

CITY OF MONTROSE

PARKING PAD APPLICATION – REVIEW CHECKLIST

The Parking Pad Application should contain the following items:

- ☐ City of Montrose Driveway & Parking Pad Permit Application Form
- ☐ A copy of Ordinance No. 2017-7 and Ordinance 2021-03
- ☐ A copy of the Driveway & Recreational Vehicle Parking Standard Detail
- ☐ A copy of the property site plan if available in the property file

Prior to submitting application for staff review, the applicant must complete the following:

- ☐ Fill out all applicable information in the Permit Application Form
- ☐ Provide a to-scale sketch of the proposed work on either the provided property site plan, or on graph paper which includes (see examples in this packet)
 - Footprint outline of existing structures and driveways
 - Property boundary with dimensions to the existing structure/driveway
 - Existing drainage structures located on the property or in street directly adjacent to the property
 - The location with dimensions of the proposed parking pad
 - The location with dimensions of any required driveway work
- ☐ Permit fee received by the city



311 Buffalo Avenue South
PO Box 25
Montrose MN 55363
www.montrose-mn.com
763-575-7422

Permit# _____

**City of Montrose
Driveway & Parking Pad Permit Application Form
Ordinance # 1019**

Refer to City Ordinance 1019 and the attached Driveway & Recreational Vehicle Parking Standard Detail for requirements

GENERAL:

Name of Permittee: _____
(Must be Owner of property where work is proposed)

Address of Property where work is proposed: _____

Address of Permittee: _____
(If different than above)

Telephone: (_____) _____

Name of contractor performing work: _____
(if applicable)

Describe proposed work: _____

Attach sketch of all proposed work. Include dimensions of proposed driveways/parking pads and dimensions from adjacent property lines.

Proposed start date: _____

Estimated completion date: _____

Will traveled roadway or curb and gutter be disturbed: No ___ Yes ___
If Yes, an inspection is required by the City during construction (see Note 5 under General Provisions)

DRIVEWAY WORK:

Note: Driveways are defined as everything between the street and face of the garage/house extending to the side lot lines (see attached standard detail)

- 1) Is driveway work proposed: No ___ Yes ___ (If No, skip this section)
- 2) Does the driveway meet the 2-foot (30-feet if on the street side of a corner lot) side yard setback: No ___ Yes ___
- 3) Does the driveway meet the maximum width requirement of 27 feet at the property/right of way line: No ___ Yes ___
- 4) Proposed driveway surfacing (asphalt, concrete, pavers, etc.): _____

PARKING PAD WORK:

Note: Parking pads are defined as everything behind the face of the garage/house extending to the side lot lines (see attached standard detail)

- 1) Is parking pad work proposed: No___ Yes___ (If No, skip this section)
- 2) Does the parking pad meet the 2-foot (15-feet if on the street side of a corner lot) side yard setback: No___ Yes___
- 3) Proposed parking pad surfacing type _____
(asphalt, concrete, pavers, gravel, rock incl. size, etc.)

GENERAL PROVISIONS:

1. Permittee is required to contact Gopher State One Call at (800) 252-1166, www.gopherstateonecall.org 48 hours prior to commencing and conduct all work in accordance with their rules.
2. Permittee agrees to conduct all work according to City Code.
3. Permittee shall have a copy of this permit and approved drawings on the job site at all times.
4. Permittee understands that issuance of this permit does not relieve them from obtaining approval from Wright County or MNDOT for work proposed within their jurisdiction.
5. Permittee shall contact (763) 575-7422, 24 hours in advance to schedule inspections if required in special provisions.
6. Permittee shall return the right of way to its original condition to the satisfaction of the Public Works Director or City Engineer, and shall remove all rubbish and construction debris promptly following the completion of construction.
7. Permittee shall be responsible for maintaining all temporary construction, repairs, patches and surfacing daily, if necessary, until permanent construction is completed and approved or such maintenance will be performed by City or other forces at prevailing rates and charged to the property owner.
8. Resources: www.montrose-mn.com
9. By accepting this permit the undersigned verifies that he/she has read and understands all of the foregoing provisions, certifies that he/she has authority to sign for and bind the Permittee, and that by virtue of that signature the permittee is bound by and agrees to comply with all provisions of this permit and the City Of Montrose Code, along with all other City ordinances and State laws regulating construction.

Applicant Signature _____

Date _____

-----**FOR CITY OF MONTROSE USE**-----

Special Provisions:

Required inspections of street ☐ (check if applicable)

Other conditions of permit:

1. _____
2. _____
3. _____

Permit Authorization:

Date: _____ By: _____
Public Works Director, City Engineer or City Clerk

Permit Fee

\$ _____

City of Montrose
Driveway & Parking Pad Permit Application

Property Line Driveway/Parking Pad

Installation & Easement Agreement Fee: \$ _____

Total Fee Required: \$ _____

Cashiers Check# _____ or Certified Check # _____

This deposit made by (Name) _____

Address _____

ORDINANCE NO. 2017-7

CITY OF MONTROSE

**AN ORDINANCE AMENDMENT TO CHAPTER 1019 OF THE ZONING ORDINANCE OF
THE CITY OF MONTROSE, RELATING TO THE PARKING OF RECREATIONAL
VEHICLES AND EQUIPMENT IN RESIDENTIAL DISTRICTS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE
FOLLOWING CHAPTERS AND SECTIONS OF THE ZONING ORDINANCE ARE AMENDED
TO READ AS FOLLOWS:**

Section 1. City Code, Section 1019 is amended as follows:

1019-3: GENERAL PROVISION:

E. Restrictions on Parking:

5. Recreational Vehicle Parking. Recreational Vehicles shall not be permitted to be parked on a public street within residential zoned districts except for the specific purpose of temporary loading or unloading.

1019-4: PARKING STALL, AISLE AND DRIVEWAY DESIGN:

A. Design Standards:

12. Surfacing, is amended as follows:

- e. Up to three recreational vehicles, including a camping trailer, motor home, pick-up coach, travel trailer or park trailer, recreational vehicle (RV), snowmobile or water craft, or recreational equipment (ice fishing houses, utility trailers and other equipment generally towed behind another vehicle used for non-commercial purposes), may be stored on any residential property provided:
 - (1) The recreational vehicles or recreational equipment are located on a parking area^a in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, class 5 gravel, or other impervious or semi-impervious surface material that has been approved by the City Engineer, provided it is accessible^b from a driveway;
 - (2) One of the permitted recreational vehicles permitted in Section 1019-4, A, 12, e, may be stored in the front yard if:
 - a. Stored on the designated driveway.
 - b. Is no closer than ten (10) feet from the street edge or curb line and shall not overhang any portion of a public sidewalk or path.

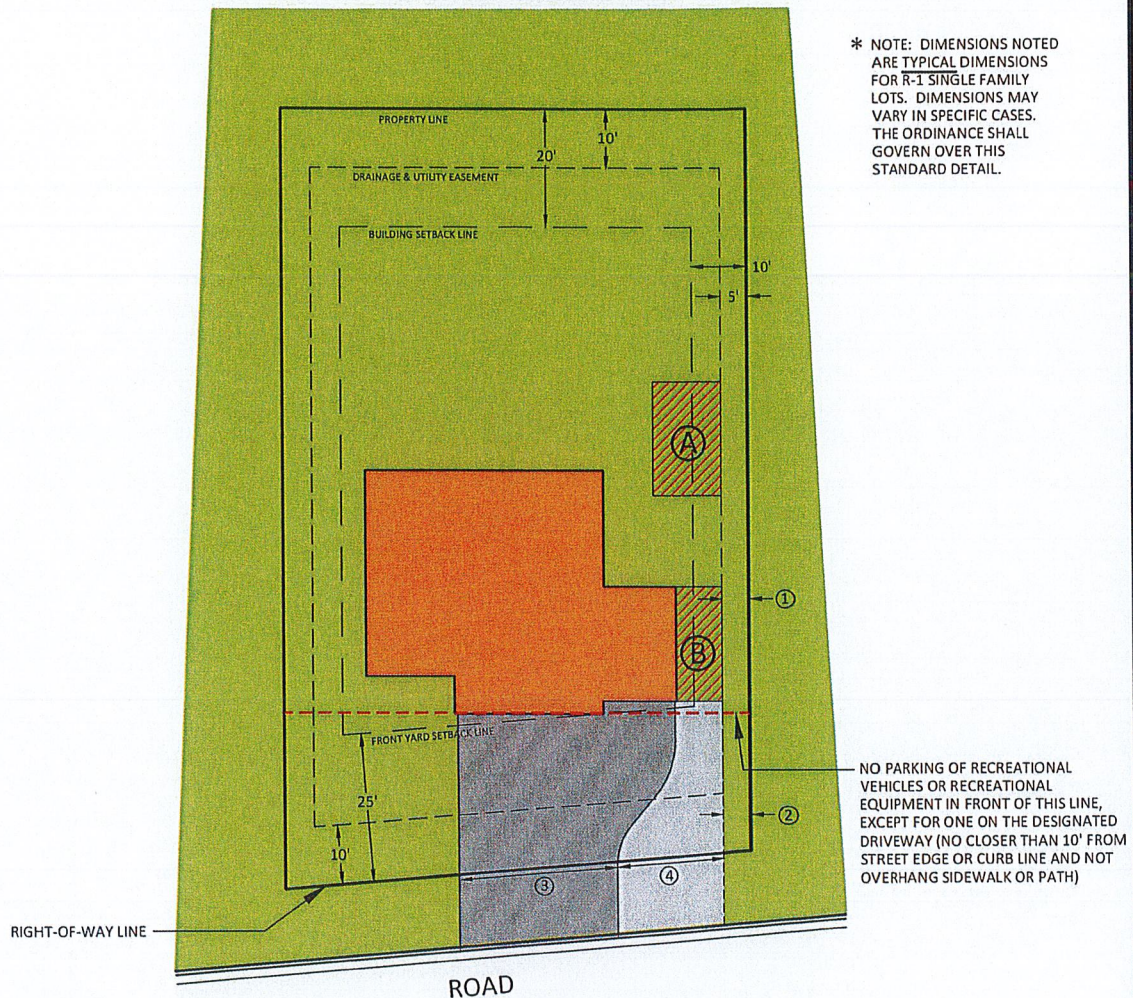
- c. One (1) boat parked or stored on a licensed trailer shall be counted as one (1) recreational vehicle as permitted in Section 1019-4, A, 12, e of this ordinance.
- (2) (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:
- a. The encroachment does not impact drainage, utilities or city maintenance access to public improvements.
 - b. The placement of a parking pad within the five-foot setback must be pre- approved by the City Engineer.
 - c. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.
 - d. The applicant/owner must execute an easement agreement, with the City of Montrose, acknowledging they are responsible for restoration of the parking pad located in an easement area if it is disturbed by the City or utility companies.
 - e. The applicant/owner shall submit an application and fee, in accordance with the City's Fee Schedule, to cover the costs of the City Engineer's inspection.
- ^a For the purpose of this section, "parking area" shall be defined as follows; a dedicated area that fully covers the entire ground surface beneath the recreational vehicle to be stored. Impervious surface beneath just the tires shall not constitute a parking area.
- ^b For the purpose of this section, "accessible" shall be defined as follows; the parking area shall be located such that the recreational vehicle can use the existing driveway to access the side or rear yard where the parking area is located. The parking area is not accessible if access requires traversing any portion of the front yard that is not the designated driveway or directly from the street at a point that is not the designated driveway. If a property is a corner lot or a lot located on an improved alley then the parking area can be accessed directly via the street or alley if approved by the City Engineer.

Section 2. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 14th day of August 2017, by the City Council of the City of Montrose.

DRIVEWAY & RECREATIONAL VEHICLE PARKING STANDARD DETAIL

REFER TO CITY OF MONTROSE ORDINANCE NO. 1019
FOR ADDITIONAL REQUIREMENTS



* NOTE: DIMENSIONS NOTED ARE TYPICAL DIMENSIONS FOR R-1 SINGLE FAMILY LOTS. DIMENSIONS MAY VARY IN SPECIFIC CASES. THE ORDINANCE SHALL GOVERN OVER THIS STANDARD DETAIL.

LEGEND

(A)

EXAMPLE - REAR YARD RV PARKING AREA

(B)

EXAMPLE - SIDE YARD RV PARKING AREA



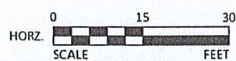
DRIVEWAY SURFACING CONSISTING OF CONCRETE, COBBLESTONE OR PAVING BRICK.



RV PARKING PAD SURFACING CONSISTING OF CONCRETE, ASPHALT, CONCRETE PAVERS, BRICK SET IN COMPACTED SAND, CLASS 5 GRAVEL 6" DEPTH OR OTHER IMPERVIOUS OR SEMI IMPERVIOUS SURFACE MATERIAL THAT HAS BEEN APPROVED BY THE CITY ENGINEER, PROVIDED IT IS ACCESSIBLE FROM DRIVEWAY. SEE ORDINANCE FOR FURTHER DEFINITIONS.



ADDITIONAL DRIVEWAY IF APPROVED BY THE CITY ENGINEER. SURFACING SHALL BE CONCRETE, ASPHALT, COBBLESTONE OR PAVING BRICK.



- ① MIN. SETBACK = 5' INTERIOR LOT LINE AND 15' STREET SIDE LOT LINE. 5' INTERIOR LOT LINE RV PARKING SETBACK ENCROACHMENT ALLOWED IF CONDITIONS ARE MET ACCORDING TO ORD. 1019-4.A.12.e.(2).
- ② MIN. SETBACK = 5' OR 30' ON STREET SIDE LOT LINE; 5' SIDE YARD DRIVEWAY SETBACK ENCROACHMENT ALLOWED IF CONDITIONS ARE MET ACCORDING TO ORD. 1019-4.A.12.e.(2).
- ③ 27' (24' FOR TWO STALL GARAGE) MAX. WIDTH AT RIGHT-OF-WAY LINE UNLESS APPROVED BY THE CITY ENGINEER.
- ④ ADDITIONAL DRIVEWAY WIDTH IF APPROVED BY THE CITY ENGINEER, UP TO 40' TOTAL DRIVEWAY WIDTH.



BOLTON & MENK

2040 HIGHWAY 12 EAST
WILLMAR, MINNESOTA 56201
Phone: (320) 231-3956
Email: Willmar@bolton-menk.com
www.bolton-menk.com

CITY OF MONTROSE, MINNESOTA
DRIVEWAY & RECREATIONAL VEHICLE PARKING
STANDARD DETAIL

OCTOBER, 2017

FIGURE NO. 1

ORDINANCE NO. 2021-03
CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 1019 OF THE ZONING ORDINANCE
OF THE CITY OF MONTROSE, RELATED TO THE PARKING OF RECREATIONAL
VEHICLES AND EQUIPMENT IN RESIDENTIAL DISTRICTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE
FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE
AMENDED TO READ AS FOLLOWS:

Section 1. City Code Chapter 1019 is amended as follows:

1019-4: PARKING STALL, AISLE AND DRIVEWAY DESIGN:

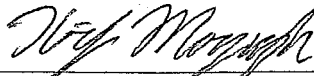
A. Design Standards:

12. Surfacing, subsection (e) is amended as follows:

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.
- (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:
 - a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
 - b. ~~The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
 - c. ~~The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~
 - b. A minimum setback of two (2) feet is maintained.

Section 2. This ordinance shall be effective immediately upon its passage and publication.

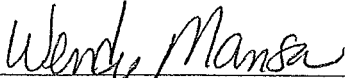
ADOPTED this 12th day of July 2021, by the City Council of the City of Montrose.



Kirby Moynagh, Mayor

Moved by: Mayor Moynagh
Seconded by: Council member Paradise

ATTEST:



Wendy Mason, City Clerk

Published:
Zoning Ordinance Updated: