

For existing driveway surfaces: sealcoating, resurfacing, general patching or repairs, etc. do not require a permit. Anything new, altered, or additional requires a Zoning permit. Concrete aprons of 5' depth are *required* to be installed by ordinance at the street intersection/curb (see illustration on reverse side).

Required Submissions. Mounds View has converted to an online permitting system called BS&A Online. From the City of Mounds View website, click on the link *ALL PERMITS*. Please email Permits@MoundsViewMN.org or call 763-717-4020 if you have any questions.

- **Zoning Permit application.** Select *Zoning* as the permit type.
- **Site survey or plot plan.** [See reverse side] Illustrate the placement of the surface(s) on the property.
- **City Contractor's License.** If you are a contractor without a *current* license through the State of MN.

Pay Permit Fee. Once the plans have been reviewed and approved, you will be emailed or contacted for payment. Fees are stated on the City's fee schedule.

Required Inspections. Only one (Final inspection) is *typically* required to verify the apron, installation, and placement/setbacks followed the *approved* plans. More may be required based on the size and design. Inspections must be called for a minimum of 24 hrs in advance.

General Requirements

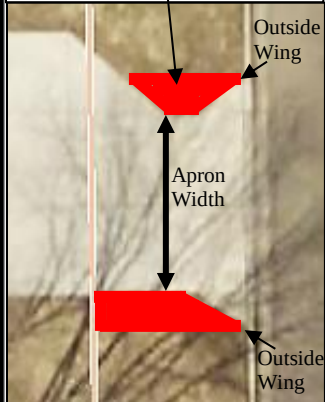
- Contractors are required to be licensed with the City of Mounds View if they aren't *currently* licensed through the State of Minnesota. City Contractor's License application can be found online or at City Hall.
- **Driveways.** Surface shall be constructed with a *permanent* improved surface (asphalt, concrete, or brick) so as to control dust, drainage, and erosion. Gravel or dirt is NOT an approved driveway surfacing material. If a water shutoff valve is located in the driveway, a cover approved by the Public Works Dept. must be used.
- **Parking Areas.** May be an improved surface or gravel surface. Cannot exceed 300 square feet, or for a larger RVs- the minimum area to encompass the wheel-base. Side property line setback is 5' (same as driveway).
- Maximum grade elevation for any parking/driveway area shall not exceed 5%.
- If your property abuts a county road, you will also need to contact the Ramsey County Department of Public Works to obtain a permit. Contact them at 651-266-7100 or <http://www.co.ramsey.mn.us/pw/index.htm>. (Ramsey County Roads include Long Lake Road, Silver Lake Road, County Road H, County Road I [east of Silver Lake Road], County Highway 10 and Old Highway 8).
- **Non-Conforming Driveway** is an existing driveway that does not meet current code requirements. You may repair or replace a non-conforming driveway as-is, but *any* alteration or addition requires the entire driveway to comply with *current* code requirements. Non-conforming driveways which cannot be brought into compliance without undue hardship, as determined by the Community Development Director, may be improved, replaced or rebuilt; *however*, in no case may the extent of the non-conformity increase as a result. A variance may be required for non-conforming driveways before they can be improved.

(See reverse side for illustrated requirements)

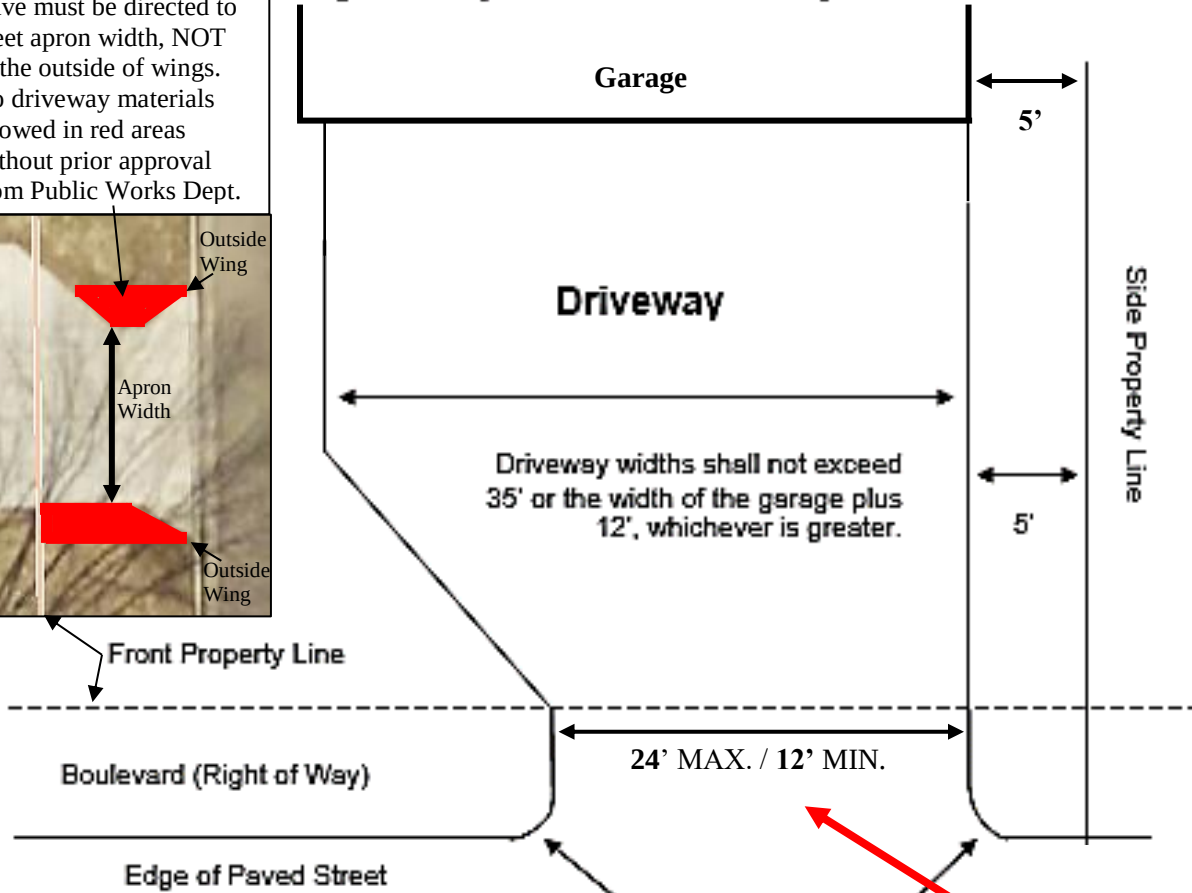
Residential Driveway & Concrete Apron Requirements

Positively identifying property lines/pins is the responsibility of the permit applicant or homeowner

Beyond front property line (in ROW/BLVD) drive must be directed to meet apron width, NOT to the outside of wings. No driveway materials allowed in red areas without prior approval from Public Works Dept.



Single-Family Residential Driveway Illustration



Wing Detail

