Department of Public Works

DRIVEWAY INSTALLATION REQUEST

PERMIT NO. __________________

Date __________________

GENERAL SPECIFICATIONS:

Prior to driveway construction, the City must approve location and drainage control. The City shall furnish and install any culvert required for one entrance and/or set grades for the portion of the driveway that falls within the street ROW. The owner is responsible for all grading, construction and surfacing of driveway to the edge of the existing street pavement. If concrete is needed, an expansion joint is required at the property-street ROW line. The City shall inspect the driveway prior to surfacing.

APPLICANT'S NAME: ___________________________ SIGNATURE ___________________________

ADDRESS ___________________ TELE.# HOME ___________________ WORK ___________________

DRIVEWAY LOCATION: (911) STREET ADDRESS __________________________

TAX MAP ______ PARCEL ______ NUMBER OF ENTRANCES ______ DATE NEEDED_______

TYPE OF DRIVEWAY: GRAVEL ( ), STONE ( ), ASPHALT ( ), CONCRETE ( )

TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT:

1. Culvert needed: yes ( ); no ( ): If yes, Size ___________________, Length ___________________
   If no, Grading Requirements: ____________________________

2. Sketch, if needed, on back of this form: yes ( ); no ( )

3. Special conditions required: ____________________________
   ____________________________
   ____________________________

Approved by ___________________________ Date: __________________

Date Completed ___________________________