



CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136

• newhopemn.gov • newhopeinspections@newhopemn.gov

PARKING LOT APPLICATION

PROCESS

- A permit is not required for resurfacing.
- If work is taking place in Right of Way a separate Right of Way Permit Application is required.

INCLUDE THE FOLLOWING ITEMS:

- ✓ **Parking Lot Application (this sheet) filled out completely.**
- ✓ **2 sets of plans showing location of building(s), existing and proposed parking area(s), existing and proposed dimensions, location of all utility easements over city sewer and water lines or structures, screening details, lighting, striping, circulation routes and curb details.**
- ✓ **Payment (see below)**

Permit# _____

Received Application _____

Received Payment _____

For Office Use Only

PROPERTY INFORMATION

Property Address: _____

Name of Business at Property Address: _____

I am the Contractor I am the Property Owner

PROPERTY OWNER INFORMATION

Property Owner: _____

Contact Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

CONTRACTOR INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

State License#: _____ Exp. Date: _____

I am a contractor who is exempt from obtaining a state license.

WORK INFORMATION

New Replace Existing Alteration Other: _____

Description of Work: _____

Value of Work Including Labor: _____ Estimated Start Date: _____ Estimated Completion Date: _____

Will Work Take Place in Right of Way: No Yes (If yes, a separate Right of Way permit is required.)

Catch Basin(s) in Lot: No Yes

Dimensions of Parcel: _____ Dimensions of Current Parking Lot: _____

Dimensions of Primary Structure: _____ Number of Parking Stalls: _____

Dimensions of Proposed Parking Lot: _____



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REQUIRED INSPECTIONS *COMPLETED BY CITY STAFF*

Site Final Form Other(s): _____

Based upon the information provided by the applicant this permit is approved and issued according to the following special conditions:

1. The applicant shall comply with all requirements of the City of New Hope as detailed by this approval and as contained within the City's Code of Ordinances.
2. The applicant shall accomplish the work proposed in accordance with the requirements of all governmental agencies having jurisdiction over the work.
3. The applicant shall protect all city utilities, service lines, and shut offs, manholes and valve boxes. All sewer and water system appurtenances shall be depressed 1/8 – 3/8-inch below the finished elevation of the bituminous overlay. Hydrant barrels shall be located 5-feet behind the back of any curbing. Landscaping slopes abutting and adjacent to curbing shall not excel a slope of 3 horizontal to 1 vertical.
4. Paving by City Ordinance, requires a minimum of 6-inch class 5 Aggregate Base and 2-inch Asphalt for the entire width of the driving surface. Areas adjacent to the edges of the paved driveway shall be restored with vegetation. Partial gravel driving areas or shoulders will not be allowed.
5. All open off-street parking must have a perimeter concrete curb, unless otherwise recommended by the city engineer.
6. _____

7. _____

8. The applicant shall complete the proposed project and shall leave the site and surrounding properties clean of any trash or construction debris generated by the work. In the event that the applicant does not comply with the requirements of this permit the City of New Hope shall be authorized to take such measures as are necessary to complete the work as approved and assess the underling property for any costs so incurred.

Building Official Signature: _____ **Date:** _____

City Engineer Signature: _____ **Date:** _____

Planning Signature: _____ **Date:** _____

Public Works Signature: _____ **Date:** _____



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NOTICE

I hereby apply for a parking lot permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of New Hope and with the Minnesota Building Codes. I understand that no work in connection with this application will be started or has started until application has been approved and the required permit(s) issued. If work in the right of way is required, the street and curb will be replaced or restored according to the Right of Way ordinance. It is agreed no excavated materials from this site will be dumped without the express approval of the legal property owner.

Required site plan showing location of building(s), existing and proposed parking area(s), existing and proposed dimensions, location of all utility easements over city sewer and water lines, screening details, lighting, striping, circulation routes and curb details are included with this application.

Applicant Signature: _____ **Date of Application:** _____

FEE SCHEDULE

\$1 - \$500	\$30.30
\$501 - \$2,000	\$30.30 for the first \$500 plus \$3.27 for each additional \$100
\$2,001 - \$25,000	\$79.35 for the first \$2,000 plus \$15.40 for each additional \$1,000
\$25,001 – \$50,000	\$433.55 for the first \$25,000 plus \$11.11 for each additional \$1,000
\$50,001 - \$100,000	\$711.30 for the first \$50,000 plus \$7.70 for each additional \$1,000
\$100,001 - \$500,000	\$1,096.30 for the first \$100,000 plus \$6.16 for each additional \$1,000
\$500,001 - \$1,000,000	\$3,560.30 for the first \$500,000 plus \$5.23 for each additional \$1,000
\$1,000,000 and up	\$6,175.30 for the first \$1,000,000 plus \$4.02 for each additional \$1,000
Initial Plan Check	65% of building permit fee
For use of outside consultants for plan checks and inspections	Actual Cost

Permit Fee	
Plan Check Fee	
Additional Fees	
Fees Due Upon Application	

PAYMENT

Check (Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428)

Credit Card (Fill in information below)

- Credit Card Number: _____ Expiration Date: _____
- Billing Address: _____
- Signature: _____ Name (Print): _____

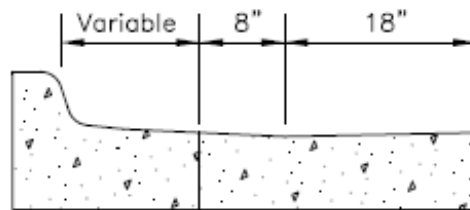
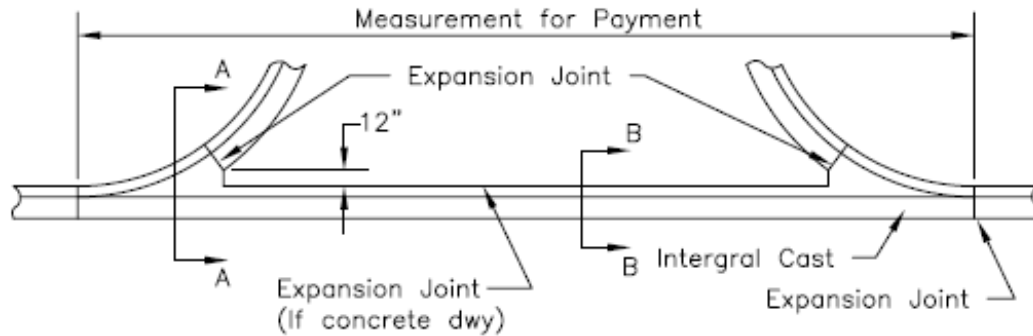


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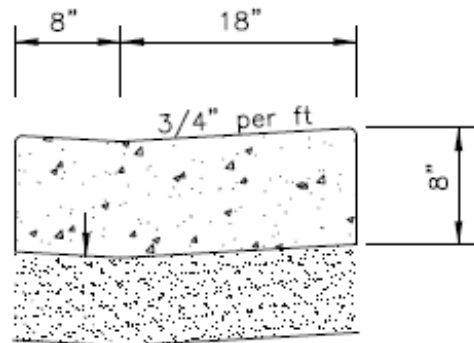
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PARKING LOT APPLICATION



SECTION A-A
THRU B618 C&G



SECTION B-B
THRU
CONCRETE GUTTER

6" Min. Aggregate Base

**Bonestroo
Rosene
Anderlik &
Associates**
Engineers & Architects
St. Paul, Minnesota

STANDARD DETAILS
COMMERCIAL DRIVEWAY

Last Revision:
Nov 2004

BRA Plate No.
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NEW HOPE, MINNESOTA

City Plate No.
—