



# 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 \_\_\_\_\_