

ADDITIONAL DRIVEWAY REQUEST

SUBMITTAL REQUIREMENTS

- A drawing or sketch (8-1/2x11 min – 11x17 max) which should include:
 - ✓ Location & width of existing, proposed & adjacent property driveways.
 - ✓ Location of trees, street signs, light poles, fire hydrants, and any other existing facilities/structures.
 - ✓ Property lines and any of the above information within 15' beyond the subject property.
 - ✓ Dimensions showing distance between adjacent driveways, property lines, length of new driveway, etc.
 - ✓ Dimensions showing existing and proposed landscaped / hardscape areas in the front yard (see below).



PROPERTY INFORMATION

STREET ADDRESS: _____

REASON FOR ADDITIONAL DRIVEWAY: _____

OWNER'S INFORMATION

OWNER'S NAME (please print): _____ MOBILE #: _____

OWNER'S SIGNATURE: _____ (required if applicant is renting)

EMAIL: _____

GENERAL PROVISIONS

1. In order to accept this request for review, the following conditions must be met:
 - a. the new driveway must be on a local street and maintain adequate safety & sight distance;
 - b. the new hardscape (i.e. cement) area in the front yard shall not exceed 50%;
2. Both the Planning and Transportation Division have **one (1) week** to review the request and perform a field inspection.
3. IF approved by both divisions, applicant must obtain an Encroachment Permit **prior to** beginning construction.

APPLICANT

SAME AS OWNER

NAME (please print): _____

MOBILE #: _____ EMAIL: _____

I HEREBY UNDERSTAND AND AGREE TO THE CONDITIONS OF THIS APPLICATION.

APPLICANT'S SIGNATURE: _____ DATE APPLIED: _____