



# PARKING PAD APPLICATION

## ADMINISTRATIVE ZONING PERMIT

PERMIT NUMBER \_\_\_\_\_

CITY OF LONSDALE • PO Box 357 • 415 CENTRAL STREET WEST, LONSDALE, MINNESOTA 55046 • PHONE: (507)744-2327 • FAX: (507)744-5554

### PROPERTY / CONTRACTOR INFORMATION (APPLICANT TO COMPLETE)

PROJECT ADDRESS		PARCEL ID	
PROPERTY OWNER	EMAIL	PHONE #	
ADDRESS	CITY	STATE	ZIP
APPLICANT	EMAIL	PHONE #	
ADDRESS	CITY	STATE	ZIP
CONTRACTOR	EMAIL	PHONE #	
ADDRESS	CITY	STATE	ZIP

### REQUIREMENTS FOR RESIDENTIAL GARAGE SIDE & REAR YARD PARKING PADS

- Parking pad surface shall be constructed on a hard dust-free surface such as concrete, bituminous/asphalt, pavers.
- No rock or gravel containing fines shall be allowed as a surfacing material. Any decorative rock shall require special approval.
- Garage side parking pads may be up to 14 ft. wide.
- Driveway access from a public street shall not exceed 28 ft. in width at the right-of-way/property line.
- Parking pads constructed within a Drainage/Utility Easement may require a Special Permit or Encroachment Agreement
- Parking pad drainage shall complement the original/approved grading plan.
- Shedding of surface water from a parking pad onto a neighboring property shall be avoided.
- Any alterations (drain tile) and/or obstructions (retaining walls, paved pad) within an easement area shall require City approval.
- All recreational vehicles shall be screened to the height of the vehicle or 6 ft., whichever is less (privacy fence or evergreens).

VEHICLE SETBACKS (by type)	Garage Side	Corner Side	Rear Yard
Utility Trailers	2 ft.	25 ft.	10 ft.
Minor Recreational Vehicles (under 24')	2 ft.	25 ft.	10 ft.
Major Recreational Vehicles (over 24')	5 ft.	25 ft.	Prohibited
Minor Commercial Vehicles (under 19,500 lbs.)	2 ft.	25 ft.	Prohibited

[SEE ORDINANCE 2017-275 FOR MORE DETAILS]

### PARKING PAD DETAILS (CHECK ALL THAT APPLY)

<i>Surfacing</i>	<input type="checkbox"/> Concrete <input type="checkbox"/> Bituminous/Asphalt <input type="checkbox"/> Pavers Special Approval Required: <input type="checkbox"/> Decorative Rock <input type="checkbox"/> Gravel	<i>Property Line Setback</i>	<input type="checkbox"/> 0 – 2 ft. (improvements may be required) <input type="checkbox"/> 2 – 5 ft. <input type="checkbox"/> 5 – 10 ft. <input type="checkbox"/> 10 – 25 ft. <input type="checkbox"/> 25 ft. and over <input type="checkbox"/> Other _____	<i>Other</i>	<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Drain Tile <input type="checkbox"/> Privacy Fence (6 ft. tall) <input type="checkbox"/> Evergreens (at least 4 ft. tall) <input type="checkbox"/> Located in Easement <input type="checkbox"/> Other _____
	<input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement		Pad Width _____ (ft.)		Pad Length _____ (ft.)

Type of vehicle that will be parked on pad: \_\_\_\_\_ Length of vehicle: \_\_\_\_\_ (ft.)



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## SURVEY/SITE PLAN REQUIRED

All parking pad permit applications shall include a certificate of survey and/or site map, drawn to scale, showing/labeling the following:

- Property address and/or legal description (if platted).
- Fronting street(s) and street names.
- Property lines and property line dimensions.
- Proposed parking pad type.
- Proposed location of the parking pad and distance from property lines.
- Existing objects and structures located near the proposed parking pad.

If a certificate of survey is not submitted, a licensed surveyor shall officially mark/expose the property corners/boundary lines and provide the City with written verification of that survey. Before a site inspection is conducted by the designated City official, the following items shall be located on-site and clearly marked with paint, flags, stakes, and/or laths: 1) property corners; 2) boundary lines; and 3) proposed parking pad location.

## ENCROACHMENT INTO EASEMENTS

Private parking pads may extend into a public easement upon approval from the City. The approval or denial of such easement encroachments shall be solely within the City's discretion. Any parking pad permitted to encroach into an easement area, shall be subject to the following conditions:

- The parking pad shall not adversely affect drainage or create debris buildup.
- The property owner(s) and/or parking pad permit applicant is responsible for verifying that no conflict exists with utilities prior to installation of the parking pad.
- The property owner(s) shall keep the parking pad in good repair and shall comply with all City Ordinances related to parking pads and general upkeep of property.
- The City or any utility company having authority to use the rights-of-way or easements, shall not be liable for repair or replacement of parking pads in the event that they are damaged or destroyed by virtue of the lawful use of the easement. Property owner(s) shall be responsible for any costs associated with the removal of fencing encroaching into the easement.
- Property owners, their successors, heirs and assigns, hereby agree to indemnify and hold harmless the City from any damage caused to the subject property, including the parking pad and any removal of fencing on the subject property, caused in whole or in part by the encroachment into the City's easement areas.

## OWNER / APPLICANT ACKNOWLEDGMENT & SIGNATURE

This permit becomes null and void if work or construction authorized is not commenced within 180 days of the date issued below, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. I agree that all laws and ordinances governing parking pad construction in Lonsdale will be complied with whether they are specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction.

SIGNATURE	DATE
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### OFFICE USE ONLY

CONTACTS	FEES		RECEIPT
BUILDING OFFICIAL (952) 461-4777 PUBLIC WORKS DEPT. (507) 744-2397 CITY HALL (507) 744-2327	PERMIT FEE	\$ <u>FREE</u>	<input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
<b>APPROVAL</b>	PLAN REVIEW & INSPECTIONS	\$ <u>FREE</u>	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> RECEIPT / CK. NO.
_____ CITY OFFICIAL – APPROVAL	<b>TOTAL</b>	\$ <u>FREE</u>	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> DATE ISSUED
_____ BUILDING INSPECTOR – APPROVAL			