

I. Project Information Please Print or Type
A. Location (Required)

Project Address _____

B. Driveway Details Check the following items as they apply to the driveway being proposed.

- Curb Cut: New driveways that require a curb cut for street access also require a sidewalk permit.
- Alley Access: Is the property located along an alley?

Select one of the following:

- New Driveway: Are you paving a new driveway or entirely removing an existing one to pave a new driveway?
- Resurfacing: Are you resurfacing an existing driveway? Includes milling the surface or paving over the existing surface.

If Resurfacing, will there be any expansion of the existing driveway?

- Additional Paved Area: Including widening, lengthening, adding a parking pad, or similar expansion.

Describe the materials being used to construct the new or replacement surface. Gravel is not permitted.

- Is there a garage on the property?

If so, indicate the width of the garage door (in feet) _____

C. Site Plan (Required)

- Attached. Must include the location of all existing and proposed buildings, lot lines, and driveways.

D. I Agree That... (Required)

- The driveway will be installed on my property, not in a public right of way, and in conformance with any required easements.
- The driveway will be installed as shown on the attached site plan and in accordance with approval requirements from the City.
- The driveway will abide by any conditional approvals, including but not limited to green space requirements; clear vision; required setbacks; and construction materials.

II. Identification (Email is the primary form of communication and is necessary to receive prompt application review updates.)

A. Property Owner – Required (If Property Owner is Permit Applicant, Check Here)

Name _____

Street Address _____ Telephone Number _____

City _____ State _____ Zip _____ Mobile Number _____ E-mail Address _____

B. Applicant Information (*Signature Required*, Contact Information Required if Applicant Not Indicated by Check Box)

Name & Title of Contractor, Owner, or Authorized Agent of the Owner _____ Company Name _____

Street Address _____ Telephone Number _____

City _____ State _____ Zip _____ Mobile Number _____ E-mail Address _____

"I/We (the undersigned) agree to construct the driveway according to the plans and specifications on file with this office and to adhere to the plan review and correction letter if issued"

Applicant Name (Please Print) _____ Applicant Signature _____ Date _____

For Office Use Only	Counter Review <input type="checkbox"/>	Historic Dist. <input type="checkbox"/>	Clear Vision <input type="checkbox"/>
Sign-Offs Required	Approved By	Date	Notes
<input type="checkbox"/> Planning	_____	_____	_____
<input type="checkbox"/> Hist. Pres.	_____	_____	_____
<input type="checkbox"/> Traffic	_____	_____	_____
Zoning Permit Number: _____		Fee: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check: _____ <input type="checkbox"/> Card: _____

**WARNING: ANY OMISSION OR MISREPRESENTATION OF FACT ON THIS DOCUMENT MAY RESULT IN THE
REVOCATION OF THE PERMIT AND/OR LEGAL ACTION BEING TAKEN**