



Driveway Permit Application Form

Community Development

Permit Information

Applicant Name: _____

Project Address: _____

Location Description: _____

Project Information

Total Area Disturbed: _____

Construction Activity Description & Materials Used: _____

Is there a sidewalk located within the driveway? (circle option) Yes No

If yes, the sidewalk must be replaced as part of the driveway project. Please see the *Driveway Construction Guide* for specifications.

Project Start Date: _____ Expected Completion Date: _____

Are Traffic Closures Required? (circle option) Yes No

If yes, what roadways will be closed? _____

Closure Start Date and Time: _____

Closure End Date and Time: _____

Applicant Information

Contact Name: _____

Company Name: _____

Address: _____

Continued on next page...

Email: _____ Phone Number: _____

Contractor Information (if applicable, please note if work is to be self-performed by applicant)

Contact Name: _____

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

24-Hour Emergency Callout Contact Information

Name: _____

Phone Number: _____

Permit Fee

	Permit Fee	Check All That Apply
2,000 sq ft and under	\$20.00	
Over 2,000 sq ft	\$0.01 per sq ft	

Total Permit Fee: \$ _____ Receipt #: _____

List of Attached Plans

Site Plan

1. The location of all proposed and existing buildings and other physical features such as retaining walls, sidewalks, utilities, landscaping etc. that may affect the driveway location and/or slope. Aerial map/site plan is accepted.
2. The location of property lines. A dimension from the nearest property line to the proposed driveway(s) shall be provided. Aerial map/site plan is accepted.
3. Existing pavement and right-of-way widths. Aerial map/site plan is accepted.
4. Locations and types of all easements. Aerial map/site plan is accepted.
5. All existing driveway(s) on the property, including dimensions. Aerial map/site plan is accepted.
6. All proposed driveway(s), including dimensions. Indicated on aerial/site plan.
7. Locations of the driveways on adjacent properties, and locations of the driveways on the opposite side of the street. Aerial map/site plan is accepted.

Erosion and Sediment Control Certification Statement

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Proposed Driveway is Approved Proposed Driveway is Not Approved

Comments: _____

Approved By: _____ Signature: _____

Date: _____