

Planning



Department

## DRIVEWAY PERMIT APPLICATION

The applicant must submit a plan showing the proposed driveway. This plan must show the dimensions of the full property, the dimensions of all building(s) on the property, and the dimensions of the driveway being proposed. All property boundaries must be drawn, and the plan must show the closest distance in feet from the proposed driveway to the nearest property line. Listed below are some of the regulations on driveway design in residential zones:

- With the exception of the AR zone, driveways in every zone shall consist of concrete, asphalt, brick, or pavers, or anything resembling these while not consisting of gravel or loose materials.
- Driveways shall not cover more than 25% of any front yard, and more than 25% of a side yard when on a corner lot, but the front yard maximum may be increased to 35% when the house on the lot does not have an attached garage and cannot legally fit a driveway in the side yard.
- Any driveway extending into a backyard shall not cover more than 50% of that backyard.
- Other than for shared driveways, no part of any driveway, including the widest area at its curb cut, shall be closer than 3 feet from any adjoining property line.

Address of Building Project: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Is any part of this parcel in Flood Zone AE? \_\_\_\_\_

Will any part of this proposed project be within Flood Zone AE? \_\_\_\_\_ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

In the fields below, please provide the best point of contact for the entity submitting this application and the driveway plan. This may include any contractor hired to build the driveway or any landowner of the property where the driveway is being built.

Name of Person: \_\_\_\_\_

Name of Company (If Applicable): \_\_\_\_\_

Business Address (If Applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

In signing below, I (we) confirm that I (we) own the land identified on this application and that the information in this application is true to the best of my (our) knowledge. Additionally, I (we) consent to the proposal being represented with this application.

Landowner Signature: \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fee Schedule:

- If proposing a new driveway or driveway expansion (without a proposed curb cut): \$30
- If proposing a new driveway or driveway expansion (with a proposed curb cut): \$50

Permit Fee: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Type:  Cash  Check  Card

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_