

DRIVEWAY PERMIT APPLICATION

Municipal Code, Chapter 615 & 620

Applicant Information

Name _____
Last First Middle

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address (☐ check box if same as above) _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Contractor Information

Business Name _____

DBA Name (if applicable) _____

Principal Contact _____

Phone _____ Email _____

Project Information

Address _____

Project is for ☐ New Driveway ☐ Existing Driveway Driveway Dimensions Width _____ Length _____

New/Replacement material to be ☐ Asphalt ☐ Concrete

Is a culvert required ☐ Yes ☐ No Size of culvert needed Width _____ Length _____

Is street closure needed ☐ Yes ☐ No *Street Superintendent permission must be secured prior to street closure.*

Municipal Code Chapter 615 & 620 Ordinance Requirements

- Minimum distance from the nearest driveway: 10'
- Number of driveways serving each lot without council approval: 1 maximum
- Permissible grade: 12%
- Setback from street intersection: 35'
- Maximum width for a new residential driveway shall not exceed: 25 feet or 15% of lot frontage
- Driveway approach concrete thickness: 6" concrete or 3" asphalt over 8" of compacted gravel
- No driveway approach shall extend past the face of a curb
- The cost of any relocation of utilities is the landowner's expense
- If the curb is removed, a new curb and driveway approach shall be installed
- Paving approach must be completed within three months

Attach a location construction plan showing specifications including grade, slope, width, length of driveway, turn around provision, and erosion control procedures. Permit fee of \$20 is due at the time of application submission.

Applicant's Signature: _____ **Date:** _____

Internal Use Only

- ☐ Completed application received
- ☐ Project plan received
- ☐ \$20 permit fee

Received by _____

Date Received _____

Permit Determination **DENIED** **APPROVED**

Comments _____

Director of Public Works _____

Date _____

Applicant notification ☐ emailed ☐ mailed ☐ called Date _____

Courtesy email to ☐ Streets Dept

☐ Police Dept

☐ Fire Dept

☐ EMS