

# DRIVEWAY CONNECTION PERMIT

ISSUED BY THE ROAD MAINTENANCE DEPARTMENT  
BEFORE SUBMITTING YOUR BUILDING PERMIT

Before submitting your plans to the Building Department... you **MUST** complete the following: (the building department can **NOT** answer technical questions for your driveway)

## Notice to Owner & Contractor

A) Go to the Road Maintenance Department @ 804 N.W. 2<sup>nd</sup> Street, between the hours of 7am & 3 pm, Monday through Friday (except Holidays) (863) 763-3514.

B) Submit plans and complete this form, indicating where you desire to install your driveway.

The center of the proposed driveway will be marked on \_\_\_ / \_\_\_ / \_\_\_

I will mark the center of proposed driveway with one of the following: (must be noted for permit to be processed)

- ( ) A stake marking the center line of proposed driveway on back slope of swale/ditch
- ( ) A bright color center line symbol painted on the edge of pavement
- ( ) Driveway to be centered on garage door opening (must be visible)

C) Install your driveway connection in accordance to the directions and specifications as provided by the Road Maintenance Department.

D) When complete, call the Road Maintenance Department for an installation inspection of your driveway; if it is unacceptable, you will have to correct any deficiencies and call for another inspection. When it is acceptable, the Road Maintenance Department will send a SIGNED copy of your driveway permit to the Building Department indicating that your building permit, when ready, can be issued.

E) Prior to a final inspection and/or the issuance of a Certificate of Occupancy by the building department, the Road Maintenance Department will perform a final inspection of the project to ensure that no damage to the roadway, shoulder, swale or driveway connection has occurred. If damage has occurred, the applicant of the building permit is responsible to correct in accordance to the Road Maintenance Department requirements.

### NOTICE:

1) Vehicles must access your property only across the approved driveway connection. Any and all damages (no matter who caused the damage) will be the responsibility of the applicant of the building permit to correct in accordance with Road Maintenance Department requirements.

2) Driveway connection permits will be required for every project requiring issuance of a building permit. EXCEPTION: fences. Depending on the project, the Road Maintenance Department may only have to review your plans and sign off on the driveway permit. Depending on the project, a temporary driveway connection may be required, the same procedure as stated above will be followed, except that the temporary driveway will have to be removed prior to a final inspection.

Property owner's name: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Parcel identification number: \_\_\_\_\_ Parcel Address \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Permanent Driveway Connection       Temporary Driveway Connection

Installation Inspection Pending: \_\_\_\_\_ Date: \_\_\_\_\_  
Road Maintenance Signature

Final Inspection Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Road Maintenance Signature

**Notice to Owner & Contractor:** The Certificate of Occupancy will be withheld until all specifications on the driveway/culvert connection are inspected and meet standards