



## Driveway and Parking Lot Permit Packet

### Requirements:

Sec. 102-89. Driveway and Parking Lot Permit.

- (1) *Required.* No person shall cause any portion of a lot or parcel to be paved with a driveway or parking lot consisting of asphalt, concrete, paver stones, grass pave, compressed gravel, or any other non-pervious hard surface without first obtaining a driveway and parking lot permit. This provision shall not be applied to paving indicated in a building permit or repaving/repair of existing paved driveways or parking lots.
- (2) *Plans and specification to accompany application.* All applicants for driveway and parking lot permits shall submit plans for the proposed paving or alterations to existing paving, which plans shall include the boundary lines of the property, the location of the proposed paving, the dimensions of the proposed paving, and the intended use of the paving improvements.
- (3) *Fees.* The driveway and parking lot paving permit fee shall be \$10.00 for paved areas in residential zones, or \$25.00 for paved areas in all other zones.
- (4) *Inspection.* A site inspection is required prior to the installation of any paving.



Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Zone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Driveway or Parking Lot Dimensions: length \_\_\_\_\_ x width \_\_\_\_\_ = Total square footage: \_\_\_\_\_

Check which applies: Parking Lot: \_\_\_\_\_ Driveway: \_\_\_\_\_ (provide a second application if applying for both)

If you do not own the property, the property owner will have to be notified and give us verbal permission before permit will be issued. Do NOT use this application if already applying for a building permit.

Please draw where the driveway or parking lot will be located on the property giving distance from all property lines. Include the principal structure in the drawing. City staff is available to provide information on your lot, if required:

↑ North