

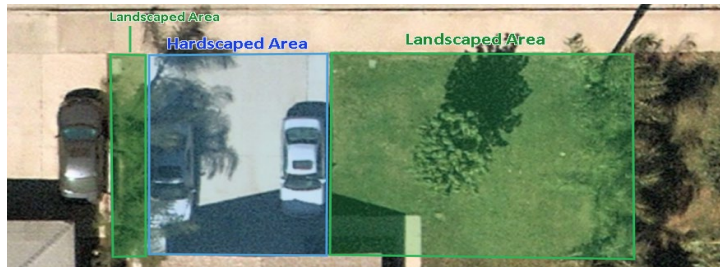
## ADDITIONAL DRIVEWAY REQUEST

### GENERAL PROVISIONS

1. 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 must not cause the total amount of front yard hardscape to exceed 50% of the total front yard landscape.
2. An initial site visit by a public works inspector **must** be performed and preliminary approval required for the proposed additional driveway.
3. Requests to widen an existing driveway will be denied if the existing driveway does not meet one of the current City residential driveway approach standards. The applicant will instead be required to replace the entire driveway approach, at new width, with one that meets current City standards. The scope of work may also include removal and replacement of adjacent sidewalk panels to ensure ADA compliant transitions to existing sidewalk.
4. Following inspector's approval, both the Planning and Transportation Divisions have **one (1) week** to review the request.
5. If approved by both divisions, applicant must obtain an Encroachment Permit **prior to** beginning construction.

### 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).
  - ✓ Reference to the City residential driveway approach standard that will be used.



### PROPERTY INFORMATION

STREET ADDRESS: \_\_\_\_\_

REASON FOR ADDITIONAL DRIVEWAY: \_\_\_\_\_

### OWNER'S INFORMATION

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Owner's Signature required if applicant is renting)

HOME #: \_\_\_\_\_ MOBILE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### APPLICANT

[ ] SAME AS OWNER

NAME (please print): \_\_\_\_\_

HOME #: \_\_\_\_\_ MOBILE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_