



Standalone Driveway Permit: Applicant Checklist

Required Sheets:

- ☐ Survey (less than 1 year old).
- ☐ Site plan.

Both survey and site plan need to show information (which must match between survey and site plan):

- ☐ Legal description.
- ☐ Boundary dimensions.
- ☐ Base Building Line (BBL).
- ☐ Distance to Center Line.
- ☐ All right of way conditions (e.g. trees, poles, guy wires, hydrants, curb, gutter, sidewalk, meter boxes, fences).

In addition, the site plan must show:

- ☐ Proposed driveway location.
- ☐ Distance from edge of driveway to side property line.
- ☐ Driveway width and length.
- ☐ Driveway flares with dimensions
- ☐ Visibility triangle (10' line along BBL, 10' line along driveway edge into private property, and a line connecting them).
- ☐ Copies of relevant Public Works standard details.

Note: A copy of a boundary survey marked up with proposed driveway may be acceptable as a site plan. If so, it must be submitted in addition to a survey without markups.

Required Inspections:

- ☐ Public Works final inspection.
- ☐ Formwork inspection is optional.

Additional Permits Needed (to be pulled by contractor):

- ☐ Public Works sub-permit.
- ☐ ROW closure permit.

Not eligible for express plan check if:

- More than 2 dwelling units (bigger than duplex).
- After the fact/legalization permit.
- Permit triggers tree/utility pole relocations (new driveway at location of existing feature).

Nonstandard Materials: Pavers, concrete slabs with spaces in between, and stamped concrete all require covenants to make property owner responsible for maintenance instead of the City.

Criteria for Approval:

- ☐ Edge of driveway at least 5' from side property line.
- ☐ Driveway width between 10' and 40'.
- ☐ Slope requirements: max 2% cross slope and 5% longitudinal slope for sidewalk, max 8.3% slope for vehicular ramp.

Please note that this checklist is not intended to be all-inclusive. Due to changes in code, regulations and ordinances, other requirements may apply.