



Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

PARKING LOT APPLICATION

Applicant Type: Architect/Engineer Contractor Owner

Project Address: _____

PID#: _____ Property Owner: _____

Phone #: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Applicant: _____

Address: _____ City/State/Zip: _____

Current City License? Yes No (City of Lake Elmo Contractor License is required. Application and \$50.00 fee are required. Application can be found online at www.lakeelmo.org/building-permits-zoning-applications)

Phone # _____ Email Address: _____

Class of Work: (check one) New Parking Lot _____ Replacement Parking Lot (As-Is) _____ Parking Lot Expansion _____

Please see the attached checklist for further submission requirements and submit along with this application.

I hereby apply for the construction of a parking lot and 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 Lake Elmo. I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Applicant Signature: _____ Date: _____

City Use Only

Engineering Review Required? Y__ N__

Planning: Reviewed by: _____ Date: _____

Subject to the following conditions: _____

Engineering: Reviewed by _____ Date: _____

Subject to the following conditions: _____

If you have questions on code items, call 651-747-3910
To schedule an inspection, call 651-747-3900



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PARKING LOT PERMIT APPLICATION REQUIREMENTS:

- 4 copies of plan(s) showing the following:
 - Marking of spaces, if parking area contains 5 or more spaces
 - Curbing, if parking area is designed to have head-in parking along property line
 - Accessible parking spaces, if required by International Building Code
 - Landscape and screening plan, if required by Section 154.258
 - Distance from surrounding lots and principal use
 - Parking space and aisle dimensions
 - Surface type
 - Exhibit showing turning radius (if applicable)
 - Proposed number of parking spaces
 - Distance in feet from proposed parking lot to adjacent residential properties
 - The following information, depending on use of the property:

Use	Information Required	Additional Information, if applicable
<i>Residential</i>	Number of units	Number of employees
<i>Public and Civic Uses</i>	Number of employees	Capacity
<i>Services</i>	Number of employees and/or gross floor area	
<i>Food Services</i>	Capacity	Seating area
<i>Sales of Merchandise</i>	Gross floor area	Outside sales/storage area
<i>Outdoor Recreation</i>	Depends on specific use	
<i>Indoor Recreation</i>	Gross floor area	Capacity
<i>Agricultural and Related</i>	Depends on specific use	
<i>Production/Storage</i>	Gross floor area	Number of employees and/or outside storage area
<i>Utilities/Transportation/Communication</i>	Depends on specific use	
<i>Accessory Uses</i>	Depends on specific use	

- If applicable, plans must meet City of Lake Elmo Engineering Design and Construction Standards Manual and include the following:
 - Title Sheet
 - Legend and Typical Sections
 - Standard Details Storm Sewer Construction Chart
 - Grading, Drainage and Erosion Control Plans
 - Sanitary Sewer and Watermain Plans
 - Street and Storm Sewer Plans
 - Signage, Lighting, and Pavement Marking Plan
- Approval from appropriate watershed district, if applicable