

**APPLICATION AND PERMIT TO CONSTRUCT**  
**DRIVEWAY ON PUBLIC RIGHT-OF-WAY**  
**PERMIT NO. \_\_\_\_\_**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_-\_\_\_\_\_

CONTRACTOR OR AUTHORIZED AGENT: \_\_\_\_\_

DRIVEWAY LOCATION: \_\_\_\_\_  
LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

SINGLE FAMILY / DUPLEX ( ) MULTI-RESIDENTIAL ( ) COMMERCIAL USE ( )

**A SITE PLAN OR SKETCH MUST BE ATTACHED SHOWING THE LAYOUT OF PROPOSED DRIVEWAY IN RELATION TO ANY EXISTING DRIVEWAYS, BUILDINGS AND STREETS, EXISTING AND PROPOSED DRAINAGE PATTERNS AND/OR DRAINAGE STRUCTURES.**

A \$295.00 Permit Fee must accompany the application. Performance bonding and liability insurance may be required prior to beginning construction.

The applicant certifies: they are the owner and/or authorized agent of the property; the conditions, restrictions and regulations of the City will be complied with; the current owner will maintain the driveway in accordance with these standards; National Electric Safety Code clearances shall be maintained for any electric lines passing over the proposed driveway.

SIGNED: \_\_\_\_\_  
Applicant or Authorized Agent

Applicant to complete information above this line

-----  
Below this line for Permitting Agency use only

All work in the Public right-of-way must be completed within \_\_\_ days from date Permit is approved (or not later than \_\_\_/\_\_\_/\_\_\_) in accordance with the attached drawing and/or standard details or Permit is VOID. Any installation without a valid permit will be treated as an encroachment and may be removed at the property owner's expense.

SIDEWALK CURBCUT REQUIRED: ( ) NO ( ) YES, a nominal width of \_\_\_ feet is approved, see Detail attached. A \$ \_\_\_\_\_ performance bond and proof of appropriate liability insurance is required prior to demolition of existing sidewalk, curb or gutter.

SURETY BOND Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

CULVERT REQUIRED: ( ) NO ( ) YES, a minimum \_\_\_\_\_" diameter corrugated steel pipe (CSP) or minimum \_\_\_\_\_" diameter schedule 40 steel pipe with a minimum length of \_\_\_\_\_ feet and a maximum length of \_\_\_\_\_ feet is approved. See Detail attached.

APPLICANT: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

-----  
PAVED APPROACH APRON REQUIRED: ( ) NO ( ) YES, after passing the preliminary inspection, an asphalt apron is required from the existing pavement edge to the property line. See Detail attached.

SWALE REQUIRED: ( ) NO ( ) YES, see Detail attached.

VEHICULAR OR PEDESTRIAN TRAFFIC CONTROL REQUIRED: ( ) NO ( ) YES, the Permittee or authorized Agent is required to provide adequate signs and barricades to guide and protect vehicular and pedestrian traffic around the worksite during construction. All traffic control devices shall meet the requirements of the Manual on Uniform Traffic Control Devices.

PERMITTEE OR AUTHORIZED AGENT IS RESPONSIBLE FOR REQUESTING UNDERGROUND UTILITY LOCATES PRIOR TO ANY EXCAVATION OR SIDEWALK DEMOLITION.

Upon completion of driveway construction, the permittee is required to insure construction debris is cleaned from the roadway, sidewalk, gutter, drainage ditch and roadside.

SPECIAL INSTRUCTIONS OR CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

Driveway / Approach Plan approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Culvert invert staked by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Initial Inspection by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Driveway ( ) DOES ( ) DOES NOT meet requirements, improvements or

Corrective action required: \_\_\_\_\_  
\_\_\_\_\_

SURETY BOND Released by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_