



DRIVEWAY PERMIT CHECKLIST

REQUIRED DOCUMENTS:

- If Repave Only**
 - Provide Aerial Photo to Scale, *Google Maps Acceptable* (3 Copies)
- If New Or Modified Driveway**
 - P&Z Approval
 - A-2 Survey Site Plan w/ Property Lines
- Permit Application** (*See Roadway Standards, Page 6*)
 - Minor Driveway
 - Major Driveway
- Permit Bond** (*See Example*)
 - Individual Bond (Valid for 2 Years) (\$2,000)
 - Blanket Bond (Valid for 1 Year) (\$50,000)
- Certificate of Insurance** (*See Example*)
- Call Before You Dig** (*CBYD #*)
- Concrete Apron w/ Recessed Concrete Curbing**
- Is it on the 2 Year Moratorium List?** Yes or No

DRIVEWAY LOCATION AND SIZE SPECIFICATIONS: (*See Roadway Standards, Page 15*)

- Apron Type Depends on Location** (*See Land Classification Map*)
 - Urban Zone – Concrete
 - Extensive/Intensive Business – 7' Concrete
 - Historic Areas – See Plans
 - Residential – Asphalt or Concrete
 - Belgium Block – (See DPW Details)

Minor Driveway (Permit Fee \$200)

- Width Requirements** (*12' to 20'*)
- Sight Line** (*10/30 Triangle Rule*)
- Additional Driveway** (*50' from Center*)
- Max of 2 Lots Per Driveway**
- Minimum of 25' From Intersection** (*Street Line to Center of Driveway*)
- Driveway Grade** ≤ 12%

Major Driveway (Permit Fee \$400)

- Width Requirements** (*24' to 40'*)
- Sight Line** (*See Road Classification*)
- Additional Driveway** (*75' from Center*)
- Max of 2 Lots Per Driveway**
- Minimum of 50' From Intersection** (*Street Line to Center of Driveway*)
- Driveway Grade** ≤ 8%