

# City of Prior Lake

## Driveway



### When is a driveway permit required?

**Driveway Alterations and Additions:** A driveway permit approved by the city engineer is required for each of the following:

- Replacement of a driveway
- Alteration of a driveway
- Addition to an existing driveway.

This permit is subject to a fee established annually by resolution of the City Council and set forth in the City Fee Schedule.

*A permit is required before driveway work has started. Driveway work done prior to obtaining a required permit will result in being charged a double fee. Always check if a permit is required before starting any work.*



### Surfacing:

All driveways and all of the area intended to be utilized for parking shall be surfaced with a minimum of 1 1/2" of bituminous paving on a suitable base, or 6 inches of non-reinforced concrete or equivalent material approved by the City.

***Class 5 or similar material is not an approved driveway surface.***

### Other Requirements:

- Driveways shall be setback at least 5 feet from the side yard property line.
- The vertical profile for a driveway shall not exceed 10% maximum slope.
- The minimum corner clearance from the street right-of-way line shall be at least 30 feet to the edge of the driveway.
- For residential uses, the width of the driveway access shall not exceed 24 feet at the right-of-way line.

This handout is intended to be a guide only. For the full version of city code, please visit [PriorLakeMN.gov](http://PriorLakeMN.gov) or contact the Engineering Department staff at (952) 447-9830 for specific requirements/questions.



# DRIVEWAY PERMIT APPLICATION

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

**PLN INTL:**

**ENG 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>	<b>Yes No</b>
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"/> Properties in Shoreland District must also include an updated Certificate of Survey with impervious surface calculations		<input type="checkbox"/> Failure to obtain a permit will result in an additional fee		
<input type="checkbox"/> If on a corner lot, sketch should include distance to intersecting roadways		<input type="checkbox"/> A maximum driveway width of 24' within right of way is allowed		
<input type="checkbox"/> If shared driveway, signature of all parties must be included		<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"/> <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> or by Smart Phone: <a href="http://mntichetentry.korterraweb.com">http://mntichetentry.korterraweb.com</a>		<input type="checkbox"/> Work on traveled roadways requires proper safety precautions including flags, signs, safety cones and proper barricades		
		<input type="checkbox"/> Roads must be clean during and at completion of installation		
SIGNATURE(S)				
As provided in the City Code of Ordinance, 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.				
Signature of Applicant			Date	
Printed Name				
Signature of Shared Driveway Owner			Date	
Printed Name				
PERMIT FEE(S)				
Residential Driveway Permit Fee	\$50.00	Commercial Driveway Permit Fee	\$150.00	<b>Total Due \$</b>
Work without proper permit fee	\$100.00	Work Without Permit Fee	\$300.00	