



New Home Permit Application

CITY

INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT AS APPLICABLE	
<input type="checkbox"/> Building Permit Application	<input type="checkbox"/> Right-of-Way Permit Application
<input type="checkbox"/> A Site Plan Drawn to 1:20 Scale Showing: <ul style="list-style-type: none"> North arrow. Lot dimensions. Location and names of all adjoining streets. Front, side, and rear yard setbacks. Driveway and curb openings – location and size. Location and size of water, sewer, and electrical services – existing and proposed. Location of structures in relationship to each other and to the property lines. Dimensions of all structures. Approximate elevations at: <ul style="list-style-type: none"> Street edge at center of the driveway. Garage floor. Top of house foundation. Basement floor. 	<input type="checkbox"/> A Contour Map Showing: <ul style="list-style-type: none"> Existing drainage (contour maps may be available from the City Planner). Proposed finished drainage.
<input type="checkbox"/> Construction Stormwater Permit (SWPPP) <ul style="list-style-type: none"> A mini-SWPPP for individual sites ½ to 1 acre must be submitted along with your Construction Stormwater Permit. 	<input type="checkbox"/> Two Complete Sets of Plans, Drawn to Scale and Including: <ul style="list-style-type: none"> Front, rear, and side elevations. Foundation plan. Floor plan; main, basement, garage, and upper level; if applicable. Wall section. Stair section with guard detail. Special details, if any.
<input type="checkbox"/> A Completed Building Certificate (this is to verify Energy Code compliance). <ul style="list-style-type: none"> This can be completed by the owner, mechanical contractor, insulator, or contractor. 	

Please submit all of the above information at the time of application.

CITY OF ALEXANDRIA
Building Department
704 Broadway
Alexandria, MN 56308
(320) 763-6678 – Phone
(320) 763-3511 – Fax



BUILDING PERMIT APPLICATION

Address of Building Site:	Parcel Number:
---------------------------	----------------

Legal Description:	
Type of Improvement:	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Reroof <input type="checkbox"/> Raze <input type="checkbox"/> Move
Project Description:	Estimated Cost:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Licensed Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Project Manager <input type="checkbox"/> Other	

Property Owner Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Applicant Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Contractor Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:	Email:	

Designer Name:		License Number:	
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Excavator Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Mechanical Contractor Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Plumbing Contractor Name:			
Street Address:	City:	State:	Zip:
Contact Person:	Telephone Number:		

Signature of Applicant or Agent: _____ Date: _____



Storm Water Pollution Prevention Plan

All projects disturbing over **1 acre** must obtain a permit from the MPCA to discharge stormwater associated with construction activity. The permit fee is \$400. This permit requires preparation of a SWPPP which details erosion control practices, sediment control practices, dewatering and basin draining, inspection and maintenance, final stabilization and permanent stormwater management.

The City of Alexandria has their own requirements for sites where **more than ½ -acre, but less than 1 acre,** of land will be disturbed. These requirements include preparation of a Grading and Erosion Control Plan. Essentially, this Grading and Erosion Control Plan is a Mini-SWPPP, and will be referred to as such.

GENERAL:


A satisfactory Mini-SWPPP must be submitted and approved before a building permit can be issued, if the construction will result in disturbing more than ½ acre of land.

All erosion/sediment control noted on approved plan shall be installed prior to the initiation of any site grading or construction. Noncompliance with the Mini-SWPPP can result in a “stop work” order being issued to the site.

What Information Needs to Be Shown on the Mini-SWPPP?

- ✓ Project description including the nature and purpose of the land disturbing activity and the amount of grading involved.
- ✓ Phasing of construction including the nature and purpose of the land disturbing activity and the amount of grading, utilities, and building construction.
- ✓ Project schedule including a projected timeframe for completion of all site activities.
- ✓ Existing site conditions including topography, vegetation and drainage.
- ✓ Adjacent areas including neighboring lakes, streams, wetlands, roads, residential areas, etc. which might be affected by the land disturbing activity.
- ✓ Critical erosion areas including areas on the site that have potential for erosion problems.
- ✓ Erosion and sediment control measures including methods to be used to control erosion on the site, both during and after the construction process.
- ✓ Permanent stabilization including how the site will be stabilized after construction is completed, including specifications.
- ✓ Maintenance, including a schedule of regular inspections and repair of erosion and sediment control structures.
- ✓ Provisions for the removal of all silt fence upon establishment of permanent vegetation.

All grading and construction activity that results in disturbance of the ground shall comply with the Minnesota Pollution Control Agency’s Best Management Practices (BMP’s).

	CONSTRUCTION STORMWATER PERMIT	Permit Number: _____
	City of Alexandria 704 Broadway Alexandria, MN 56308 (320) 763-6678 Telephone (320) 763-3511 Fax	Building Permit Number: _____ Date Issued: _____
Site Information		
Site Address: _____ Owners Name : _____		
Type of Project: _____ Acres to be Disturbed: _____		
Natural Resource Feature within 100 feet: Yes <input type="checkbox"/> No <input type="checkbox"/> Storm Drain within 100 feet: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, Identify Feature(s): _____		
Proposed Start Date: _____ Proposed Completion Date: _____		
Scope of Land Disturbance Activity: <input type="checkbox"/> Individual Site - Disturbing ¼ to 1 Acre <input type="checkbox"/> Part of Common Development Plan <input type="checkbox"/> Construction Activity that Disturbs Over One Acre* <i>*Separate MPCA Construction Stormwater Permit Required*</i> <input type="checkbox"/> Site within 1 mile of Lake Winona		Best Management Practices Areas not being actively worked to be stabilized within 14 days. **(Areas within 1 mile of Lake Winona 7 days) Install/maintain perimeter controls and sediment barriers. Keep discharge points and receiving waters free of sediment. Protect natural resources (streams, wetlands, mature trees, etc). Properly protect storm drain inlets. Keep sediment from tracking onto street. Keep trash/litter collected and contained. Keep concrete washout areas clearly marked and maintained. Keep fueling, cleaning, maintenance areas free of leaks and spills. Keep potential stormwater contaminants inside or under cover. Make sure previously disturbed areas are/remain stabilized. Properly located and stabilize all stockpiles. Check site for compliance after each ½-inch (+) rain event.
Party Responsible for Installing, Implementing and Maintaining Erosion and Sediment Control per Plan Name: _____ Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Excavator <input type="checkbox"/> Other <input type="checkbox"/> If Other, Identify: _____ Contact Person: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Cell: _____ Email: _____		GENERAL NOTES TO PERMITEE: The costs associated with an on-site review by the City Engineer of reported stormwater management violations will be the responsibility of the property owner.
CERTIFICATION STATEMENT		
I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.		
Print Name and Title: _____		
Signature of Permit Holder: _____ Date: _____		
Approved By: _____ Date: _____		

CITY OF ALEXANDRIA
●●●
704 Broadway
Alexandria, MN 56308
Phone: 320-763-6678
Fax: 320-763-3511

**DRIVEWAY/SIDEWALK
PERMIT APPLICATION**

Permit Fee: \$50.00
Deposit: \$300.00

If needed, the City of Alexandria will pay
50% toward culverts (material only; not
to include labor or installation costs).

PERMIT NUMBER: ROW _____
DATE: _____
DATE OF REFUND: _____
DEPOSIT PAID BY: _____

(Notification of completion must occur within 30
days for a full deposit refund. Failure to notify
will constitute a deposit forfeit.)

JOB INFORMATION

Property Owner: _____

Mailing Address: _____

Job Address: _____

Location: east _____ west _____ north _____ south _____ side of _____ (please use attached map)
(This right-of-way is dedicated to the public and is to be used primarily by street and utility personnel.)

Estimated Cost: \$ _____ Permit Expiration Date: _____ ROW Square Footage: _____

WORK BEING PERFORMED

_____ Construct new driveway _____ Construct new sidewalk _____ Alteration or addition

_____ Resurface existing driveway involving grade changes

_____ Other _____

Pavement material (circle one) asphalt concrete paving block other _____

Is there an existing concrete valley gutter? _____ yes _____ no

Work to start on or after _____ Date of completion _____

Soil compaction by ordinary compaction methods, material to be compacted in one (1) foot lifts; to 110% of original conditions.
Type and size of compaction equipment _____

Asphalt bituminous oil content shall not be less than 6.5%.

If necessary to detour traffic, describe routing _____

Notify Police Department: _____ yes _____ no

Notify Gopher One (1-800-252-1166)

AUTHORIZED BY

Date: _____

Authorized by: _____

Public Works Coordinator

Date: _____

Approved by: _____

Public Works Coordinator

Date: _____

Approved by: _____

Gary Eiden/ALP

REGULATIONS & INFORMATION

1. Driveways shall not intersect a street corner curb line or edge of the traveled way, or be closer than 60 feet to the intersection of the extended street curb lines.
2. Each driveway shall not exceed 36 feet in width at their intersection with a street travel way in a commercial zone.
3. Each driveway shall not exceed 24 feet in width at their intersection with a street travel way in a single-family zone.
4. Driveways shall be no closer together than 10 feet measured along a street right-of-way.
5. Driveways shall be no closer to a side lot line than 5 feet at the edge of the right-of-way, unless the driveway is jointly used by the adjoining properties.
6. Driveways shall be paved or otherwise stabilized.
7. All dimensions must be noted for the width of drive and green areas. This will include dimensions at roadway and property line.
8. The minimum fee shall be \$50.00, with a \$300.00 refundable deposit, both payable at time of application.

CONTRACTOR'S AFFIDAVIT

I/We certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning to the satisfaction of the City. I/We further agree to assume all liability for, and save the City harmless from, any and all claims for damages, actions or causes arising out of the work to be done under this applicant and permit.

- Deposit will be returned by the City upon satisfactory completion of the restoration of the street or right-of-way, as determined by the City.
- **NOTIFICATION OF COMPLETION MUST OCCUR WITHIN 60 DAYS FOR A FULL DEPOSIT REFUND. FAILURE TO NOTIFY THE CITY WITHIN 60 CALENDAR DAYS WILL CONSTITUTE A DEPOSIT FORFEIT.**
- For work performed after October 15, the deposit will be retained until satisfactory completion the following year (approximately May 20th). I/We understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.
- **NO WORK WHATSOEVER WILL COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED.**
- The permit fee will be **DOUBLED** if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed.

Dated: _____ Print Name of Applicant: _____ Signature: _____

CONTRACTOR INFORMATION

Contractor: _____ Telephone: _____

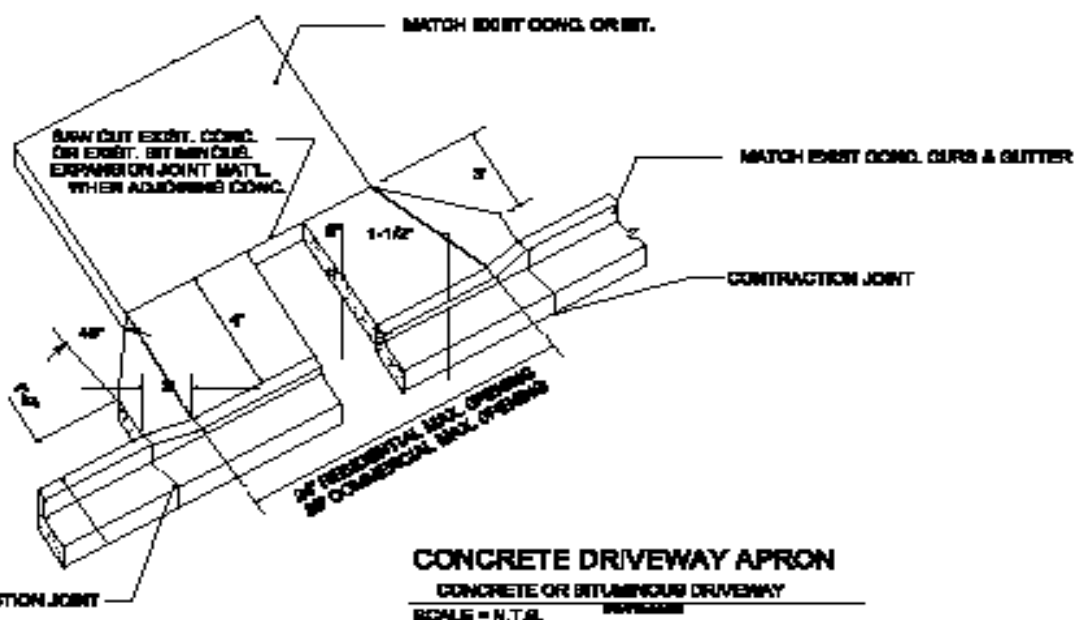
Address: _____ City _____ State _____ Zip _____

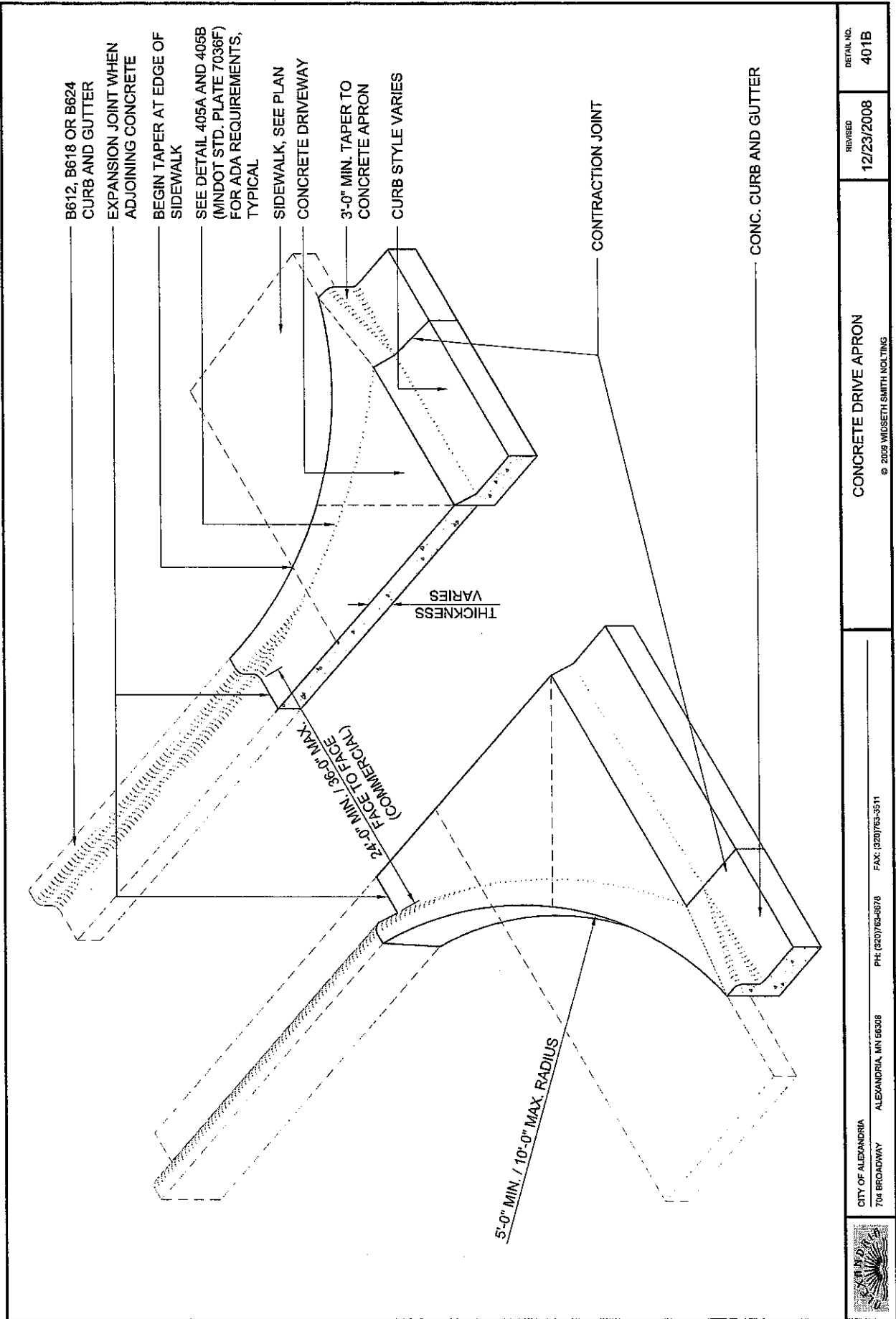
State Cert/CC Comp Card # _____ Job Representative: _____

FOR CITY USE ONLY:

In consideration of this application and agreement to comply in all respects with the regulations of the City covering such operations, permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with Special Provisions required as detailed. It is expressly understood that this permit is conditioned upon replacement or restoration of the street and boulevard to its original or improved condition.

PROVIDE THE ACTUAL DIMENSIONS OF THE DRIVEWAY AND DISTANCE
DRIVEWAY IS FROM PROPERTY CORNERS AT APPROPRIATE PLACES ON DRAWING.





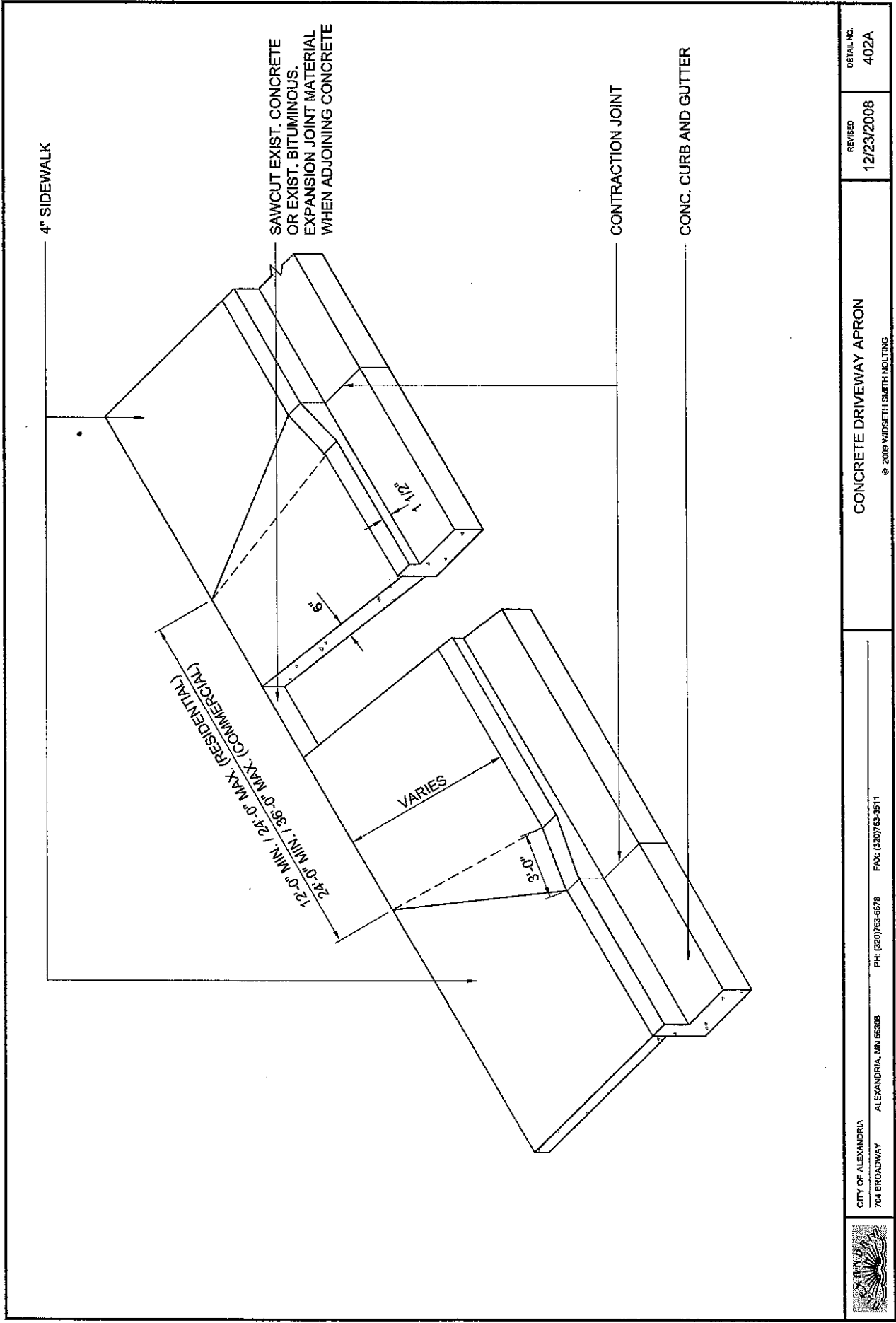
REVISION
12/23/2008

DETAIL NO.
401B

CONCRETE DRIVE APRON
© 2009 WIDSETH SMITH NOLTING

CITY OF ALEXANDRIA
704 BROADWAY
ALEXANDRIA, VA 22304
PH: (703) 664-3676
FAX: (703) 664-3511





DETAIL NO.
402A

REVISED
12/23/2008

CONCRETE DRIVEWAY APRON
© 2008 WIDSETH SMITH NOLTING

CITY OF ALEXANDRIA
704 BROADWAY
ALEXANDRIA, VA 22308
PH: (550) 763-6678 FAX: (550) 763-6511





Erosion and Sediment Control Field Guidance

Concrete Washout:

- ☐ Is there a dedicated, contained, and maintained area for concrete washout?

Conformance to the permitted/approved plan set:

- ☐ Is the project following the permitted/approved plan set?
- ☐ Are field changes documented on the plan set and properly communicated to the necessary regulatory agencies?

Conformance to approved construction sequencing/phasing:

- ☐ Is the project following the accepted/approved construction sequence?
- ☐ Is phasing of the project being conducted to minimize disturbance?

Erosion Control Inspector (ECI):

- ☐ If the site requires an NPDES Construction General Permit:
 - ☐ Is the ECI maintaining a routine inspection schedule: weekly and after all 0.5" rain events?
 - ☐ Is the ECI inspection log on site and readily available?
 - ☐ Are current site conditions representative of the latest ECI inspection report?
 - ☐ Do the ECI inspection reports and SWPPP adequately cover recommendations for corrective measures?
 - ☐ Are the ECI reports indicative of a thorough and competent inspection?

Detention facility plantings:

- ☐ Is native vegetation planted in all permitted areas?
- ☐ Is the observed vegetation the desired species?
- ☐ Do plantings appear healthy and well-established?
- ☐ Has permanent stabilization of the detention basin been achieved, i.e. 70% coverage?
- ☐ Is erosion control blanket installed correctly, i.e. up and down the slope; keyed in at top of slope.



Erosion and Sediment Control Field Guidance

Detention facility emergency overflow location and construction:

- ☐ Is the emergency overflow constructed to the size/shape/location/elevation of the permitted/approved plan set?
- ☐ Is the emergency overflow effectively armored (C350, rip-rap, etc.), per the permitted/approved plan set, to resist scouring or undermining due to high volume/high velocity flows?

Dewatering:

- ☐ Is turbid or sediment-laden water directed to a temporary or permanent sedimentation basin before discharging into a surface water (unless impracticable)?
- ☐ If water cannot be discharged to a sedimentation basin before entering a surface water, is it treated so that it does not cause nuisance conditions downstream (i.e., oil-water separator)?
- ☐ Has the discharge been visually checked before it enters a waterway or wetland?
- ☐ Are appropriate dewatering BMPs in place and functioning effectively?
- ☐ If a sediment bag is being used, is it capturing sediment effectively?
- ☐ Are discharge points protected from erosion and scour?

Ditch checks:

- ☐ Are ditch checks installed at all locations shown on the permitted plans?
- ☐ Are ditch checks installed properly? (i.e., is spacing correct? Anchored correctly?)
- ☐ Are no straw bales or silt fence being improperly used as ditch checks?

Dust control:

- ☐ Are dust control measures being used as needed?
- ☐ Is no dust observed moving offsite due to wind?
- ☐ Are roadways being swept and vacuumed when needed?