



Street Address _____

Tax Parcel No. _____

Owner of Record _____

DRIVEWAY PERMIT

Application for Construction, Reconstruction, Alteration or Enlargement of access to public Right of Way

The undersigned applicant represents that this application is for the bona fide purpose of securing access to the above described property. It is not to be used for the purpose of parking or servicing vehicles, the advertising, storage or merchandising of goods, or for any other purpose, within the dedicated portion of a City Street.

The undersigned applicant acknowledges that the City of Beloit, notwithstanding the construction of this driveway, reserves the right to make any changes, additions, repairs, or relocations within the dedicated portion of the City street at any time. This shall include the relocation, reconstruction, widening, and maintaining of said street without compensating the owner of such private driveway for the damage or destruction of such private driveway.

The undersigned applicant, his successors or assigns, agrees to indemnify and hold harmless the City of Beloit, its officials, officers, agents and employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of this permit.

The undersigned applicant acknowledges that the City of Beloit does not assume any responsibility for the removal or clearance of snow, ice, or sleet, or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the City street.

The undersigned applicant acknowledges that the City reserves the right to control or restrict the flow of traffic into and out of said driveway, including the construction of physical barriers within the traveled portion of the street to implement such controls.

The undersigned applicant certifies that he represents all parties in interest for the property involved and has read all of the above and agrees to be bound by the terms stated.

Print Name _____ Signature _____ Date _____

- Attach a drawing accurately depicting the proposed private driveway, the dimensions thereof, and a statement of the materials to be used.

Phone number at which the applicant can be reached for questions: _____

Return Street Address or Email: _____

<i>Official Use Only, Do not write below this line.</i>	
Engineering Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	By _____ Date _____
City Engineer: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signed _____ Date _____
Subject to conditions and requirements: _____	

24-Hour Notice shall be given to Engineering Division before placement of concrete/asphalt. Pre-pour inspection approval must be obtained from Engineering Division before proceeding with construction.

DRIVEWAY SPECIFICATIONS

For Construction, Reconstruction, Alteration or Enlargement of access to public Right of Way

Material:

The City Engineer approves driveway approaches as follows:

On streets with existing curb and gutter; 6 inch thick WDOT Grade A concrete

Concrete driveways must be isolated from the sidewalk and from the curb with ½” thick bituminous felt expansion joint material.

On streets without curb; 2 inch thick bituminous asphalt over 6 inches of gravel.

The City Engineer reserves discretionary approval upon request for brick or other materials for historical, architectural, or aesthetic value. **Ref. 7.23(8)(a-c) & 12.09(4)n*

Width:

The maximum width of a residential driveway is 24 feet measured at the sidewalk or the right of way line. The maximum width of a driveway may be increased to 30 feet for properties with a three car garage. The minimum is 10 feet wide. The maximum width of a commercial driveway is 30 feet measured at the sidewalk or the right of way line. The City Engineer reserves discretionary approval of a wider driveway if necessary. **Ref. 11.23*

Length:

The driveway approach is that portion of the driveway located in the public right of way. For the purpose of code compliance a property owner may hire a professional land surveyor to accurately determine the right of way line. Alternatively one may estimate the right of way limits based upon: found iron pins; 18 inches toward the house from the existing sidewalk; or from a table of right of way widths, surface widths, and terrace widths of the subject street. When no sidewalk exists, the applicant should request line and grade stakes to be set by the City Engineering Division.

Flare:

A driveway flare is that part of the approach that widens near the street in order to ease the turning movement of cars into the driveway. The flare should be triangular and proportional to the terrace width. An existing curb opening may be enlarged or rebuilt to accommodate the requested improvement. Suggested flare widths are as follows:

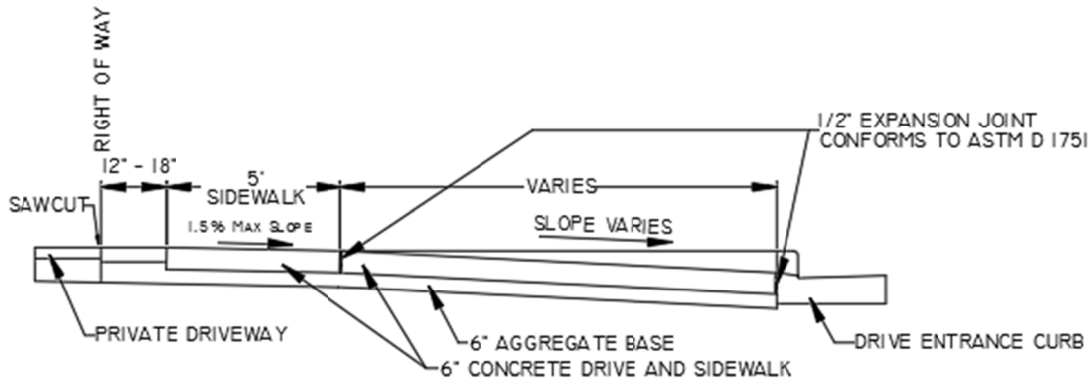
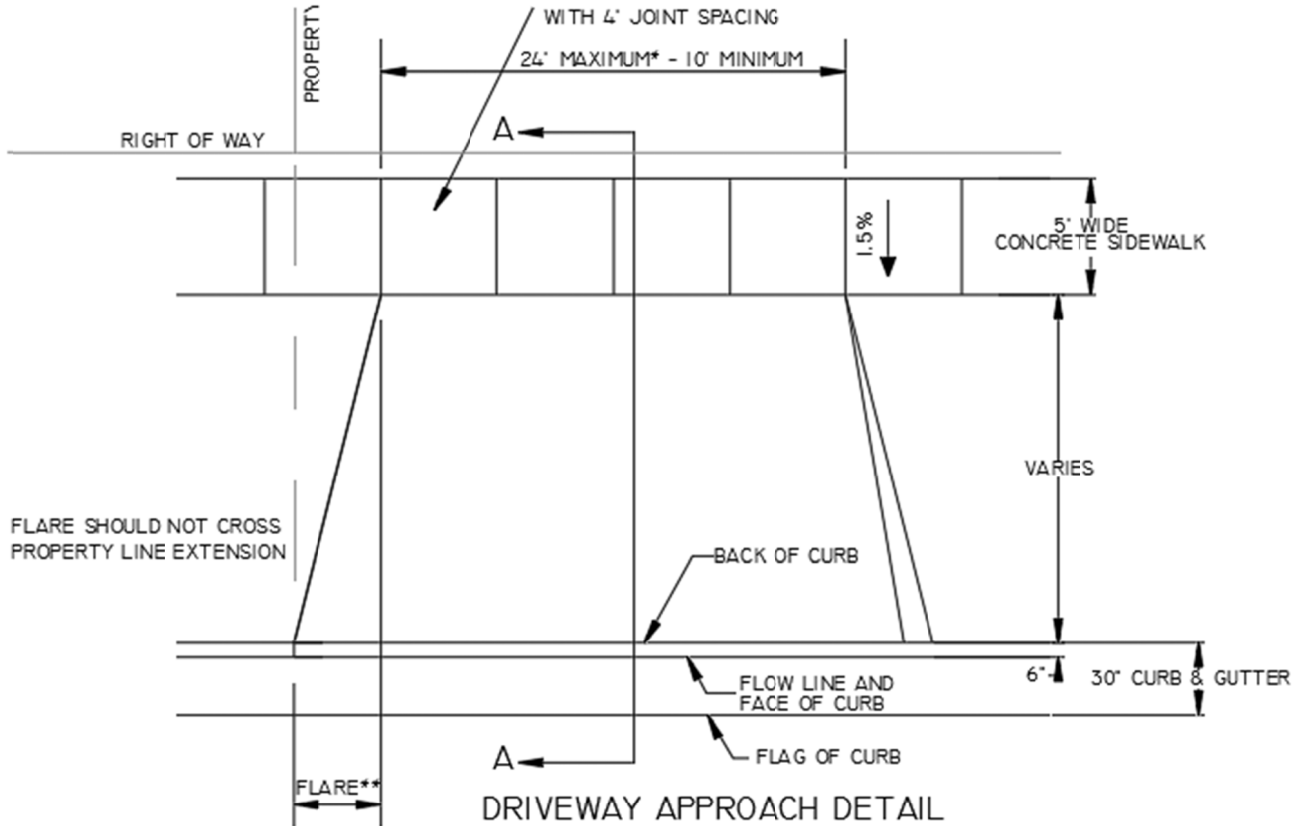
<u>Terrace width</u>	<u>Flare width</u>
3 feet or less	1 foot each side
3 to 6 feet	2 feet each side
6 to 9 feet	3 feet each side

In no case may the flare width exceed 4 feet for a residential drive or 5 feet for a commercial drive.

Other considerations:

All work on driveway approaches requires a permit. Additional conditions may be imposed by the engineer upon review of the application and the site including, but not limited to: separation from other driveways and intersections; alignment and grade of driveway with respect to roadway and site improvements; conflicting utilities; and culvert pipes. Generally only one driveway is permitted for each residential lot, but a corner lot or an extra wide lot may apply for two driveways. Driveway approaches must lead to legal parking spaces. **Ref. 19.XI.3.57*

Whenever alterations are made to the curb line to accommodate modified driveway access to the property, repairs should be made according to City standards. This should include full depth, joint to joint replacement.



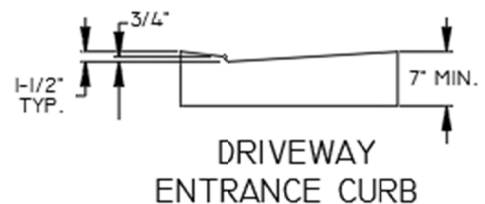
SECTION A~A

NOTES:

12.07(12) * ALL SIDEWALKS SHALL BE AT LEAST 5 FEET IN WIDTH AND CONSTRUCTED OF CONCRETE. ALL SIDEWALKS SHALL BE SEPARATED FROM THE PAVED STREET SURFACE BY A MINIMUM 6-FOOT WIDE GRASSED TERRACE. SIDEWALKS SHALL BE LOCATED 12 TO 18 INCHES INSIDE THE RIGHT-OF-WAY LINE UNLESS AN ALTERNATIVE LOCATION IS CONSIDERED APPROPRIATE BY THE CITY ENGINEER.

THE MAXIMUM RESIDENTIAL FLARE IS 4 FEET, AND THE MAXIMUM COMMERCIAL FLARE IS 5 FEET.

*MAXIMUM WIDTH MAY BE INCREASED TO 30' FOR COMMERCIAL DRIVEWAYS AND PROPERTIES WITH 3 CAR GARAGES.





Driveway Permit Application Checklist
(for office use only)

Street Address: _____

	Yes	No
Is the driveway located on a public street under the control and jurisdiction of the City?	<input type="checkbox"/>	<input type="checkbox"/>
Will it be constructed, reconstructed, altered or enlarged?	<input type="checkbox"/>	<input type="checkbox"/>
Does application include a drawing of the proposed changes, including dimensions?	<input type="checkbox"/>	<input type="checkbox"/>
Will the applicant only be using the drive for access to their property?	<input type="checkbox"/>	<input type="checkbox"/>

City Ordinance 11.23		
Is the driveway and appurtenances within the limits of the frontage abutting the street?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate sight distance?	<input type="checkbox"/>	<input type="checkbox"/>
Does the driveway open into an intersection or other area of traffic control?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a reason for the City Engineer's exception?	<input type="checkbox"/>	<input type="checkbox"/>
How many access points are already existing at the property?		
Are the total number of driveways to the property the minimum deemed necessary for reasonable and adequate service considering safety, convenience and utility?	<input type="checkbox"/>	<input type="checkbox"/>
Does the driveway affect water drainage? (Highway runoff, ditches)	<input type="checkbox"/>	<input type="checkbox"/>
Is there a culvert needed?	<input type="checkbox"/>	<input type="checkbox"/>
If so, has the culvert been sized for flow? (15" minimum)	<input type="checkbox"/>	<input type="checkbox"/>
If so, is there 10' between the culvert and the nearest successive culvert?	<input type="checkbox"/>	<input type="checkbox"/>
Will the curb, gutter or sidewalk need to be modified?	<input type="checkbox"/>	<input type="checkbox"/>
If there is existing sidewalk, is it in acceptable condition?	<input type="checkbox"/>	<input type="checkbox"/>
If there is existing sidewalk, is it likely to be damaged by vehicle traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Does any part of the driveway protrude into the limit of the roadway?	<input type="checkbox"/>	<input type="checkbox"/>

Commercial Drives:		
Is the width of the driveway less than 30'?	<input type="checkbox"/>	<input type="checkbox"/>
Is the return radius or flare less than 5'?	<input type="checkbox"/>	<input type="checkbox"/>
Is the diverging angle from the roadway less than 45°?	<input type="checkbox"/>	<input type="checkbox"/>
Is there 30' between the driveway from another driveway serving the property?	<input type="checkbox"/>	<input type="checkbox"/>

Non-Commercial Drives:		
Is the width of the driveway less than 24'?	<input type="checkbox"/>	<input type="checkbox"/>
Is the return radius less than 4'?	<input type="checkbox"/>	<input type="checkbox"/>
Is the diverging angle from the roadway a right angle?	<input type="checkbox"/>	<input type="checkbox"/>

What special considerations should be made, if any?