

Public Works Procedures & Checklist

Driveway Permit Application [City Staff Use Only]

Site Address: _____

Permit Approval

- The property owner or contactor must submit a driveway service permit.
- City Reconstruction Project Coordination - Project Engineer will handle all driveway permits related to annual neighborhood reconstruction work. Permit is required, a security deposit is not required.
- Security Deposit - Engineering staff will accept monetary deposit (business checks from contractor, cash, cashier's check, or bond). If bond is provided, place it with permit copies. If check or cash is provided, place in sealed envelope and properly label with address of permit location and have Finance Department place in City vault.
- Engineering staff to make copies of the permit for applicant (keeping original).
- File original in red folder (located in Maria's area).

Inspection Procedures

- When applicant calls for subgrade inspection (763-569-3340), coordinate with inspector the date and time of inspection. Inspection Date: _____ Time: _____
- Inspector must review subgrade and review the original permit application for compliance with approved permit. Inspector shall email publicworks@ci.brooklyn-center.mn.us inspection approval, and office staff to date and initial original permit.
- When applicant calls for final inspection (763-569-3340), coordinate with inspector date and time. Inspection Date: _____ Time: _____
- Inspector to conduct final inspection of driveway. Inspector shall email publicworks@ci.brooklyn-center.mn.us inspection approval, and office staff to date and initial original permit.

Permit Closeout Procedures

- When work is completed and meets the satisfaction of the department, the permit shall be closed and the monetary deposit returned to the applicant. City staff shall release monetary deposit. Personal checks can be mailed or picked up (check for preference). Cashier's checks should be picked up at the Engineering Office by applicant.
- Failure to comply with the Permit General Conditions may result in reconstruction of all or part of the project to the satisfaction of the City Engineer; or assignment of the project completion to a competent party with subsequent costs charged against the property owner.
- Scan and log copies.

Date: _____ Signature: _____

Engineering Division

Driveway Permit

Site Address: _____

Applicant Name: _____ Address: _____ Phone Number: _____ Email: _____	Contractor : _____ Address: _____ Phone Number: _____ Email: _____
--	---

General Conditions

1. The applicant/contractor must provide and is responsible for maintaining traffic control as specified in the latest version of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD). If the applicant/contractor does not possess a copy of MMUTCD, one can be obtained from the Engineering Division.
2. Storing equipment and materials on the City street, sidewalk/trail or within public right-of-way is not allowed. Any damage to the City's public infrastructure (e.g. street, sidewalk, utilities) will need to be repaired at the applicant's expense as prescribed by the City Engineer.
3. The driveway subgrade must be inspected by the Public Works Engineering Division prior to concrete or asphalt placement.
4. The applicant must use the City standard driveway plate for all work with in the City right-of-way.
5. Contractor must use Minnesota Department of Transportation (Mn/DOT) concrete mix 3A32 on all concrete with in right-of-way.
6. Failure to comply with these required General Conditions may result in reconstruction of all or part of the project to the satisfaction of the City Engineer, or assignment of the project completion to a competent party with subsequent costs charged against the posted monetary deposit or bond.
7. City Engineer shall release balance of monetary deposit against which it has no claim upon project completion and acceptance by the City.

City Staff Use Only

Required Inspections	Date: By:	1. <u>Pre Pour</u> – The roadway pavement, concrete curb and gutter, driveway apron and sidewalk and trails must be inspected by the Public Works Department prior to placement of concrete or asphalt pavement. Call 763-569-3340. (See the General Conditions above)
	Date: By:	2. <u>Final Inspection</u> – Finished roadway pavement, concrete curb and gutter, driveway aprons and sidewalk and trails must be inspected by the Public Works Department following the placement of concrete or asphalt pavement. Call 763-569-3340. (See the General Conditions above)

Applicant Signature	Date

Sketch

City Staff Use Only

Restoration Bond or Monetary Deposit

Bond

Amount collected per Restoration Bond Schedule: \$_____

Check or Cash

Check or cash returned to applicant (date): _____, 20____

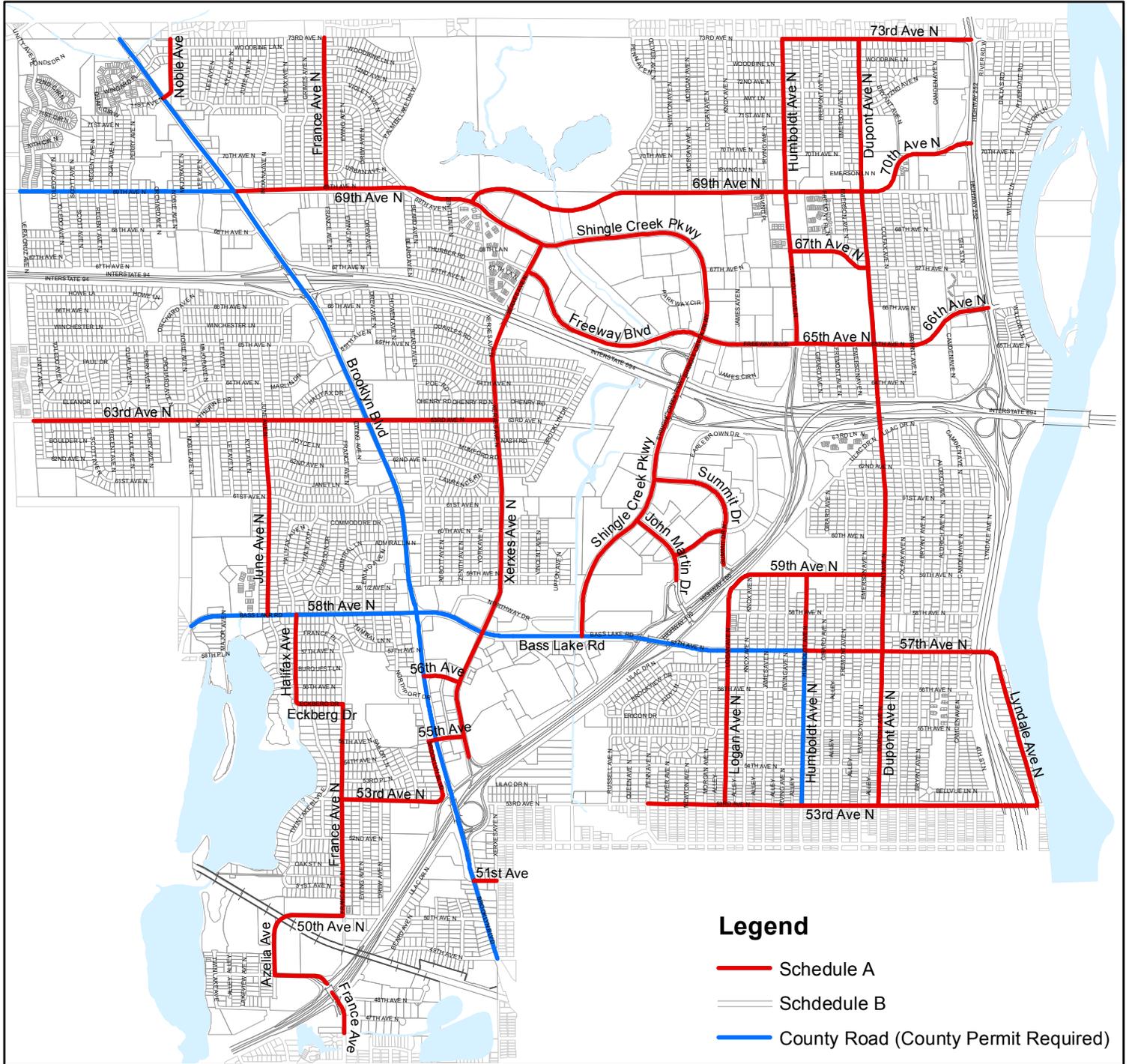
Date

Permit Closed by:



RESTORATION BOND AMOUNTS

Brooklyn Center Public Works Department
 6301 Shingle Creek Pkwy
 Brooklyn Center, MN 55430-2199
 763-569-3340 763-569-3440 fax

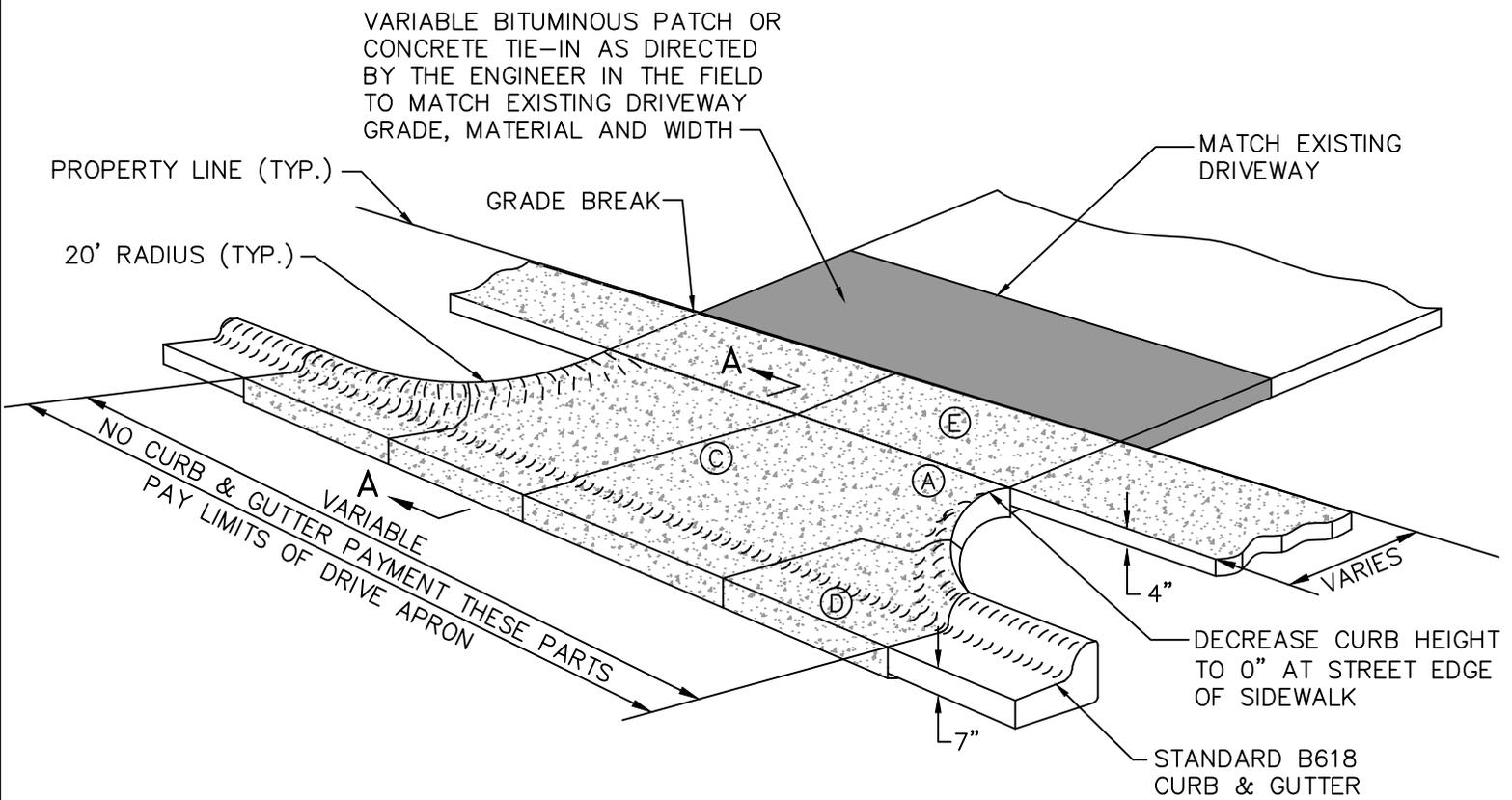


Legend

- Schedule A
- Schedule B
- County Road (County Permit Required)

<u>Restoration Bonds or Monetary Deposit</u>	<u>Schedule A</u>	<u>Schedule B</u>
--	-------------------	-------------------

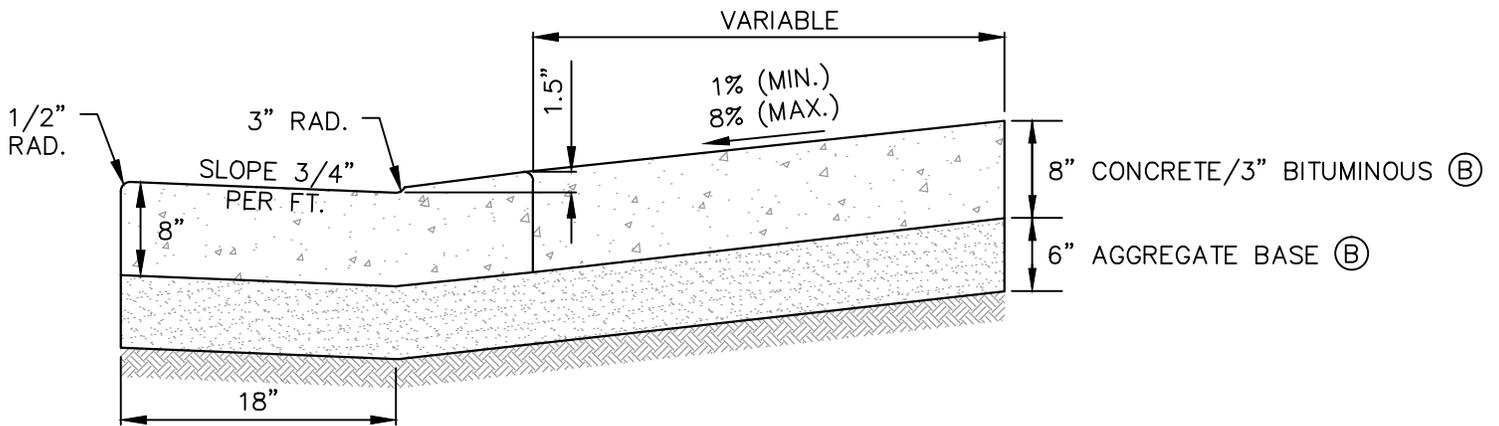
Driveway Permit	\$2,500.00	\$1,500.00
Water & Sewer Permit		
Street Cut	\$4,000.00	\$2,500.00
Sidewalk Impacts Only	\$250.00	\$250.00



NOTES:

- (A) SPACE CONCRETE CONTROL JOINTS SUCH THAT MAXIMUM PANEL DIMENSIONS ARE 10'X10'.
- (B) PAVEMENT SECTION SHOWN MUST BE MINIMUM DEPTHS. MATCH THICKER SECTIONS AS DIRECTED BY ENGINEER. BITUMINOUS PAVEMENT SECTIONS MUST BE CONSTRUCTED IN MULTIPLE LIFTS 1.5" MINIMUM AND 2.5" MAXIMUM.
- (C) ADJUST TO MATCH EXISTING JOINTS IF MATCHING EXISTING CONCRETE DRIVEWAY.
- (D) CURB & GUTTER AT DRIVEWAY OPENINGS WILL BE PAID FOR AS CONCRETE DRIVEWAY APRON.
- (E) SIDEWALK THROUGH THE DRIVEWAY SHALL BE 6" THICK AND WILL BE PAID FOR AS CONCRETE DRIVEWAY APRON.

SECTION A-A



PUBLIC WORKS
DEPARTMENT

TYPICAL COMMERCIAL DRIVEWAY WITH SIDEWALK

Steven L. Lelichang

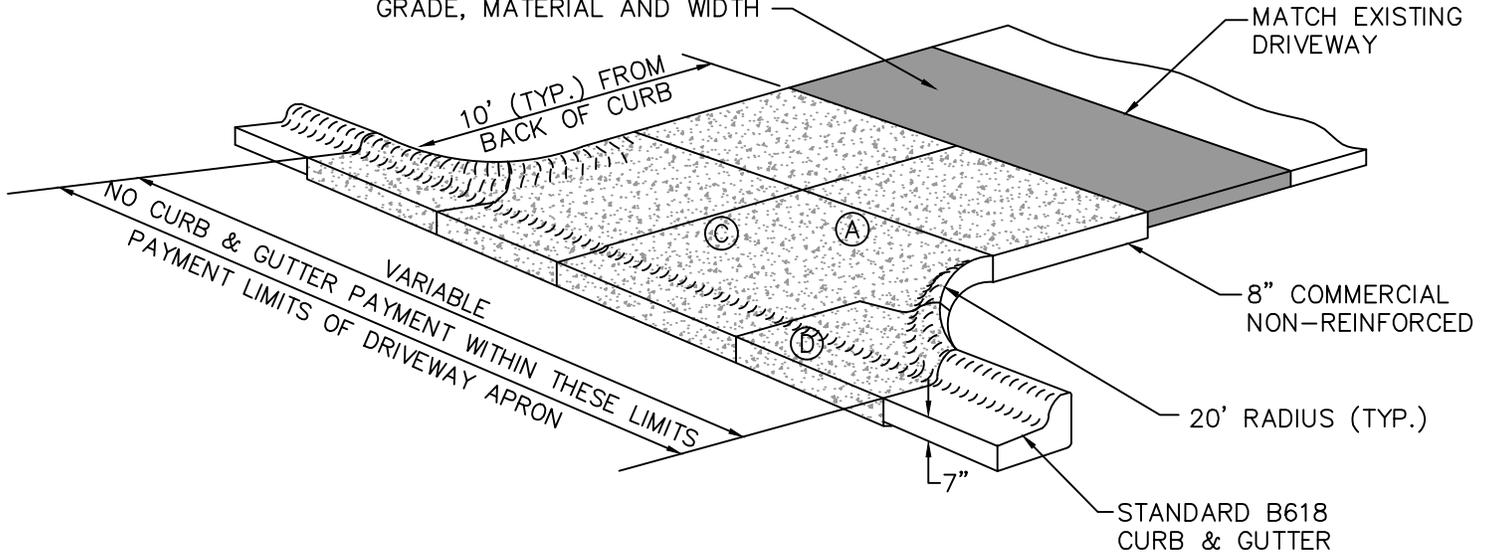
APPROVED: CITY ENGINEER

REV. 03/2014

STANDARD
PLATE

405

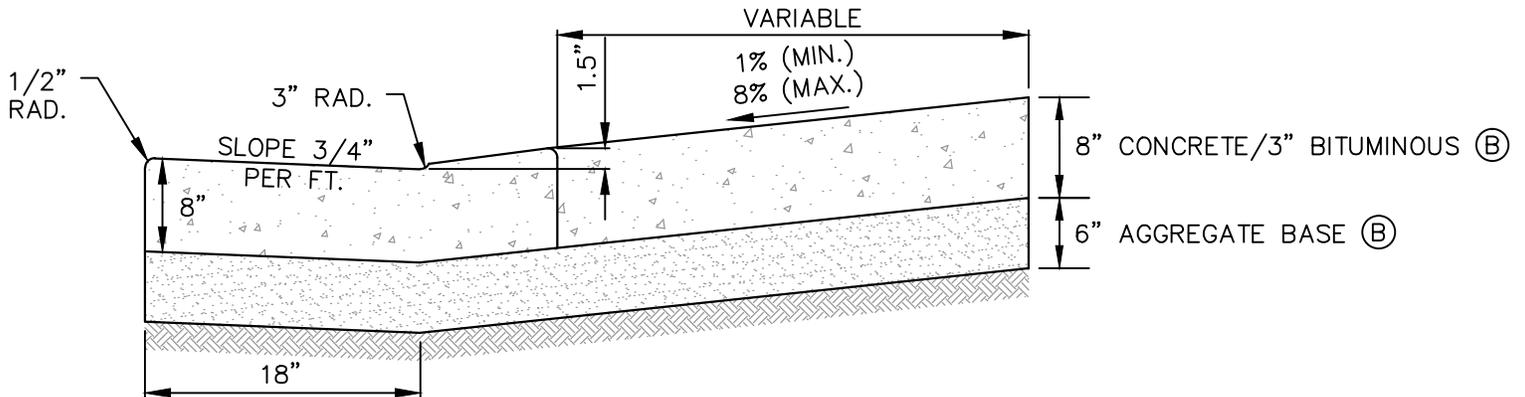
VARIABLE BITUMINOUS PATCH OR
CONCRETE TIE-IN AS DIRECTED
BY THE ENGINEER IN THE FIELD
TO MATCH EXISTING DRIVEWAY
GRADE, MATERIAL AND WIDTH



NOTES:

- (A) SPACE CONCRETE CONTROL JOINTS SUCH THAT MAXIMUM PANEL DIMENSIONS ARE 10'X10'.
- (B) PAVEMENT SECTION SHOWN MUST BE MINIMUM DEPTHS. MATCH THICKER SECTIONS AS DIRECTED BY ENGINEER. BITUMINOUS PAVEMENT SECTIONS MUST BE CONSTRUCTED IN MULTIPLE LIFTS 1.5" MINIMUM AND 2.5" MAXIMUM.
- (C) ADJUST TO MATCH EXISTING JOINTS IF MATCHING EXISTING CONCRETE DRIVEWAY.
- (D) CURB & GUTTER AT DRIVEWAY OPENINGS WILL BE PAID FOR AS CONCRETE DRIVEWAY APRON.

SECTION A-A



PUBLIC WORKS
DEPARTMENT

TYPICAL COMMERCIAL DRIVEWAY

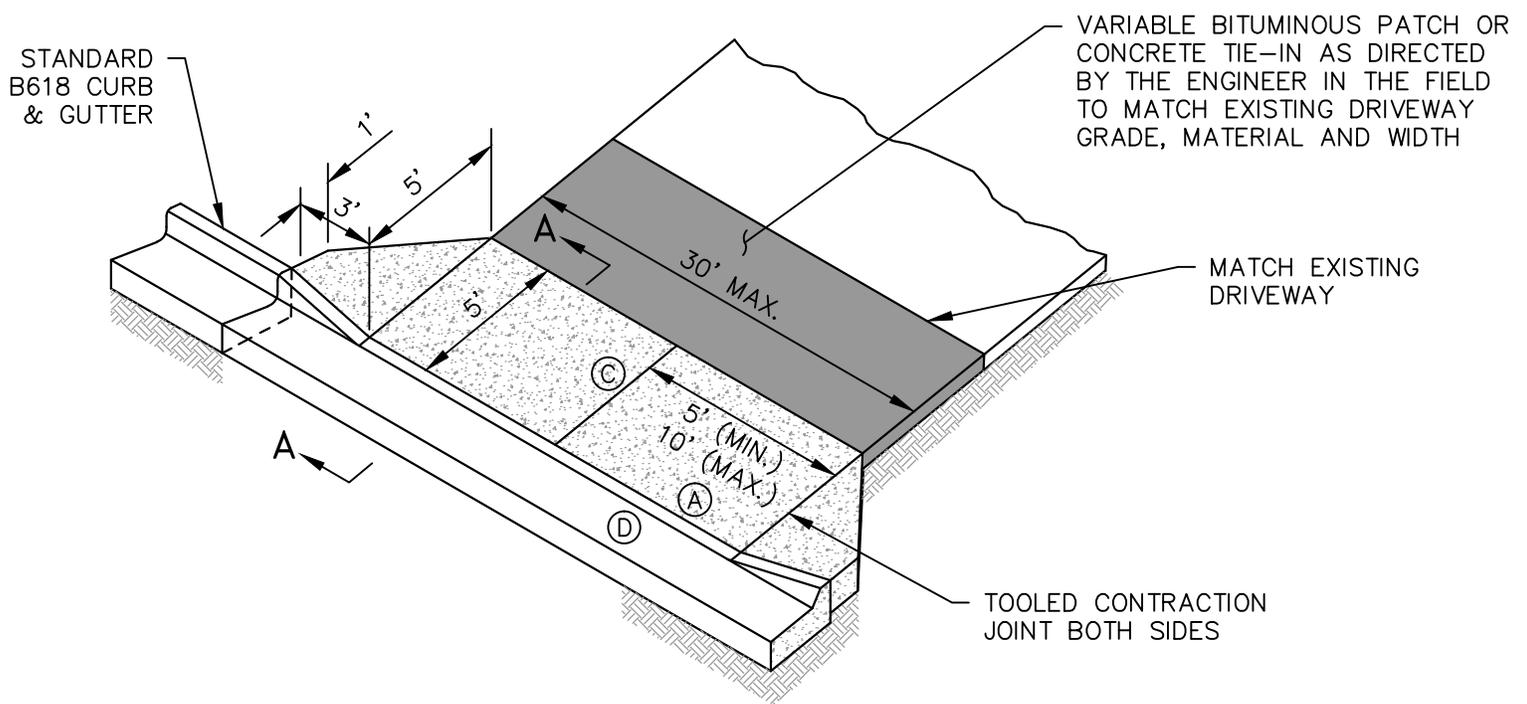
Steven L. Lillikang

APPROVED: CITY ENGINEER

REV. 03/2014

STANDARD
PLATE

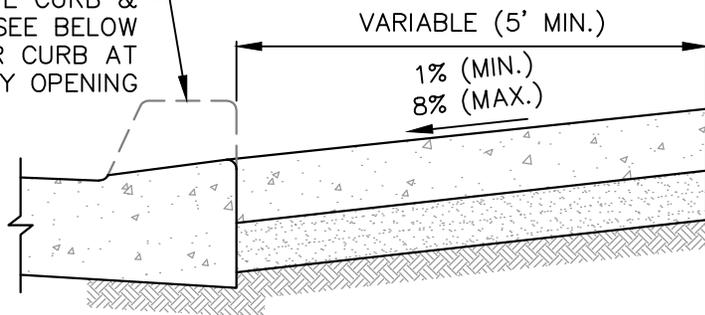
406



NOTES:

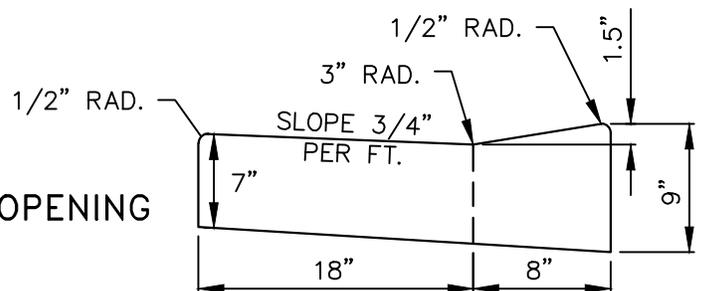
- (A) SPACE CONCRETE CONTROL JOINTS SUCH THAT MAXIMUM PANEL DIMENSIONS ARE 10'X0'.
- (B) PAVEMENT SECTION SHOWN MUST BE MINIMUM DEPTHS. MATCH THICKER SECTIONS AS DIRECTED BY ENGINEER. BITUMINOUS PAVEMENT SECTIONS MUST BE CONSTRUCTED IN MULTIPLE LIFTS 1.5" MINIMUM AND 2.5" MAXIMUM.
- (C) ADJUST TO MATCH EXISTING JOINTS IF MATCHING EXISTING CONCRETE DRIVEWAY.
- (D) CURB & GUTTER AT DRIVEWAY OPENINGS WILL BE PAID FOR AS CURB & GUTTER. REPLACEMENT OF DRIVEWAYS NEXT TO THE NEW CURB & GUTTER WILL BE PAID FOR AS THE SPECIFIED DRIVEWAY TYPE.

CONCRETE CURB & GUTTER, SEE BELOW FOR CURB AT DRIVEWAY OPENING



SECTION A-A

CURB AT DRIVEWAY OPENING



PUBLIC WORKS
DEPARTMENT

TYPICAL RESIDENTIAL DRIVEWAY

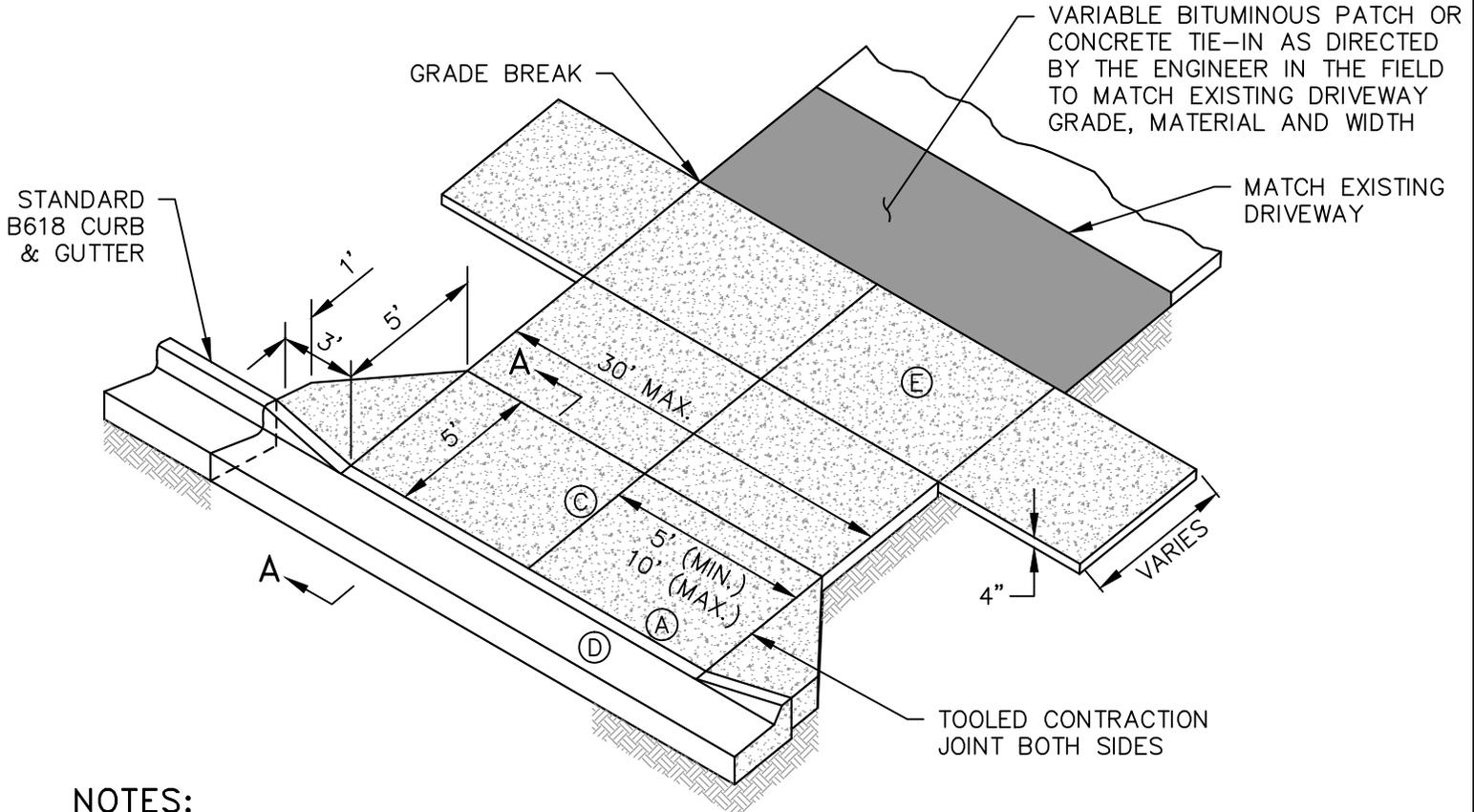
Steven L. Lillikang

APPROVED: CITY ENGINEER

REV. 03/2014

STANDARD
PLATE

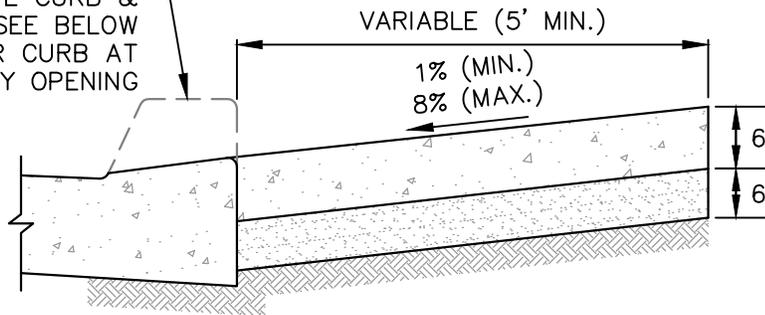
407



NOTES:

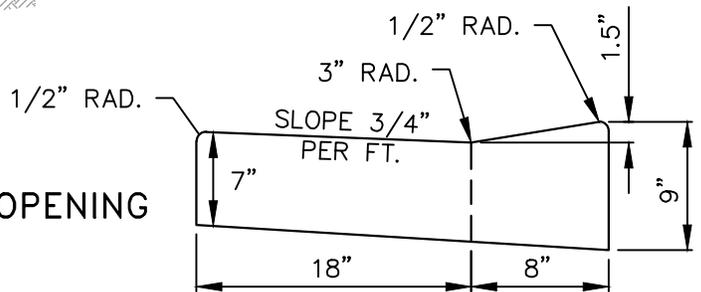
- (A) SPACE CONCRETE CONTROL JOINTS SUCH THAT MAXIMUM PANEL DIMENSIONS ARE 10'X10'.
- (B) PAVEMENT SECTION SHOWN MUST BE MINIMUM DEPTHS. MATCH THICKER SECTIONS AS DIRECTED BY ENGINEER. BITUMINOUS PAVEMENT SECTIONS MUST BE CONSTRUCTED IN MULTIPLE LIFTS 1.5" MINIMUM AND 2.5" MAXIMUM.
- (C) ADJUST TO MATCH EXISTING JOINTS IF MATCHING EXISTING CONCRETE DRIVEWAY.
- (D) CURB & GUTTER AT DRIVEWAY OPENINGS WILL BE PAID FOR AS CURB & GUTTER. REPLACEMENT OF DRIVEWAYS NEXT TO THE NEW CURB & GUTTER WILL BE PAID FOR AS THE SPECIFIED DRIVEWAY TYPE.
- (E) SIDEWALK THROUGH THE DRIVEWAY SHALL BE 6" THICK AND WILL BE PAID FOR AS CONCRETE DRIVEWAY APRON.

CONCRETE CURB & GUTTER, SEE BELOW FOR CURB AT DRIVEWAY OPENING



CURB AT DRIVEWAY OPENING

SECTION A-A



PUBLIC WORKS
DEPARTMENT

TYPICAL RESIDENTIAL DRIVEWAY WITH SIDEWALK

Steven L. Lillikang

APPROVED: CITY ENGINEER

REV. 03/2014

STANDARD
PLATE

408