

# DRIVEWAY & STREET CONNECTION PERMIT APPLICATION



## CLASS I

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- STEP 1:** Collect all required information - See Page 3 for Site Plan Requirements Checklist.
- STEP 2:** Complete application, location map and attach Site Plan - See pages 2, 3, 4 and 5.
- STEP 3:** Submit completed application to Intake Staff at 435 North Macomb Street and pay fee.
- STEP 4:** Call for Rough Inspection when driveway is formed before pouring concrete or spreading asphalt.
- STEP 5:** Call for Final Inspection when project is complete.

### TO SCHEDULE AN INSPECTION:

Dial 891-1800 and leave the following information on the recorder:

- A. Your Name.
- B. Location of job site.
- C. Driveway Permit # and Building Permit #.
- D. Specify "(Rough or Final) Driveway Inspection."

Department of Development  
Support and Environmental  
Management  
606-1300  
Department of Public Works  
606-1500

DRIVEWAY  
PERMIT # \_\_\_\_\_  
  
BUILDING  
PERMIT # \_\_\_\_\_

**DRIVEWAY CONNECTION PERMIT APPLICATION**  
**CLASS I**

DATE STAMP

- CLASS I DRIVEWAY (RESIDENTIAL)      Fee: \$82.24
- CLASS II DRIVEWAY (COMMERCIAL)      Fee: \$326.35
- Project Status      Fee: \$120.00
- Single Family       Mobile Home
- Multi-Family (4 units or less)
- Local Street       Minor Collector
- Major Collector       Arterial Street

**PROPERTY INFORMATION**

Parcel Tax I.D. # \_\_\_\_\_ Number of Connections to Public Streets: \_\_\_\_\_  
Location/Address: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_

**OWNER/BUILDER INFORMATION**

Owner/Builder: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The applicant shall submit a completed application along with a site plan drawing that includes all the information described in the following pages. Examples of drawings are included for the applicant to use as a guide in preparing a complete application. All driveway street connections shall be constructed in accordance with regulations and standards issued by Leon County and covered in its *Driveway and Street Connection Regulations: Policies and Procedures Manual*, adopted May 28, 1991, which is available at 435 North Macomb Street.

The applicant/owner for self, heirs, assigns and successors in interest, binds and obligates self to save and hold Leon County harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said facility design, maintenance or continuing existence of connection.

**This permit authorizes work within the County Right-of-Way only. Additional permitting will be required for any activity outside the Right-of-Way.**

Both in-progress inspections and final inspections are required. Please schedule inspections by calling 891-1800. Please have the permit number and the inspection codes ready when requesting an inspection. The in-progress (Rough Inspection) code is 801 and the final inspection code is 909. When requesting an inspection, please be sure to stay on the line until you receive an inspection confirmation number.

The applicant/owner binds and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so shall result in a code enforcement action.

Applicant's Signature: \_\_\_\_\_

**DETERMINATION**

\_\_\_\_\_ PERMIT APPROVED.      \_\_\_\_\_ PERMIT DENIED.

Signature Authorized Staff : \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

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**APPLICANT:** The following is a checklist of site plan requirements. It will be used by staff to determine whether or not the design proposed for development is in accordance with County regulations. *Applications will not be processed without the following information.*

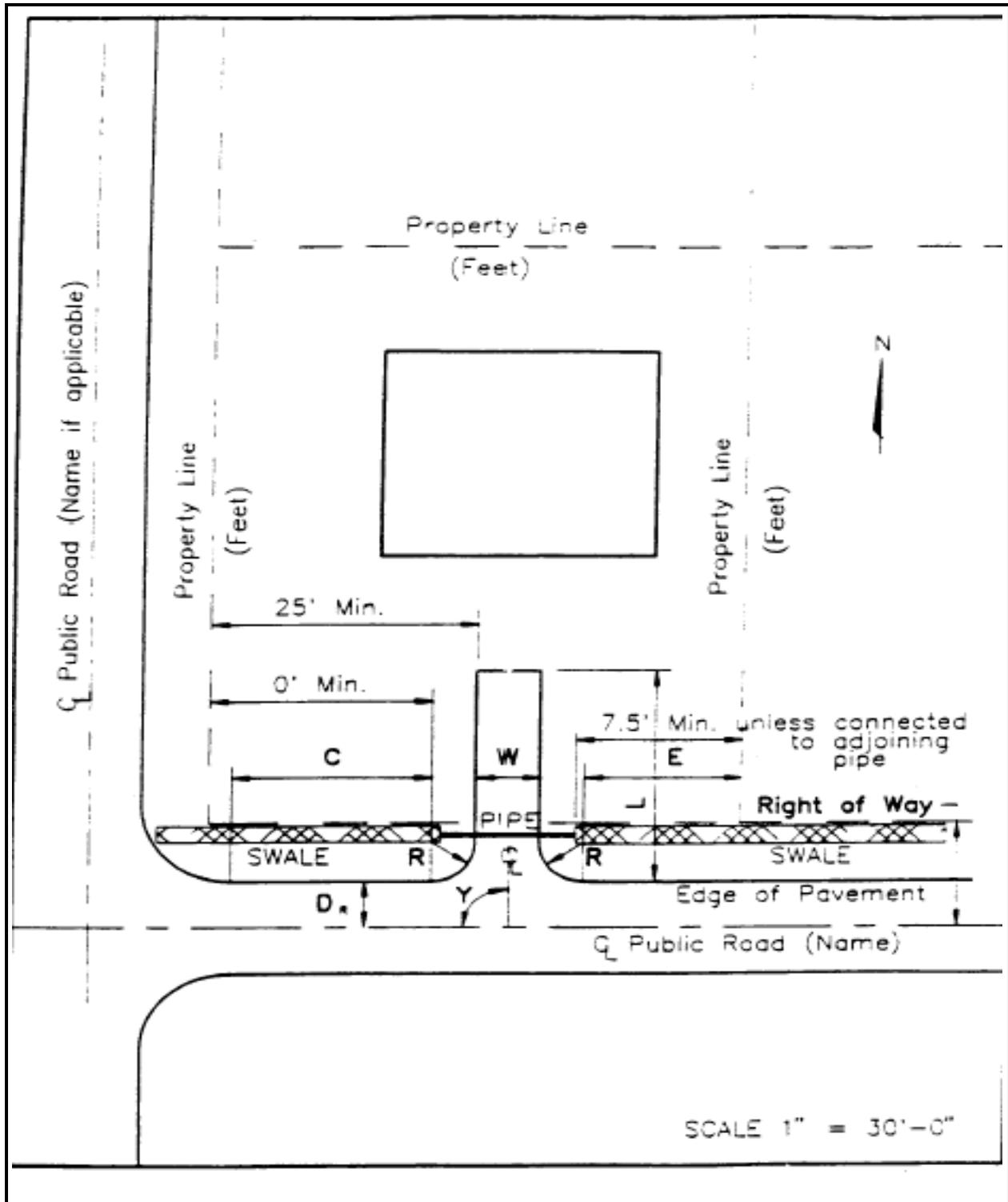
**Use this as a checklist.** Check each item that you provide and use N/A if requirement is non-applicable to your site. Letters in parenthesis, (ROW), (W), etc., correspond to the letters in bold type on the example site plan on page 4.

**SITE PLAN REQUIREMENTS CHECKLIST:**

1. The Site Plan must be accurately drawn to scale. (No smaller than 1 inch = 50 feet) Indicate direction with north arrow. The following items and measurements must be on the Site Plan: (Refer to example Site Plan)
  - A. Shape of lot or parcel of land.
  - B. Driveway Information (Refer to example drawings on following pages):
    - a. Distance from centerline of road to right-of-way (ROW) line.
    - b. Width (W) of driveway pavement.
    - c. Length (L) of driveway from edge of road to house/apt./mobile home.
    - d. Length of radius (R) of driveway turnout.
    - e. Utilities in right-of-way within 50 feet of driveway (water, sewer, gas, electricity, cable, etc.)
  - C. Culvert Information (Refer to example drawings on following pages):
    - a. Length, opening size, and type of material of drain pipe.
    - b. Type of endwall.
    - c. Arrow showing direction of water flow in drainage ditch.
    - d. Pipe size and material of nearest upstream culvert.
    - e. Pipe size and material of nearest downstream culvert.
    - f. No culvert necessary.
  - D. Surface and base materials:
    - a. Type of surface material.
    - b. Thickness of surface material in inches.
    - c. Type of base material.
      1. Compacted or stabilized existing soils.
        - a. Thickness in inches.
      2. Other type of base material.
        - b. Thickness in inches.

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EXAMPLE SITE PLAN



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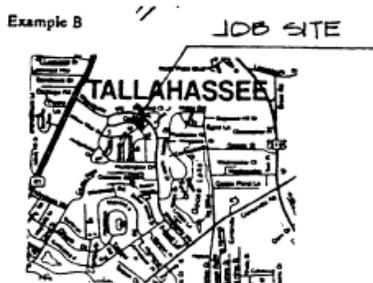
**APPLICANT: DRAW LOCATION MAP IN THIS SPACE SIMILAR TO EXAMPLE A, OR ATTACH A MARKED DOCUMENT SIMILAR TO EXAMPLE B.**

Examples of suitable Location Map:

**Example A:**



**Example B:**



**WRITE CLEAR DIRECTIONS TO SITE:**

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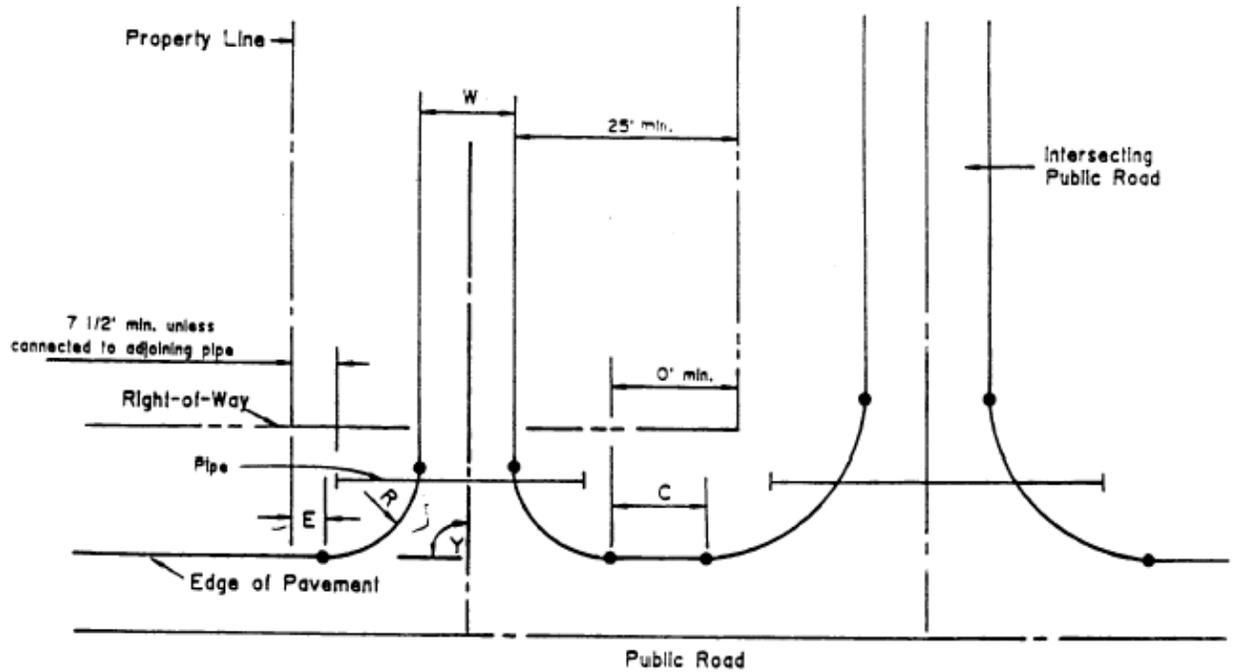
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**ROADWAY CONNECTION LAYOUT REQUIREMENTS**

URBAN - CURB & GUTTER RURAL - HIGHWAY		CLASS I (NON-COMMERCIAL)	
		<b>URBAN</b>	<b>RURAL</b>
DRIVEWAY WIDTH (W)		9' Minimum 24' Maximum	
FLARE: RETURN RADII (R) or DROP CURB	Local Street Minor Collector	10' Min. See Manual*	5' Min. 15' Max.
	Major Collector Arterial Street	N/A	10' Min. 25' Max.
ANGLE OF DRIVE (Y)	75 - 90 Degrees	75 - 90 Degrees	
EDGE CLEARANCE (E)	0' Minimum	0' Minimum	
CORNER CLEARANCE (C)	Local Street	0' Min.	10' Min.
	Minor Collector	0' Min.	10' Min.
	Major Collector	10' Min.	25' Min.
	Arterial Street	10' Min.	25' Min.
RIGHT-OF-WAY CLEARANCE AT INTERSECTION (RC)	Local Street	25' Min.	25' Min.
	Minor Collector	25' Min.	25' Min.
	Major Collector	50' Min.	50' Min.
	Arterial Street	50' Min.	50' Min.
DISTANCE BETWEEN DRIVES	Local Street	40' Min.	40' Min.
	Minor Collector	40' Min.	40' Min.
	Major Collector	100' Min.	100' Min.
	Arterial Street	100' Min.	100' Min.
<b>ISLAND</b>		<b>NOT PERMITTED</b>	

\*Figure 11 (XI), page 55 of Manual.

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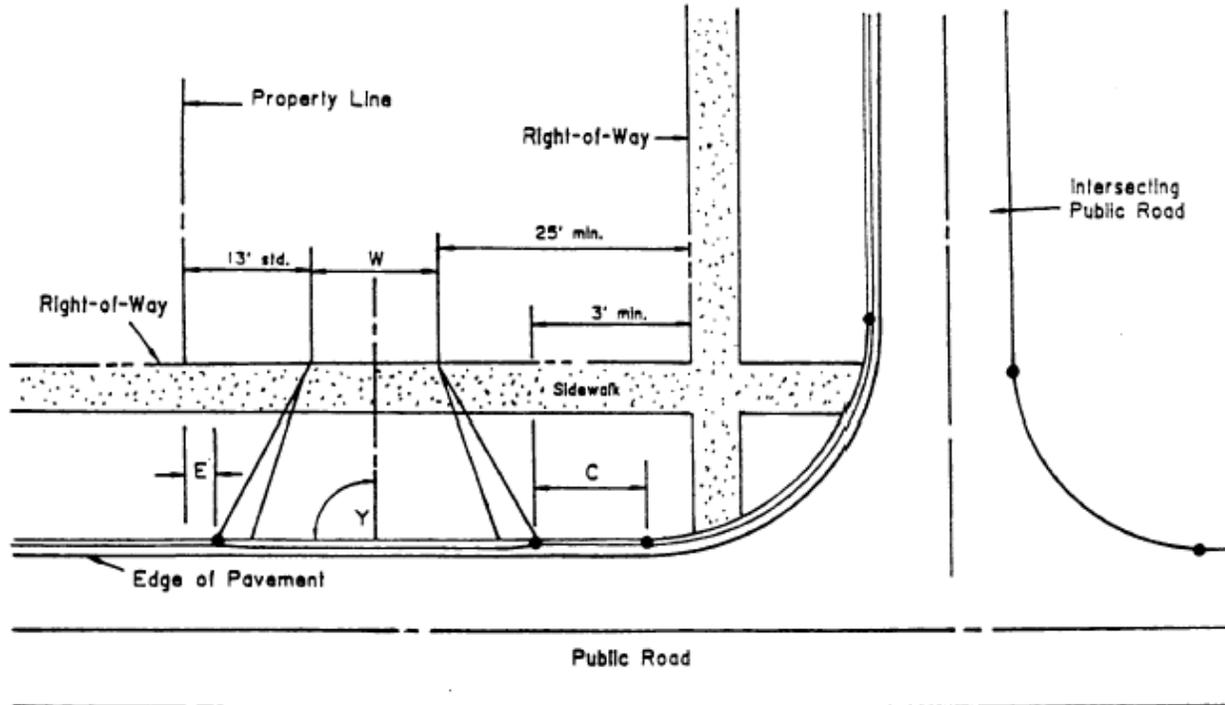
Adjacent pipe shall be a min. distance of 15' apart, unless connected to adjoining pipe.

**CLASS I RURAL**

For sidedrain pipe and mitered end section requirements,  
see F.D.O.T. standard index 515, 273 or 274.

●-- Driveway and Street Radius Points.

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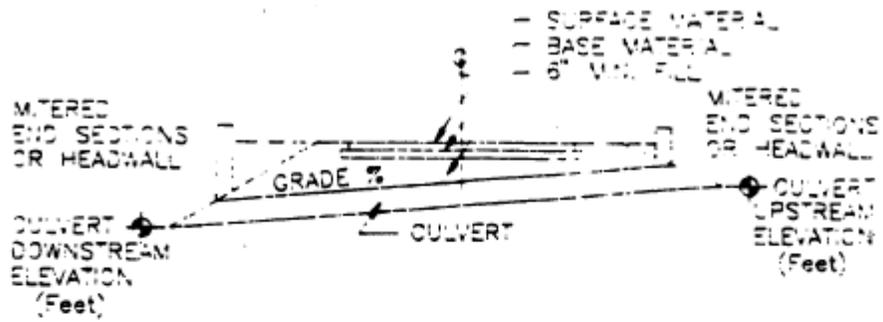


CLASS I URBAN

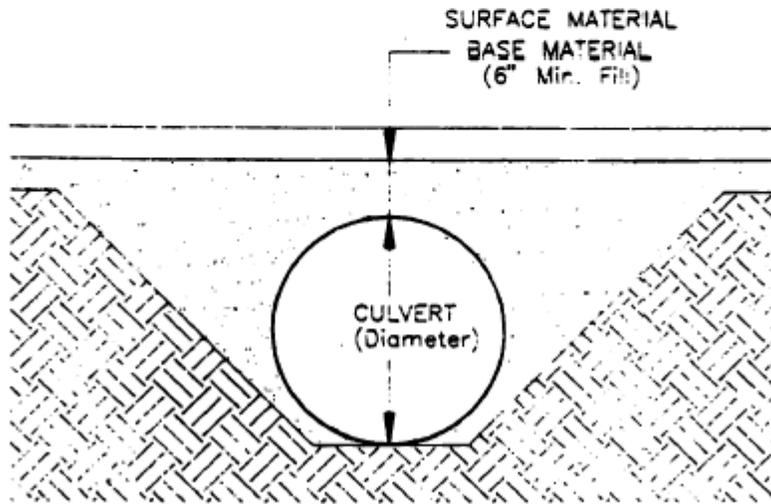
For details to drop curb flare turnout to driveway, see figure II.

● -- Driveway Flare or Radius Point

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LONGITUDINAL SECTION AT CULVERT



TRANSVERSE SECTION AT CULVERT