

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 10 feet from any adjoining property line.

Address: _____

Parcel Number: _____

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: _____