City of Foley
Driveway Entrance Permit Application

Street Location of Property: _____

Legal Description of Property: _____

Current Zoning of Property: _____

Exact Location of Proposed Driveway on Property: _____

Purpose of Driveway: ☐ Residence ☐ Commercial _____ *(Specify Type)*

Building to be Constructed: ☐ Yes ☐ No _____ *(If yes, specify type)*

Land is: ☐ Higher ☐ Lower ☐ Level with Street Show feet & inches: _____

Attachments: ☐ Site Plan ☐ Narrative *(Explaining Details of Project)*

Number of Existing Driveways: _____ **Location:** _____

Applicant:

_____ *Name* _____ *Phone*

_____ *Address* _____ *Fax*

_____

Property Owner:

_____ *Name* _____ *Phone*

_____ *Address* _____ *Fax*

_____

Type of Request & Fee Amount:

☐ Driveway/Entrance	$50.00
☐ Other (Alter/Reconstruct Existing)	N/C
Total Fees Paid:	

This is to certify that I am making application for permission to construct the access driveway at the above location, and that I am responsible for all City requirements with regard to this request. Said driveway to be constructed to conform with the regulations of the City of Foley and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the City of Foley. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the curb, gutter, and street to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the City of Foley or Benton County authorities having joint supervision over said street or highway, and subject to the applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Council, and any other affected governmental agencies. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or purchase agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

☐ Supporting Documents Attached Application Filed: _____

☐ Appropriate Fees Paid Date Fees Paid: _____

☐ Review by City Staff Staff initials: _____

☐ Completed Application Accepted Date Application Accepted: _____

_____ *Signature of Applicant* *Date*

_____ *Signature of Fee Owner* *Date*

City of Foley
Guidelines for Preparing Driveway Entrance Permit Applications

This application must be completed in full, be typewritten or clearly printed, and must be accompanied by all information, supporting documents and plans as required by applicable City ordinance provisions.

NOTE *Requests may be filed **only** by the Property Owner, or by an authorized person whereby the fee owner also signs the application form.*

- ☐ **Name of Applicant:** The name, address and phone number of the person making the request.
- ☐ **Name of Property Owner:** The name, address and phone number of the person who owns the property. If same as applicant, so indicate.
- ☐ **Legal Description:** The legal description of the property as shown on the owner's deed or abstract.
- ☐ **Current Zoning:** Note what the property is currently zoned.
- ☐ **Purpose of Driveway:** Attach a narrative describing the details of the driveway request, specifically if residential or commercial, including construction of any buildings, and why this entrance is needed.
- ☐ **Elevation:** Indicate if the land at the proposed driveway is higher or lower than the center of the roadway and if so the difference in feet and inches.
- ☐ **Existing Driveways:** Show any existing driveways to the property, and exact location of proposed new driveway with respect to lot lines, road right-of-way and existing or proposed buildings on the lot.
- ☐ **Sign and date the application.**
- ☐ **Supporting Documents:** Attach all supporting documents to application and submit to the City Clerk/Administrator Office 10 days prior to meeting date to be placed on the agenda.
- ☐ **Application Copies:** The applicant must provide at least three (3) copies of the completed Driveway Entrance Application for City review unless otherwise designated By the Public Works Director or City Building Official.

In all instances, completed application forms and requests for review are to be submitted to the City Clerk/Administrator for acceptance. Essential staff, including but not limited to the Public Works Director, City Attorney, City Engineer, City Building Official, will review applications.

The City will consider the advice and recommendation of essential staff and the effect the proposed project will have on the health, safety, and general welfare of the residents of the City of Foley. In certain cases and providing that all required criteria has been met, an application may be approved with conditions attached to protect the best interests of the residents in the surrounding area and the City as a whole.

❖ ***NOTE:*** *This application is not considered complete until all required documents/forms are provided to the City Clerk/Administrator as indicated. It is the **applicant's responsibility** to assure that **application is complete**. **When the** application is complete, the case will be placed on the meeting's agenda. The City Clerk/Administrator shall make a determination of completeness of the application within ten (10) business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant.*