



# DRIVEWAY PERMIT APPLICATION

City of Prior Lake | Engineering  
 4646 Dakota Street SE | Prior Lake MN 55372  
 Office: 952.447.9850 | [permits@PriorLakeMN.gov](mailto:permits@PriorLakeMN.gov)

**ENG: INTL:**

**PLN: INTL:**

SITE INFORMATION				
Site Address			Parcel ID	
Owner			Phone	
Email	Subdivision	Lot	Block	Zoning
PERMIT DETAILS - call Gopher State One before you dig 811				
<b>Type of Property</b>		<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial
<b>Type of Work</b>		<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Second Driveway		
Driveway location (off what roadway):				<input type="checkbox"/> Shared by another property
Description of work (attach a plan including dimensions & location) <b>Is Water Service in Driveway?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Driveway material:				
Start Date		End Date		
APPLICANT/CONTRACTOR INFORMATION <input type="checkbox"/> Work being completed by property owner				
Applicant/Company Name			License No	
Address		Email		
City		State	Zip	
Contact Person		Phone		
PROVIDE THE FOLLOWING WITH APPLICATION		CONDITIONS OF APPROVAL		
<input type="checkbox"/> Sketch of Plans – including existing and proposed dimensions, property lines, distance from property lines, building locations, distance from roadways, arrow indicating N, surface features near project area (resource surveys/county maps)		<input type="checkbox"/> No work may be started prior to application approval <input type="checkbox"/> Failure to obtain a permit will result in an additional fee <input type="checkbox"/> A maximum driveway width of 24' within right of way is allowed		
<input type="checkbox"/> Properties in Shoreland District must also include an updated Certificate of Survey with impervious surface calculations		<input type="checkbox"/> Shoreland District properties require an inspection prior placement of concrete or bituminous surfacing, the applicant shall notify the Engineering Department at 952-447-9830		
<input type="checkbox"/> If on a corner lot, sketch should include distance to intersecting roadways		<input type="checkbox"/> Work on traveled roadways requires proper safety precautions including flags, signs, safety cones and proper barricades		
<input type="checkbox"/> If shared driveway, signature of all parties must be included		<input type="checkbox"/> Roads must be clean during and at completion of installation		
<input type="checkbox"/> <b>Call Gopher State One</b> 800-252-1166 or 651-454-0002 or go to <a href="http://www.gopherstateonecall.org">www.gopherstateonecall.org</a>				
PERMIT FEE(S)				
<input type="checkbox"/> Residential Driveway Permit Fee \$65.00 <input type="checkbox"/> Residential Driveway Work Without Permit Fee: \$130.00		<input type="checkbox"/> Commercial Driveway Permit Fee \$165.00 <input type="checkbox"/> Commercial Work Without Permit Fee \$330.00		
SIGNATURE(S)				
As provided in section 10-766, I/We the undersigned, herewith make application for permission to construct the driveway at the above location, said driveway to be constructed to conform with the standards of the City of Prior Lake and to any specific provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City Engineers. It is further agreed that no work in connection with this application shall or has started prior proper approval. Permit Expires 90 days after approval.				
<b>Signature of Applicant</b>			<b>Date</b>	
<b>Printed Name</b>				
<b>Signature of Shared Driveway Owner</b>			<b>Date</b>	
<b>Printed Name</b>				