Driveways, Aprons, Sidewalks and Curb Cuts

PROJECT GUIDE

SUBMITTAL REQUIREMENTS

Building Permit. A building permit is required to install a new driveway or to replace or enlarge an existing driveway. Include with your permit application the following additional information:

- A plot plan showing the location of the driveway indicating length and width dimensions.
- The type of material being used (asphalt or concrete).
- Name of contractor, if applicable. Note: All contractors must be registered with the city.

Engineering Permit. If the apron and/or sidewalk are proposed to be replaced or installed or a new curb cut is proposed, an engineering permit is also required.

REVIEW PROCESS

Allow at least three weeks for processing of your application(s). The Building and Engineering Divisions will review the plans for code compliance, any easements or impediments to drainage. The applicant will be notified when plan reviews are complete and the permits are ready to be picked up.

SPECIFICATIONS

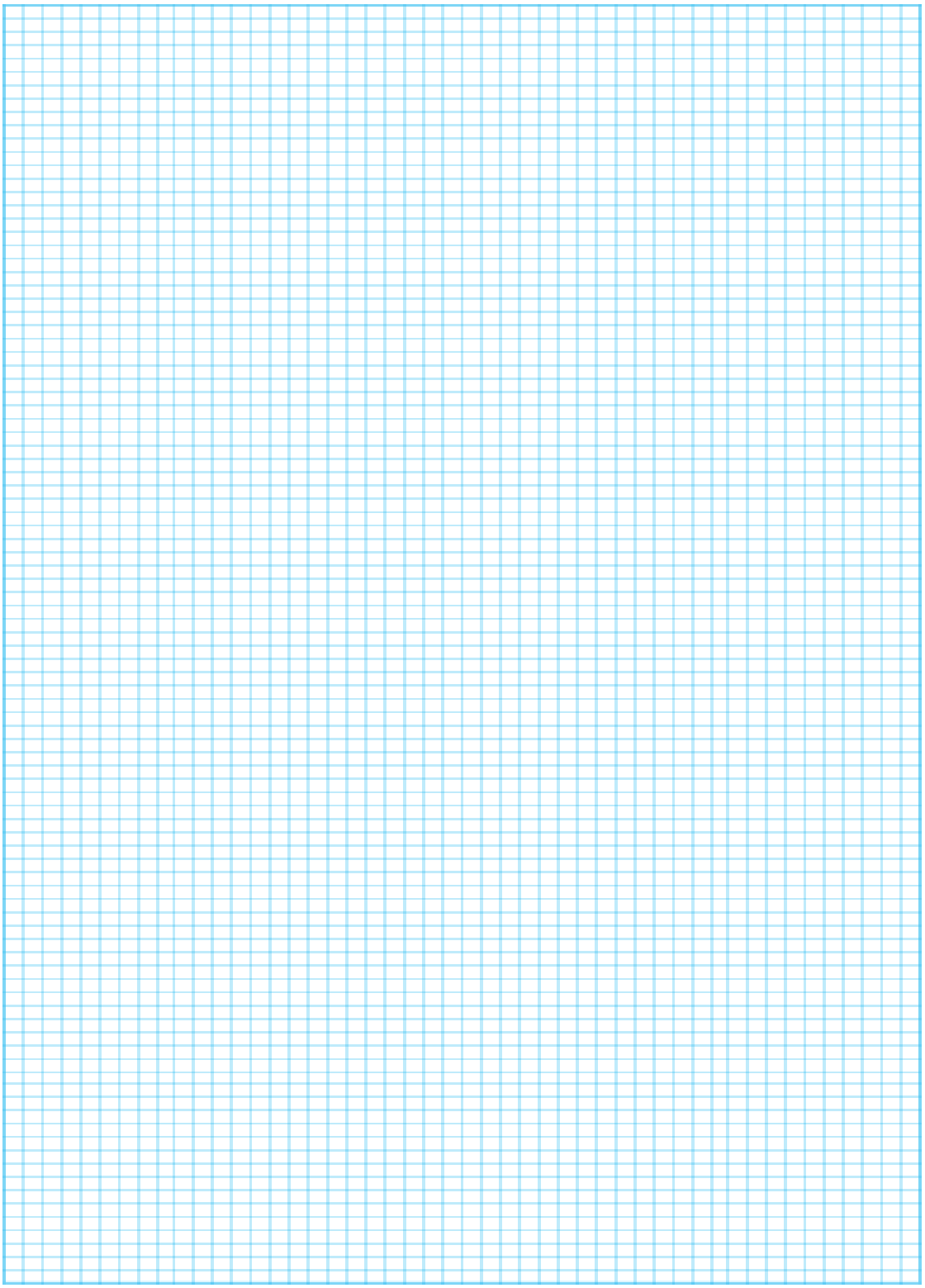
- A driveway may be constructed up to the property line, but it must slope toward the interior of the applicant's property and not direct storm water to run onto neighboring properties.
- When replacing existing driveways, the new driveway must extend to the street pavement (or curb).
- For concrete drives, a minimum 4-inch base of compacted gravel is required.
    - The gravel should be no larger than 2 inches in diameter or other approved material.
    - The compacted gravel should be clear of grass, dirt, debris and other detritus.
- Concrete aprons are required to have a 6-inch depth from the curb through the right-of-way, including the sidewalk located within the width of the driveway.
- A 1-inch-thick expansion joint is required between the apron and a concrete street. A single thickness of expansion joint is also required at the garage, sidewalk and between two adjacent driveways.
- Wire mesh is not required; however, wire mesh or fiber reinforcing is recommended.
- Asphalt drives require a 2-inch surface course and 6 inches of compacted base.
- No recycled stone may be used in the city right-of-way.
- Driveways and aprons cannot be located within 3 feet of a fire hydrant.
- Aprons over a ditch must have the culvert inspected prior to a permit being issued. A separate permit may be required if the culvert needs to be replaced.
- Curb cuts may not be cut into the gutter line of the road and shall leave a minimum 1-inch lip on the curb above the gutter line. Curb cuts shall be straight and neat and a 45-tapper cuts are to be left at both ends of the apron.
- Do not change existing grade.
- Do not block any drainage.

FEES AND INSPECTIONS

- See fees listed on Permit Fee Schedule.
- A minimum 24-hour notice is required to schedule inspections.
- An inspection will be required after forms are set and the base is compacted before pouring concrete.
- After the forms are removed and backfill has been placed a final inspection is required.

PLOT PLAN

Draw proposed driveway layout here, outlining the general shape of your home and property.



Please provide dimensions in feet.

Driveway total dimensions:

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Instructions for drawing plot plans:

- Give a rough outline of your property.

- Similarly outline the shape of your home, driveway and any accessory structures.

- Show any easements on your property.

- Shade-in, highlight or otherwise indicate new work.