

RESIDENTIAL DRIVEWAY PERMIT APPLICATION

Driveway Guidelines

- Width of Residential Driveways shall be a minimum of ten (10) feet to a maximum of twenty (20) feet.
- Shall be limited to one (1) driveway entrance per one hundred (100) feet of street frontage.
- Shall be perpendicular to the street centerline whenever possible.
- When drainage pipes are required, the Public Works Department must approve the pipe size and material composition. The property owner is responsible for purchasing the pipe and the owner may either request the City or hire a contractor to install the pipe.
- Must match existing street, curb, and gutter grades - no concrete or asphalt material is to extend beyond the curb line.
- All sediment and erosion control measures must be installed prior to permit approval, including silt fencing and construction entrance.



**PUBLIC WORKS
DEPARTMENT**

Property Owner information

Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Construction Information

Driveway Location/Address: _____

Contractor Name: _____

Contractor Address: _____

Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Site Maintenance

- The silt fence and graveled driveway must be maintained during construction as to prevent mud from entering the street and storm water system.
- If site is not cleaned and maintained properly so as to keep the street clean and free of debris, the City of Athens will clean the street and charge a street cleaning fee. The minimum charge for the Public Works Department to clean the street around your construction site will be THREE HUNDRED (\$300) DOLLARS.

Permit Information

- This form must be completed before a permit can be issued.
- For a permit to be valid, this form must be signed by the Director of Public Works or their designee.

Signature of Applicant
or Responsible Party: _____ Date: _____

Before signing application be sure to provide a drawing as described on back of form.

FOR PUBLIC WORKS DEPARTMENT USE ONLY.

Received By: _____ Date: _____ Installation Fee: _____

Reviewed By: _____ Date: _____ Approved: _____

Silt Fence Installed Correctly	Yes	No	Driveway permit Issued	Yes	No	
Driveway Installed and Graveled	Yes	No	Fees Paid	N/A	Yes	No

RESIDENTIAL DRIVEWAY SITE SKETCH

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Residence

Front Yard

House Number _____

INSTRUCTIONS:

- Sketch driveway location showing driveway width and distance to each lot line.
- Show ditches and/or curbing.
- Show construction entrance with appropriate dimensions, including length.
- Show location of silt fencing.
- Add lot dimensions for all four sides.
- Add house number.
- Add street name for all lot line adjoining a street. Leave blank in lot line doesn't adjoin a street.

Driveway Guidelines:

- Width of Residential Driveways shall be a minimum of ten (10) feet to a maximum of twenty (20) feet.
- Shall be limited to one (1) driveway entrance per one hundred (100) feet of street frontage.
- Shall be perpendicular to the street centerline whenever possible.
- When drainage pipes are required, the Public Works Department must approve the pipe size and material composition. The property owner is responsible for purchasing the pipe and the owner may either request the City or hire a contractor to install the pipe.
- Must match existing street, curb, and gutter grades - no concrete or asphalt material is to extend beyond the curb line.
- All sediment and erosion control measures must be installed prior to permit approval, including silt fencing and construction entrance.

RESIDENTIAL DRIVEWAY PERMIT

PRE-APPLICATION

The Permittee for residential construction is responsible for ensuring that construction activities adhere to the following and agree to implement the following erosion and sediment control best management practices prior to obtaining a driveway permit and prior to receiving a building permit. Failure to use and maintain proper erosion control measures so as to keep the street clean and free of debris, could result in the City of Athens Public Works Department cleaning the street around your construction site and levying a cleaning fee. The minimum fee for this service will be THREE HUNDRED (\$300) DOLLARS.

Erosion and Sedimentation Control

Developers and/or property owners shall use appropriate erosion and sedimentation control measures to ensure that erosion, or adverse conditions caused by erosion or sedimentation, is eliminated or held to an acceptable minimum and does not cross to an adjoining property, right-of-way, street, or stream.

All control measures will be approved in the field by the appropriate city staff, typically the Public Works Director, or their designee, and maintained by the developer.

Control Measures

The following control measures should be used as a minimum for erosion control:

- The smallest practical area of land should be exposed at any one time during development. Mulching or other protective measures should be used to protect exposed areas.
- Areas that will be exposed for more than three (3) months shall be seeded and mulched or landscaped.
- Temporary furrows, terraces, sediment, or debris basins should be installed to prevent washing and erosion during construction.
- In areas where soil may wash onto the roadway or into a drainage basin, the developer will be required to install and maintain a silt fence, hay bales, or both.
- Final vegetation should be installed as soon as practical in the development after the land is exposed.
- A gravel construction entrance shall be constructed prior to any site work. The owner or his/her contractor throughout the construction process will maintain this construction entrance. Entrance will be a minimum of thirty (30) feet long, but may need to be longer.
- Sediment washed onto roadways or into drainage ditches or basins, and soil tracked onto roadway by construction equipment/vehicles or daily ingress and egress onto the site shall be removed at the end of each working day by the contractor, developer, or property owner.
- By signing the driveway permit application you agree to follow the sediment and erosion control minimum measures listed above and to remove any silt, rock, debris, mud, or dirt from the road, or storm water facilities each day prior to leaving the jobsite and agree to a fee of Three Hundred (\$300) Dollars per occurrence if you fail to do so and the Public Works Department has to clean the street around the jobsite.