



Driveway (Addition/Replace) -Res. Permit Guidelines

CGC, CBC, CRC, Concrete Forming and Placing Contractor, Concrete Placing and Finishing Contractor or Owner/Builder may apply for permit.

***Paver Specialty contractors may only do paver drives.**

- Miscellaneous application.
- One (1) copy of site plan showing the following:
 - Show property lines, existing driveway and block and lot numbers and any other existing features, i.e. catch basins, storm water pipes, etc.
 - Show scope of work to be done to include driveway dimensions to both existing and proposed addition & finishing materials of proposed driveway.
 - Circular driveways must include width of new driveway & width between driveways (20' minimum) at the City right-of-way. **NOTE:** Circular driveways must be offset minimum 6' from property line at the right-of-way.
 - Must clearly state size of garage, i.e. 2-car, 3-car, on site plan at the garage entrance.
- If on septic **AND** a turnaround, circular drive, or widening of drive toward drain field is being installed a Health Department approval letter is required **BEFORE** creating permit. (If a paver driveway is the same size as the existing driveway, then no Health Department approval is required.)
- Signed Impervious Surface Calculation Worksheet if located in R-1 or RML zone and the impervious surface coverage on property is increasing. IF replacing an existing driveway without increasing the square footage, no Impervious Surface Calculation Worksheet is required
- Burrowing Owl Gopher Tortoise Affidavit
- Owner Builder Affidavit (if homeowner).
- NOC required if value is \$2500 or greater.

Description:

- Work being done to driveway (addition, extension, circular, widen, replace concrete with pavers, request culvert installation under drive etc.)

Route to: OFFICE USE ONLY

- Storm water
- Species (if Owl, Eagle, Gopher Tortoise, or Scrub Jay)

Processing: OFFICE USE ONLY

- Type: Stormwater Retro
- Subtype: Residential



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Cont'd

Inspections:

- Notice of Commencement (NOC) 10
- SW-Initial Cutsheet/Stake out (090) 20
- SW-Culvert U/D/EC (220) 20 *if work includes a culvert
- SW-Culvert Final (091) 30 *if work includes a culvert
- SW-Form/Base Check (096) 40
- SW-Driveway Final (098) 50

***Storm water inspections may vary depending on the scope of work.**

***Inspections are entered in the system by Storm water.**

***Inspections are completed and resulted next day after scheduled date.**

***A culvert pipe may be required under Drive when replacing a Swale Type Drive. This will be determined at the time of Initial Cut Sheet / Stake Out inspection (090).**

***Driveway configuration: swale, ramp or culvert under the driveway (U/D) to be determined by Stormwater Inspector at Initial Cut Sheet/Stake Out Inspection.**

***Driveway Configuration may change from original/existing driveway (swale type driveway to culvert U/D, or swale type driveway to ramp driveway).**

Fees:

- BLD SWM Processing Fee \$ 19.50
- Stormwater Fee \$ 99.00 *fee may vary depending on scope of work
- Surcharge NO

Expiration:

- Six (6) months

NOTES:

Regular pavers (2 ¾" thick) cannot be put on existing concrete. Tiles or decorative surface pavers (1/4" plus thin set) can be used on driveways with no permit unless it is a swale drive (no culvert) as it will reduce the amount of pitch or flow across the property and can cause a drainage problem.

Decorative Coating Pavers – such as Crete or Flow Crete or tiles which are approximately ½" to ¾" thick can only be used over a culvert or ramp type drive without a permit. These tiles are glued or cemented down and don't affect storm water runoff. Decorative coating pavers are **NOT** permitted on driveways with a swale (exceptions will be considered on a case by case basis. Final elevations must provide for proper storm water flow)

Paver Bricks – are approximately 2 ¾" thick, and need to be placed on 1" of sand, which is placed over 4" minimum of lime rock. The old driveway needs to be removed. This type of work requires a permit. This application also requires a concrete edge restraint or footer, which is 3" or 4" wide and 10" deep and borders the entire driveway to hold it together.

- A driveway addition must be permitted and consists of only two types of material, concrete or pavers.
- Asphalt can be used for a temporary situation, like a model home parking lot.

When gravel, bricks or stepping stones are placed by a driveway, the homeowner needs to establish a separation between landscape and the driveway with a grassy area. If there is no separation, then it's used for vehicle parking and falls under a permitted driveway addition that requires a permit.