



14669 Fitzgerald Blvd N
 Hugo, MN 55038
 PHN: (651) 762-6300
 FAX: (651) 762-6344
 www.ci.hugo.mn.us

Driveway Permit

Property Type:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Townhome IRC <input type="checkbox"/> MFD Home <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial Building <input type="checkbox"/> IBC Residential <input type="checkbox"/> Commercial Equipment <input type="checkbox"/> Commercial Other
Construction Type:	<input type="checkbox"/> New <input type="checkbox"/> Alteration
Job Site Address:	Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> Parcel ID <input style="width: 80px;" type="text"/> Lot <input style="width: 30px;" type="text"/> Block <input style="width: 30px;" type="text"/> Subdivision <input style="width: 500px;" type="text"/>
Applicant Type:	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner – (Property Owner Waiver Form Required) Verify Ownership at https://mn-washington.manatron.com/
Contractor Detail:	Company Name <input style="width: 500px;" type="text"/> Contact First Name <input style="width: 200px;" type="text"/> Mobile/Text # <input style="width: 100px;" type="text"/> Contact Last Name <input style="width: 200px;" type="text"/> Office Phone # <input style="width: 100px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 150px;" type="text"/> State <input style="width: 50px;" type="text"/> Zip <input style="width: 50px;" type="text"/> Contact Email <input style="width: 250px;" type="text"/> License Number <input style="width: 100px;" type="text"/>
Owner Detail:	Owner First Name <input style="width: 200px;" type="text"/> Mobile/Text # <input style="width: 100px;" type="text"/> Owner Last Name <input style="width: 200px;" type="text"/> Other Phone # <input style="width: 100px;" type="text"/> Email <input style="width: 250px;" type="text"/> Street Number <input style="width: 50px;" type="text"/> Street Name <input style="width: 200px;" type="text"/> Unit <input style="width: 50px;" type="text"/> City <input style="width: 150px;" type="text"/> State <input style="width: 50px;" type="text"/> Zip <input style="width: 50px;" type="text"/>
Project Summary:	<input style="width: 900px; height: 20px;" type="text"/>
Driveway Type:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Is this a Field Entrance (no dwelling on parcel): <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Status:	<input type="checkbox"/> Platted <input type="checkbox"/> Unplatted
Driveway Elevation:	<input type="checkbox"/> Driveway will be higher than affected city street <input type="checkbox"/> Driveway will be level with affected city street <input type="checkbox"/> Driveway will be lower than affected city street
Existing Driveways:	Number of present driveways accessing property (show on site plan): <input style="width: 50px;" type="text"/>
Construction Dates:	Date driveway needed: <input style="width: 100px;" type="text"/> Estimated driveway completion date: <input style="width: 100px;" type="text"/>
Driveway Requirements:	1) All driveways shall conform to city ordinance and "any applicable development agreement". 2) Contact the city zoning department for parcel specific requirements. 3) Click here for city driveway ordinance requirements: City of Hugo Driveway Ordinance , or go to https://www.ci.hugo.mn.us/ 4) Provide detailed site plan with accurate measurements for any existing driveway and the proposed driveway. 5) Any driveway requiring work to be performed in the right-of-way may require a bond, letter of credit or other security acceptable to the city, in addition to the permit fee.
Staking Requirement:	Location of proposed driveway shall be accurately staked to show location. City may require licensed professional to stake location.

The undersigned hereby makes 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 Hugo and to any special provisions included in the permit. It is agreed that all work shall be done to the satisfaction of the City of Hugo. It is further agreed that no work in connection with this application will be started until the application is approved and the permit is 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.

Applicant Signature	Date

Permit Fee:	\$55.00
Technology Fee:	\$2.00
Total Permit Cost:	\$57.00

******* Office Use Only *******

Received Date: <input style="width: 80px;" type="text"/>	Permit Number: <input style="width: 150px;" type="text"/>
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