



23340 Cree Street NW
St. Francis, MN 55070
P: 763-753-2630 F: 763-753-9881
Email: city@stfrancismn.org

PERMIT INFORMATION REQUIRED FOR DRIVEWAYS

Pursuant to Chapter 19 of the City of St. Francis Zoning Ordinance all new or relocated driveways require a permit. The permit ensures the driveway is placed in a conforming location, drainage is not impaired, work in the right-of-way is done to City standards, and that the proper jurisdiction has authorized the request. Additional permits may be required by Anoka County or the State of Minnesota.

PROCEDURE

1. All of the following information must be submitted to the City or the driveway permit application will not be accepted:
 - Completed application form with property identification number and legal description and signature.
 - Submit two (2) copies of survey or site plan drawn to scale showing location of proposed driveway with ALL of the following information.
 1. Dimensions of lot of parcel
 2. North arrow
 3. Property address
 4. Location and dimensions of existing structures on lot or parcel
 5. Location of driveway and width of driveway
 6. Easements
 7. Existing driveways and sidewalks.
 - Complete information on construction materials for the driveway.
 - Any public infrastructure (curb, sidewalk, trails) that may be impacted.
2. Application is then submitted to and reviewed by the Zoning Administrator to verify it meets all applicable zoning requirements.
3. Application is reviewed by the City Engineer to verify compliance with all engineering standards and culvert requirements. Additional instructions and requirements may be added to plan.
4. If approved, the permit can be issued and you will be contacted by the City to pick up the completed permit and paperwork. Do not begin work until you have picked up and paid for your permit.

5. Display permit in front of structure or other visible location on site so that it can be viewed from the front of property.
6. The inspection record card and survey shall be kept on the property for the final inspection.
7. All inspections can be coordinated directly with the City Engineer's office. You will be contacted to schedule inspections, if necessary.

GENERAL REQUIREMENTS:

1. Driveways in the Urban Service Area shall be constructed of concrete, bituminous, pavers, or similar surface.
2. Driveways in the Rural Residential and Marginal Land PUD Districts shall be constructed of the same materials as in the Urban Service Area unless otherwise waived by the City Engineer in cases where the road is not paved.
3. Secondary driveways to accessory buildings in the Rural Residential and Marginal Land PUD Districts shall be constructed of the same materials as in the Urban Service Area within the public right-of-way.
4. All other driveways in the Rural Service Area shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10 foot driving surface, with a driveway base that is suitable to support the City's largest piece of fire fighting apparatus. Obstructions adjacent to and directly over the driveway, including but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed.
5. Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts. Driveways that service commercial and industrial uses may extend to the side property line with approval by the adjacent land owner.
6. No residential driveway shall exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.
7. Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.
8. No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.

9. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.

10. Residential lots within the Urban Service Area shall be limited to no more than one driveway access on to a public street. Residential lots within the Rural Service Area may have two driveway accesses, provided the driveways have at least a one hundred (100) feet separation and the second driveway is intended to service an accessory structure. Both driveways shall have culverts meeting City Code Requirements.

PLEASE CALL THE CITY OF ST. FRANCIS AT 763-753-2630 IF YOU HAVE ANY QUESTIONS



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Application No.

DRIVEWAY PERMIT APPLICATION

NOTE: This is not an interactive document. In order for the driveway permit to be reviewed by staff you must complete the following application and mail or drop off the request to the City Office. In most cases, the application will be reviewed in 5 business days.

ALL PORTIONS OF THE FORM MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.

Make checks payable: City of St. Francis Fee: \$50.00 + \$200.00 Escrow fee

Legal Description and parcel Identification Number: _____

Number of Acres: _____

Project Address: _____

Owner's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Applicant (if different from owner):

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Description of Request: _____

A site plan, drawn to scale shall be required for all certificates of compliance applications. Failure to submit a site plan will result in an incomplete application. The site plan should include building site, setbacks, location of any water bodies which include; all ponds, creeks, wetlands, and lakes, access to the site, location of septic systems and wells and all structures located within property.

I understand that I am responsible for and hereby agree to pay all expenses incurred by the City of St. Francis with regards to this application. This shall include all administrative costs, engineering and legal fees, and other professional consultant fees that the city may incur. These expenses shall be paid by me, the Applicant, before any City approval is given. I agree that the City may withhold the issuance of any permits or licenses which I seek (including building permits) if I am delinquent in the payment of any City costs or fees.

Property Owner's Signature: _____ Date: _____

FOR ST. FRANCIS OFFICE USE ONLY

Culvert Required: Yes No City Engineer initials: _____

Zoning Administrator Approval: _____ Date: _____

Engineer Final Approval: _____ Date: _____