

Dept. of Development Support
and Environmental Management
435 N. Macomb St., 2nd Floor
Tallahassee, Florida 32301
850-606-1300
www.leonpermits.org



LPR# _____
LDR# _____
LB# _____

DRIVEWAY CONNECTION PERMIT APPLICATION

CLASS I

- CLASS I DRIVEWAY (RESIDENTIAL)** **Fee: \$185.00**
- Project Status*** **Fee: \$120.00**

* Project Status fee is only charged if driveway permit is submitted without an associated building permit.

DRIVEWAY PROPOSED FOR:

- Single Family Mobile Home Multi-Family (4 units or less)
- Temporary Driveway Connection Only Other (sidewalk, trail, bike path)

PROPERTY INFORMATION

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

OWNER INFORMATION

Owner: _____ Cell #: _____ Work #: _____
Mailing Address: _____
Email Address: _____

APPLICANT/AGENT INFORMATION

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. All driveway or street connections shall be constructed in accordance with regulations and standards approved by Leon County in the *Driveway and Street Connection Guidelines and Procedures Manual*, adopted April 12, 2016, as amended. The manual is available online at www.leonpermits.org, or at the DSEM offices 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 canopy road connections and any activity outside the right-of-way.

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 enforcement action.

Applicant's Signature: _____

DRIVEWAY CONNECTION PERMIT APPLICATION CLASS I

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 on the attached Class I Site Plan.

SITE PLAN REQUIREMENTS CHECKLIST:

The following items and measurements must be included on the attached Class I Site Plan (check "N/A" if not applicable to your project):

Driveway Information:

N/A Included

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from edge of pavement (EOP) to right-of-way (ROW) line. |
| <input type="checkbox"/> | <input type="checkbox"/> | Width (W) of driveway at property line. |
| <input type="checkbox"/> | <input type="checkbox"/> | Width (L) of driveway at EOP. |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance (D) from the driveway edge to the closest property line. |
| <input type="checkbox"/> | <input type="checkbox"/> | Frontage (F) on the public road. |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance between proposed driveway and existing driveway(s) (DD). |

Culvert Information (see attached "Typical Culvert Cross Section" diagram):

N/A Included

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Length, opening size, and type of material of culvert pipe. |
| <input type="checkbox"/> | <input type="checkbox"/> | Type of culvert end treatment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrow showing direction of water flow in drainage ditch. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pipe size and material of nearest upstream and downstream culvert. |
| <input type="checkbox"/> | <input type="checkbox"/> | No culvert necessary. |

In addition to the site plan requirements above, please provide the following information:

Surface and base materials:

1. Type of surface material: _____
2. Thickness of surface material: _____ inches.
3. Type of base material: _____
4. Thickness of base material: _____ inches.

Verify any existing utilities in right-of-way within 50 feet of driveway by calling 811 before you dig (water, sewer, gas, electricity, cable, drainage structures, etc.) for potential conflict. Utilities present? Yes No

Both in-progress and final inspections are required. Please schedule inspections by calling 891-1800; have the permit number and the inspection codes ready when requesting an inspection. The in-progress (Rough Inspection) code is 800 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.

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CLASS I**

ROADWAY CONNECTION LAYOUT REQUIREMENTS

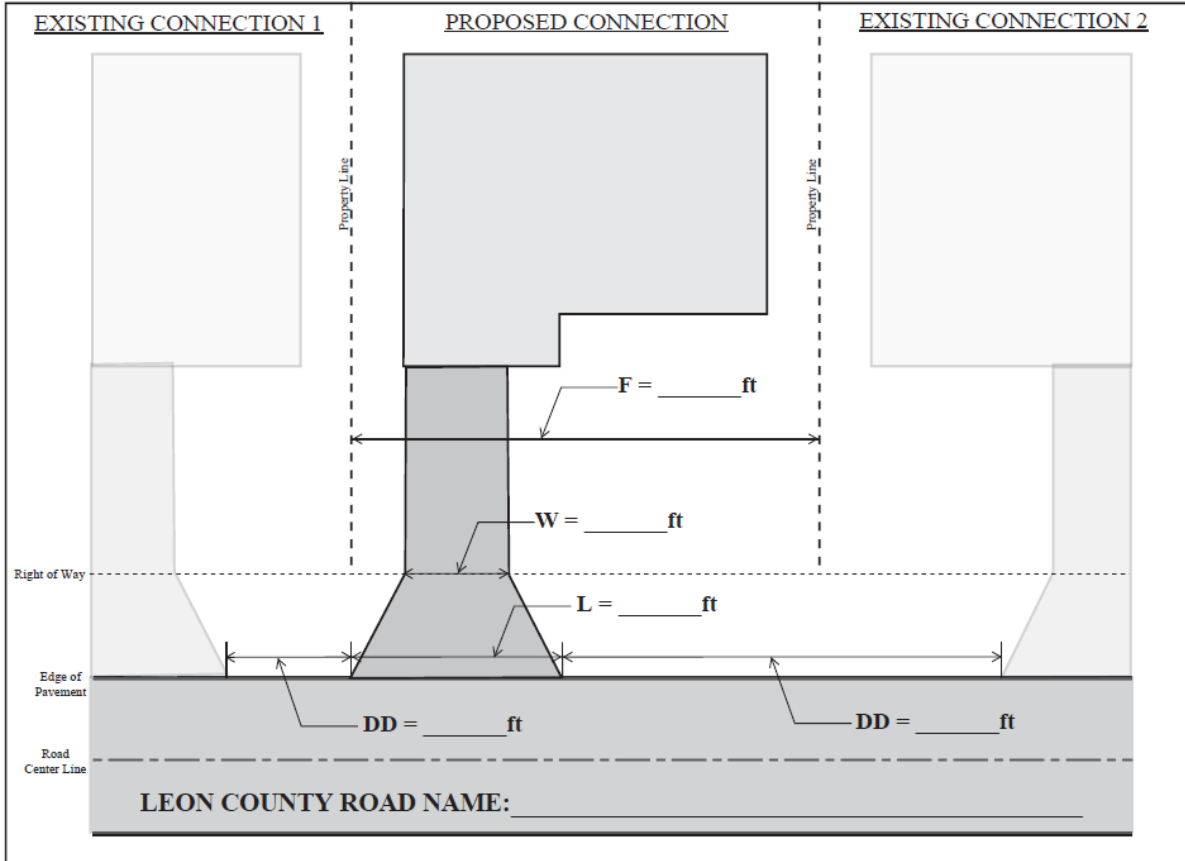
URBAN - CURB & GUTTER RURAL - HIGHWAY		CLASS I (NON-COMMERCIAL)	
		URBAN	RURAL
DRIVEWAY WIDTH (W)		9' Minimum 24' Maximum	
FLARE: RETURN RADII (R)	Local Street	Drop Curb 10' Min. 10' Min.	Return Radii 5' Min. 15' Max.
	Minor Collector		
DROP CURB	Major Collector	N/A	10' Min. 25' Max.
	Arterial Street		
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.
ROW 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 (DD)	Local Street	40' Min.	40' Min.
	Minor Collector	40' Min.	40' Min.
	Major Collector	100' Min.	100' Min.
	Arterial Street	100' Min.	100' Min.
ISLAND		NOT PERMITTED	

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CLASS I**

CLASS I - CONNECTION

ADDRESS: _____ PARCEL #: _____

OWNER NAME: _____ PHONE #: _____



EXISTING CONNECTION 1

Culvert
 Size (Diameter): _____ inches
 Material: _____
 End Treatment: _____

PROPOSED CONNECTION

Culvert
 Size (Diameter): _____ inches
 Material: _____
 End Treatment: _____

EXISTING CONNECTION 2

Culvert
 Size (Diameter): _____ inches
 Material: _____
 End Treatment: _____

CHECK ONE: MATERIAL TYPE FOR PROPOSED CONNECTION (WITHIN RIGHT-OF-WAY)

<input type="checkbox"/> Asphalt <i>Min. compacted thickness shall be 1 inch with 4 inches of limerock base (LBR 100).</i>	<input type="checkbox"/> Concrete <i>Min. thickness shall be 6 inches of 3000 psi concrete with fiber mesh reinforcement.</i>	<input type="checkbox"/> Other: _____ <i>Temporary connections or connections to dirt roads only.</i>
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- NOTES**
- Culvert shall be placed at ditch bottom to maintain existing flow.
 - Identify any roadway connections adjacent to or across the street from the subject property.
 - If DD is greater than 300', write N/A for the measurement.

- LEGEND**
- DD = Distance Between Drives
 F = Property Frontage at Right of Way
 L = Width of Connection at Edge of Pavement
 W = Width of Connection at Property Line

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CLASS I**

TYPICAL CULVERT CROSS SECTION

