



Town of Atoka

Phone: (901) 837-5300 / Fax: (901) 837-0028

www.townofatoka.com

Application for Driveway Permit

(2018) International Building Code Series is enforced)

PROPERTY INFORMATION

Property Owner Name: _____ Contact Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Map & Parcel: _____ Zoning District: _____ (SN8, SN10, MR, NC, HC, ATC, I, FAR)

CONTRACTOR INFORMATION (If applicable)

Name: _____ Contact Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor License#: _____

TYPE OF IMPROVEMENT (check all that apply)

Driveway addition Driveway replacement New Driveway Curb cut Sidewalk

Concrete requirements: 4,000psi mix with 5% air entrainment concrete. Broom or washed pebble finish for driveways and a broom finish for sidewalks. Four (4) inch thick minimum for driveways and sidewalks, six (6) inch thick minimum for residential drive inlet, and eight (8) inch thick minimum for commercial drive inlet.

*Any culvert or storm drain that does not meet the specifications set forth by the Town of Atoka will be removed and reinstalled **at the owner's expense.***

Estimated Project Cost of Improvement: \$ _____

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to starting construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Required at Submission

- _____ Site Plan (location, dimensions, distance to property lines)
- _____ Public Works Director (or designee) recommended drainage pipe size and/or type (if applicable)
- _____ Building Official Approval letter for secondary driveway and/or curb cut (if applicable)
- _____ Stormwater Management Plan designed by professional engineer (if applicable)

Required after permit issuance:

First Inspection: Old concrete has been removed (if applicable), forms are in place, ground has been cleared and compressed where concrete is to be poured.

Second Inspection: New concrete poured and set, form boards removed, and property returned to the original state. (Any disturbed areas must be sowed in grass or strawed. Contractor is responsible for all erosion control and removal of all construction debris.)

Municipal / Inspector Use Only

Zoning Code: _____ Building Code: _____

Flood Plain: _____ Yes _____ No Stormwater Required: _____ Yes _____ No

Building Plan Review: Approved _____ Not Approved _____ Date: _____ Code Official: _____

Codes Administrator: Approved _____ Not Approved _____ Date: _____ Code Official: _____

Zoning Plan Review: Approved _____ Not Approved _____ Date: _____ Code Official: _____

Special Notes: _____

