



## DRIVEWAY PERMIT CHECKLIST

### **REQUIRED DOCUMENTS:**

- If Repave Only**
  - Provide a Sketch or Aerial Photo to Scale with dimensions
  - P&Z Approval
- If New Or Modified Driveway**
  - P&Z Approval
  - A-2 Survey Site Plan w/ Property Lines
  - Drainage Analysis in compliance with the City's Drainage Manual (as Amended)
- 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%**