



City of Pine Island
 250 South Main St.
 P.O. Box 280
 Pine Island, MN 55963

Driveway Permit Application

Arterial/Collector Roadways

Fill out application and return to the City. Attach to this application a drawing of the driveway location.

Applicant Name: _____ Phone () _____ - _____

Owner Name: _____ Phone () _____ - _____

Street Address: _____

To Construct: New Replace Widen

Type of Property: Residential Commercial Industrial

Reason for driveway application: _____

Number of present driveways to property: _____ Width of current driveway(s): _____ ft.

Number of proposed driveways to property: _____ Width of proposed driveway(s): _____ ft.

Type of Material: _____

Give exact location of affected driveways to property: _____

Is driveway shared by another property owner? Yes No (If yes, signature of all parties is required)

Estimated Start Date: _____ Estimated Completion Date: _____

Sketch Requirements

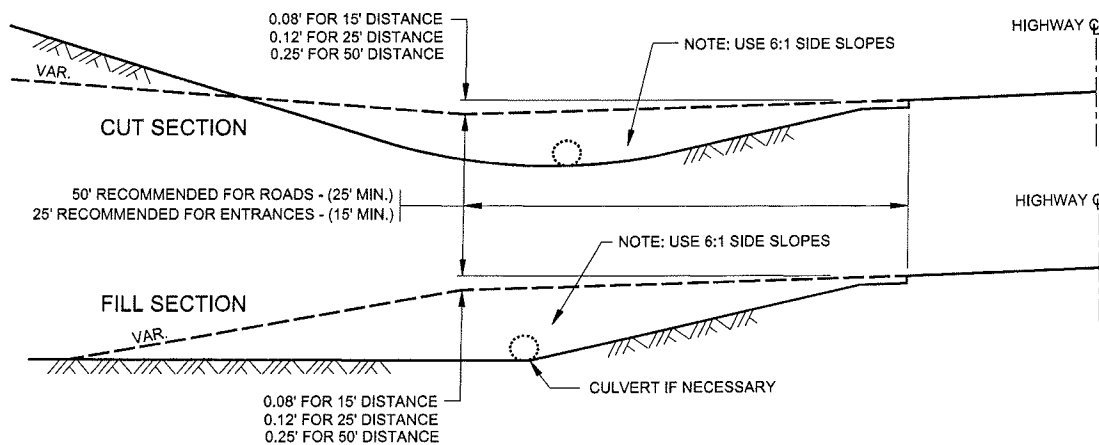
1. A driveway sketch is required as a part of this permit. The sketch can be drawn on the back of the permit or on a separate sheet. The sketch does not need to be drawn to scale, however dimensions must be provided on sketch.
2. Driveway sketch should include proposed driveway, existing driveway (dashed line), driveway dimensions, property lines, dimensions of driveway from property lines, building locations near driveway, arrow indicating north, street names, surface features near proposed driveway location (trees, hydrants, utilities, etc.).
3. If on a corner lot, the sketch should include dimensions to intersecting roadways.

Conditions of Approval

1. Proposed driveway location must be marked prior to application.
2. No work under this application is to be started until application is approved and the permit is issued.
3. Driveway entrances shall be a maximum width of 24 feet for residential use; 32 feet for commercial/industrial use.
4. All driveway entrances shall intersect with the road at an angle not less than 70 degrees.
5. Driveways shall not be placed closer than 5 feet to any side or rear lot line.
6. Drive fill slopes shall be constructed 1:6 (1' vertical to 6' horizontal) and shall be hand finished and seeded.
7. Material for fill slopes must be good clean material and free of foreign materials and debris.
8. Culvert size shall be determined by the City but not less than 18" in diameter.

9. Where work on a traveled roadway is necessary, traffic must be protected and flags, signs, safety cones and proper barricades must be placed in accordance with safety procedures.
10. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of the driveway.
11. Road must be swept clean after work is completed.
12. Prior to placement of concrete or bituminous surfacing, the applicant shall notify the City of Pine Island that the work has been completed and is ready for final inspection.
13. No changes or alteration in entrances may be made at any time without written permission from the City of Pine Island.
14. Permit expires 90 days after approval date.
15. Cost of installing the driveway shall be paid for by the applicant.
16. Driveways must meet adopted Roadway Design Guidelines section 1, particularly tables 1.1 and 1.2. (see attached)
17. Additional conditions: _____

CROSS SECTIONS



IMPORTANT: Before Starting Work

The Applicant shall call Gopher State One Call (1-800-252-1166) 48 hours prior to starting work. Applicant must call the City of Pine Island for inspection 24 hours prior to time of inspection.

I, We, the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform with the regulations of the City of Pine Island 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 Pine Island. 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 city streets to its original or to a satisfactory condition. This permit is non-transferable. (Applicable ordinance information can be found in the Pine Island City Code section 7.05 & 11.70)

Signature of Applicant _____

Date _____

City Use Only		
Adequate site distance: YES NO	Adequate Spacing Distance: YES NO	Culvert Size _____
Signature of City Administrator _____		Date _____
Signature of Public Works Superintendent _____		Date _____
Permit Expiration Date (90 days from approval date) _____		

Principal Arterials

Principle arterials have the highest volume capacity and provide the highest level of service at the greatest speed for the longest uninterrupted distance. This type of roadway is intended to connect larger cities with one another and connect major business concentrations. Highway 52 is classified as a principal arterial roadway.

Regional Arterials

Regional arterials connect important locations inside and outside of different regions. They connect the City of Pine Island with other cities and Pine Island with other important locations within a county or region. Goodhue and Olmsted County roads that connect communities, gather traffic from collectors, and access principal arterials have been classified as regional arterials. Regional arterials emphasize mobility rather than providing access. Access needs to be more carefully managed to avoid capacity and safety problems. However, there would be more access to regional arterials than to principal arterials. Examples of regional arterials in Pine Island include: Goodhue County Road 11, Olmsted County Road 3, and 125th Street NW.

Local Arterials

Local arterials connect important locations inside the City of Pine Island such as retail shopping nodes with other commercial/industrial nodes and typically serve local trips. Local arterials also connect to regional and principle arterials and gather traffic from local collectors. They serve both as mobility corridors and as primary roads for accessibility; however, local arterials still emphasize mobility rather than providing access to local properties. On the other hand, in fully developed urban areas, they tend to carry high volumes of traffic and provide a high degree of access to adjacent properties. Examples of local arterials include frontage road systems along Highway 52.

Regional Collectors

Regional collector roadways are designated to serve slightly shorter trips than regional arterial roadways. Regional collectors supplement the arterial system and emphasize equally mobility and land access. Regional collectors consist of country roads that provide connectivity between the regional arterial and local roadway system. Examples of regional collectors include: Goodhue County Road 11 (west), Olmsted County Road 5, and Olmsted County Road 13.

Local Collectors

Local collectors primary function is to provide access to the adjacent land by serving as a connection between the local street network and the arterial roadways. Also, they connect local streets within residential neighborhoods and connect residential neighborhoods within the City of Pine Island to adjacent residential neighborhoods in the City. In urban and urbanizing areas, they are typically spaced at intervals consistent with population density to gather traffic from local streets and bring all developed areas within a reasonable distance of a collector road. Spacing in urban areas may be every ½ mile, while in more rural developed areas 1 mile spacing may be adequate. Examples of local collector roadways in the City of Pine Island include 511th Street, 195th Avenue, and 210th Avenue.

Local/Neighborhood Roadways

Local/Neighborhood roadways interconnect residential neighborhoods, commercial, agricultural, and industrial developments and connect to local and regional collectors. Local roads generally serve short trips and provide high levels of access. Most city streets are typically classified as local/neighborhood roadways.

Table 1.1 – Access Spacing

Functional Classification	Area Type	Intersection Spacing		Private Access
		Full Median Opening	Right-In/Right Out	
Regional Arterials	Urban Core	300-660 ft dependant on block length		Only if there are no other alternatives
	Urban/Urbanizing	1/4 mile	1/8 mile	
	Rural	1/2 mile	1/4 mile	
Local Arterials	Urban Core	300-660 ft dependant on block length		
	Urban/Urbanizing	1/4 mile	1/8 mile	
	Rural	1/2 mile	1/4 mile	
Regional Collectors	Urban Core	300-660 ft dependant on block length		200 feet and subject to intersection functional area
	Urban/Urbanizing	Per Table 1.2		
	Rural	Per Table 1.2		
Local Collectors	Urban Core	300-660 ft dependant on block length		
	Urban/Urbanizing	Per Table 1.2		
	Rural	Per Table 1.2		

Table 1.2 – Minimum Spacing and Sight Distance Requirements for Intersections and Access Points

Speed Limit (mph)	Standard (feet)	Minimum (feet)
30	325	200
35	400	250
40	475	325
45	550	400
50	650	475
55	725	550

In reviewing all access requests, sight distance shall be a primary safety consideration. A second access to a property may not be allowed if the above minimum sight distances are not met.

New access points (including driveways) must meet the spacing requirements in Table 1.1 and the sight distances in Table 1.2. Situations where the above spacing requirements and/or above sight distances are not met for new access points the access points will be considered using engineering judgment on a case by case basis, and the application may be denied if there are other accesses to the property available.

For private access points access to lower level roads are required if available; otherwise one access per parcel subject to access spacing and sight distance requirements. If lot frontage is less than minimum spacing criteria, consider joint/shared access.