



APPLICATION FOR DRIVEWAY PERMIT
221 East Clark Street, Albert Lea, MN 56007
(Lower Level)
Phone: 507-377-4340

Permit Number

Site Address:

Applicant: ☐ Contractor ☐ Owner

Property Owner Information

Name(s)

Address

City

State

Zip Code

Phone

Email

Contractor Information

Company Name

Contact Person

Address

City

State

Zip Code

Phone

Email

APPLICATION IS MADE TO CONSTRUCT AND THEREAFTER MAINTAIN

Type of Entrance

- ☐ Residential Driveway
☐ Commercial Driveway
☐ Other:

Driveway will be

- ☐ Resurfaced
☐ Reconstructed (length and/or width)
☐ New Construction

Surface Type

- ☐ Bituminous
☐ Concrete
☐ Gravel/Rock
☐ Other:

Number of Driveways or Entrances to Property

Existing:

Proposed:

Width of Proposed Entrances:

Start Date:

(I), the undersigned, herewith make application for permission to construct the driveway access at the above location. The said driveway access shall be constructed in accordance with the regulations of the City of Albert Lea and to any special provisions contained. (2) This permit is conditioned upon replacement or restoration of the City right of way to its original or satisfactory condition. It is further understood that this permit is issued subject to the applicant's compliance with the rules and regulations of city ordinance. (3) It is expressly understood that this permit as issued does not in any way imply an easement on public or private property. This permit does not convey any property rights within the right of way to the permittee.

Applicant Signature:

Date:

Additional Notes from Applicant:

Provide a detailed site diagram with dimensions to scale.

Permit Approved by Inspections:	Date:
Permit Approved by Engineering:	Date:

City Notes:

Permit Regulations & Requirements

1. No work in connection with this application shall be started until the application is approved and the permit issued.
2. The permit is revocable in nature. If the City shall make any improvements or change on all or part of its ROW which impacts Applicant's installation, then and in every case the application herein named shall, after notice from the City or its authorized agents, proceed to alter, change, vacate, or remove from ROW said installation necessary to conform with said changes. Any work performed by the Applicant as a result of City's ROW modification shall be at Applicant's sole cost and expense.
3. The Applicant shall assume all liability for, and save the City, its agents and employees, harmless from, any and all claims or damages, actions or causes of action arising out of the work to be done herein and the continuing uses by the Applicant, including but not limited to the placing, construction, reconstructing, maintaining and using of said utility under this application and permit.
4. The permittee shall not use City ROW to stage and/or store equipment or materials without written permission from the City Engineer.
5. Any debris generated due to work must be cleaned up after work is completed.
6. No work shall be done in such a manner as to create or maintain a nuisance.
7. No changes or alterations may be made at any time without written permission from the City.
8. All disturbed surfaces shall be restored to original conditions.
 - Disturbed concrete sidewalk panels must be replaced in full
 - Disturbed bituminous must be replaced with a minimum of 2'x2' patch
 - Disturbed concrete panels must be replaced in full
 - Seeded, mulched, anchored or sod with proper erosion control
9. All surfaces shall be restored by the Contractor with the exception of street surfaces which will be replaced by the Department of Public Works and charged to the Contractor at rates in the current fee schedule approved by the City Council.
10. Applicant shall erect safety devices for the protection of the work and the safety of the public that conform to the requirements of the Manual of the Uniform Traffic Control Devices. All safety devices required shall be the responsibility of the Applicant.
11. Contractor shall notify area utilities through the state-wide Gopher One Call 800-252-1166 prior to any excavation.
12. Permittee agrees to abide by the MUTCD traffic standards.
13. After Applicant completes its work in the ROW, Applicant must notify the City Engineer within 2 working days that such work has been completed and is ready for final inspection. Call City Engineering Department at 507-377-4325 for an inspection request.