceptable to the City.

- The maximum driveway width allowed in a residential use on private property is 36 feet.

*Note:* If you are planning to install a driveway and your property abuts a county or state roadway, you will need to contact the appropriate agency to obtain an entrance permit.

#### 4 Curb Cuts and Driveway Openings:

- No curb cut access may be located less than 40 feet from the intersection of two or more street rights of way. This distance will be measured from the intersection of the back-of-curb.
- No curb cut access may exceed 24 feet in width for single family residential uses. A 29-foot wide curb cut may be permissible for all residential uses subject to obtain a variance. Curb cut openings must comply with City Engineer details and requirements.
- All property is entitled to two curb cuts. The requesting property owner must pay all second curb cuts in full.

#### 5. Permit Requirements and Procedures:

**Submitting a Plan:** You will need to provide to the City a site plan showing your lot lines, any existing structures, and the location of the proposed driveway. (See example included.) You need to draw this plan to scale and mark dimensions on the plan. You will also need to fill out a zoning permit application. If you are having a contractor do the work, the contractor must be licensed with the City of Spring Lake Park or the State of Minnesota.

**Plan Review:** The Code Enforcement Department will review your plan to assure that the driveway meets the size and setback requirements of the City.

**Permit Issuance:** After the plans have been approved, the City will call you and let you know that your permit is ready to be picked up. You will need to pay the permit fees and get a copy of the permit from our office before work begins. You will receive an inspection record card and the approved plans. These must be present at the job site and available to the inspector for his review and to record the inspection when done. If not available the inspection may need to be rescheduled.

#### **Inspections:**

- A final inspection when the driveway is complete.

**You must call for an inspection when the driveway is completed.** Please call the Code Enforcement Department at (763) 784-6491 to schedule an inspection.

When you call us, please make sure you tell us:

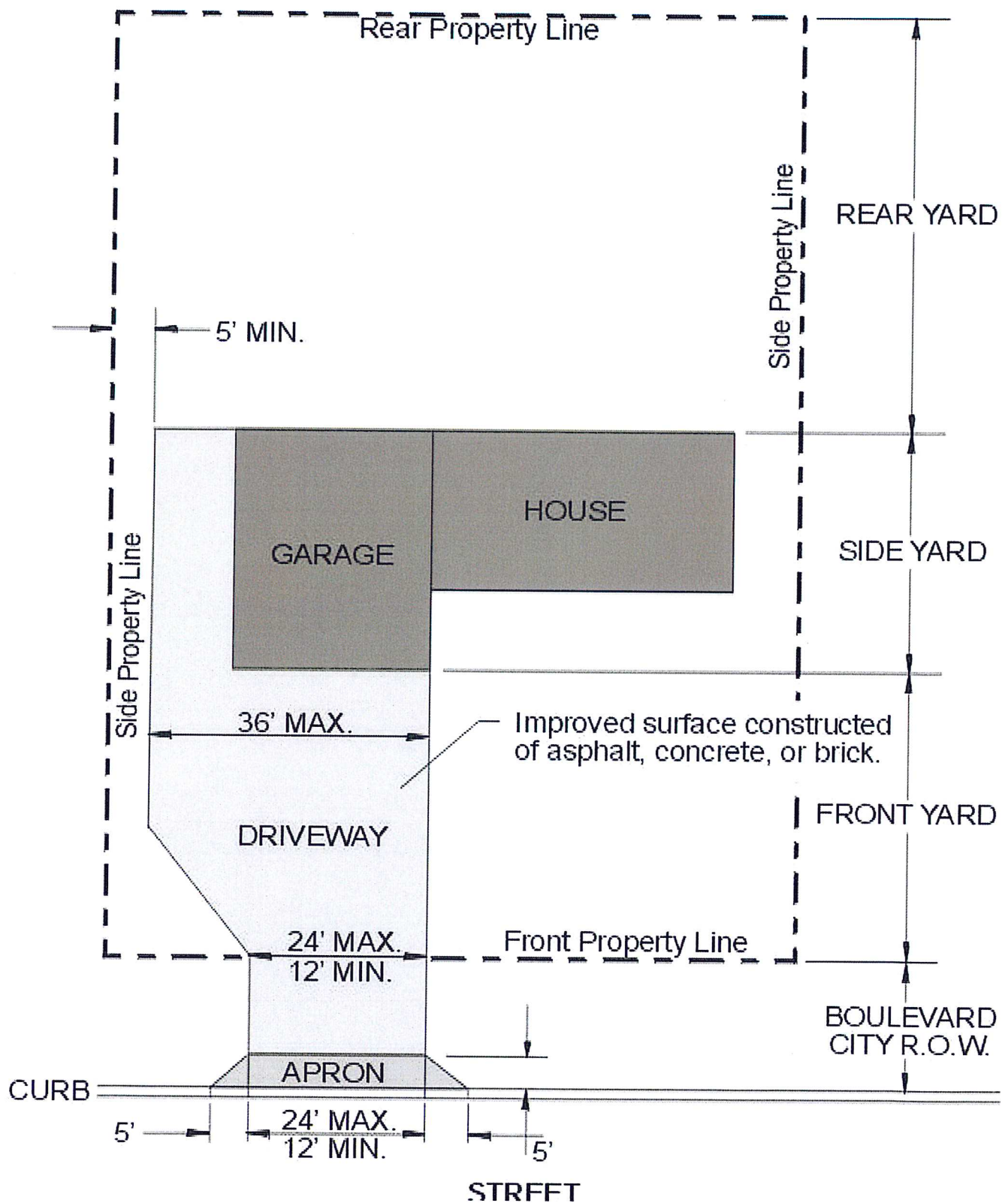
- your name.
- address of the property.
- type of inspection needed.
- zoning permit number.
- daytime phone number.

Please remember if you are doing digging of any kind, call Gopher State One Call for utility locations at (651) 454-0002 or MN toll free at 1-800-252-1166. This is not an option—it's the law!

#### **Questions?**

If you have questions about the information in this handout, please contact the Building Official at (763) 792-7212 or e-mail your questions to [jbaker@slpmn.org](mailto:jbaker@slpmn.org). You may also visit our website at: [www.slpmn.org](http://www.slpmn.org) for more information and applications.







# ZONING PERMIT APPLICATION

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432  
763-784-6491  
Permits@slpmn.org

JOB ADDRESS: \_\_\_\_\_

## OWNERS INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### TYPE OF PROPERTY:

☐ Commercial  
☐ Multi-Family  
☐ Residential  
☐ Mobile Home

## CONTRACTORS INFORMATION:

*Please Note: Contractors must be licensed with the City of Spring Lake Park*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
State License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## APPLICANT:

Same as ☐ Property Owner ☐ Contractor ☐ Other (Explain): \_\_\_\_\_

## DESCRIPTION OF WORK TO BE COMPLETED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Fence ☐ Driveway ☐ Accessory < 200 Sq. Ft. ☐ Shed < 200 Sq. Ft. ☐ Pod/Dumpster  
☐ Other (Explain): \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

If the application is **NOT** fully completed, it will be denied at time of processing. Please verify that all necessary information is legible and plans are included with job cost estimates.

Separate permits are required for electrical, plumbing, heating, ventilating, and air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 180 days or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

➡ Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➡ Homeowner doing work Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment:** We accept cash, checks & credit cards (with additional processing fees).