

DRIVEWAY APPROACH CONSTRUCTION PERMIT  
APPLICATION INSTRUCTIONS

1. Any person or company applying for a permit to construct a residence, to construct a garage, or to place a manufactured dwelling on a building lot shall apply for a Driveway Approach Construction Permit at the same time.
2. All three pages of the application must be completed and returned to City Hall with the fee.
3. The applicant must call City Hall for the preliminary Public Works inspection before the permit will be issued. A building permit will not be issued before a Driveway Approach Construction Permit is issued.
4. After Public Works approves the application the permit will be issued. The permit is good for one year. When the driveway approach is completed the applicant, or property owner, must call City Hall for the final inspection. After Public Works approval, a Certificate of Completion will be issued to the property owner.
5. If the approach is not completed within a year, the permit expires and the property owner will need to reapply. Conditions for a re-application will be determined on a case by case basis. If the permit requires paving the approach, and the approach is not completed by the expiration date of the permit, the City will cause the paving to be done and bill the property owner for actual costs plus a 10% administration fee. If the bill is not paid within one month it will become a lien against the property.

attachment: Driveway Approach Construction Permit Application  
Approach Typical Section  
Ordinance No. 2002-07