



APPLICATION FOR DRIVEWAY – NEW OR CHANGE TO EXISTING

Date Submitted: _____ New Driveway Change Existing Driveway

Name of Applicant: _____ Phone Number: _____

Name of Property Owner: _____ Phone Number: _____

Mailing Address: _____

Location Address: _____

Reason for Request: _____

Will the work require street/alley closure(s)? YES NO If YES, a Right-of-Way Encroachment Permit will be required. Please fill out the permit application and submit with this form.

Please attach a sketch of the subject property showing the approximate locations of existing and proposed driveway improvements.

CITY USE ONLY

GIS DEPARTMENT APPROVAL: YES NO Date: _____

Comments: _____

BUILDING DEPARTMENT APPROVAL: YES NO Date: _____

Comments: _____

PLANNING/COMMUNITY DEV APPROVAL: YES NO Date: _____

Comments: _____

PUBLIC WORKS APPROVAL: YES NO Date: _____

Comments: _____

PRIVATE DRIVEWAY ACCESS FOR EMERGENCY VEHICLES:

Planning for access by emergency vehicles improves safety for residents, businesses, and the community by providing for a more efficient response by firefighters and other emergency personnel arriving on a scene. In order for emergency vehicles to safely access your property, your driveway must be wide enough for large vehicles to pass and have an all-weather surface that can support heavy fire trucks. For driveways longer than 150 feet, a space for these vehicles to turn around must be provided for the safety of emergency personnel and because firefighting operations take place from the rear of the vehicle. If your driveway is longer than 750 feet, additional safety measures such as pullouts and fire hydrants may be necessary to ensure adequate emergency access.

GENERAL REQUIREMENTS FOR ALL DRIVEWAYS:

- All-weather driving surface designed and maintained to support heavy vehicles (e.g., pavement, gravel)
- Minimum horizontal clearance of 20 feet and minimum vertical clearance of 13 feet 6 inches
- Maximum grade of 10%, unless otherwise approved
- If the driveway is gated, the gate must comply with Section D103.5 of the International Fire Code (IFC)

Specific Requirements for Longer Driveways

DRIVEWAY LENGTH (feet)	WIDTH REQUIRED (feet)	TURNAROUND REQUIRED
0-150	20	No
151-500	20	Yes
501-750	26	Yes
Over 750	Special approval required	

ACCEPTED EMERGENCY VEHICLE TURNAROUND DESIGNS:

