SINGLE DRIVEWAY & SHARED DRIVEWAY REQUIREMENTS

**2.204.03 Driveway Access and Permits**

A. Driveway Permits. For purposes of this section, driveways are defined as that portion of the private road serving a lot or lots, which extends from the property line to the roadway of the abutting street. An exception to this definition pertains to common driveways intended to serve 2-4 residences, in which case the driveway standards shall apply to the entire length of the driveway.

B. Permit Required. A driveway permit is required for the construction of a new driveway, for the relocation or realignment of an existing driveway, and for major improvements to existing driveways. Standards and procedures for driveway permits are in the following sub-sections of this section.

C. Purpose of Driveway Permit. Driveway permits are required in order to assure that driveways are:

1. Wide enough to handle the anticipated traffic and types of vehicle expected to use the driveway.

2. Located far enough from street intersections to minimize potential traffic safety hazards.

3. Located in order to assure that there is adequate sight distance along the adjacent street to minimize the creation of potential safety hazards.

4. Designed and constructed with materials and methods to prevent the creation of traffic safety hazards and to assure that driveway conditions will not result in drainage or roadway maintenance problems.

D. General Driveway Standards.

1. The driveway should intersect with the street at as close to a right angle as possible.

2. The maximum grade of the driveway should be ten per cent (10%), except where the steepness of the slope requires a steeper grade. In all circumstances the grade of the driveway should be as flat as possible.

3. Driveways should be located at least 75 feet from the nearest intersecting street. Driveways on the same side of the street should be at least 25 feet from each other.

4. Each property in the city is entitled to a driveway. However, under some circumstances the joint or multiple use of a driveway shall be encouraged as long as there is a joint use and maintenance agreement between affected property owners. In the event the driveway is intended to serve two to four residences, the development of a common driveway to serve all residences shall be required.

5. The City shall adopt driveway road access design, construction, and materials standards including standards related to drainage and drainage structures such as culverts, as the basis for review and action on driveway permit requests.

E. Driveway Permit Process. Driveway permits shall be issued by the Zoning Official. After submittal, the Zoning Official shall transmit the permit to the City Engineer or another party with professional engineering credentials for review and action. Driveway road access permits shall meet the City’s adopted standards and shall be approved and inspected by the City Engineer or other designated party with professional engineering credentials. Copies of the approved driveway permit shall be transmitted to the applicant and to the City Recorder. The City Recorder shall retain the approved permit on file.

F. Standards for Common Driveways Intended to Serve 2-4 Residences.

* 1. The minimum pavement width shall be 20 feet.
	2. The driveway radius at the approach to the street shall be 25 feet.
	3. Common driveways shall serve no more than four (4) residences; if more than four (4) residences are to be served, the driveway shall be constructed to a public street standard.
	4. The driveway shall be paved for its entire length.
	5. Prior to the installation of the driveway, provision shall be made for the handling of drainage in conjunction with driveways, and for the installation of water lines to serve the lots. The City shall approve plans for drainage and for installation of the water lines.
	6. The end of the driveway shall be provided with an emergency turn-around that meets the standards of the Lebanon Rural Fire Protection District.
	7. The owners of all properties to be served by the driveway shall sign a maintenance agreement indicating that it is the responsibility of each property owner to maintain the driveway in satisfactory condition. Before any building permits may be issued for construction of residences on the property, evidence shall be provided to the city that all affected property owners shall be made aware of the maintenance agreement and property owner responsibilities under the agreement.
	8. The general standards of Section 2.204.03.D. and the permit standards that are a part of the Sodaville Driveway Permit apply to common use residential driveways serving 2-4 residences.

**Driveway Construction Standards**

1. Driveways shall be constructed in accordance with the attached diagrams.

**Driveway Permit Procedure**

1. Driveway permit applications can be acquired at the City of Sodaville City Hall or sent by request.
2. Driveway permit applications must be filled out completely and be accompanied by the necessary paperwork.
3. The driveway permit application fee will need to be paid in full before inspection will take place. ($35.00)
4. The driveway permit application will be given to the City Engineer for review and approval.
5. After approval the applicant may then proceed with construction of the driveway.
6. Upon completion of the driveway, the applicant shall notify the City Zoning Official and the driveway will be inspected within 5 working days.
7. The City’s Inspector may either approve the project as submitted, or he shall give the applicant a detailed list of corrections, which must be made.
8. The City’s Inspector is authorized to inspect the driveway at any time to determine whether the driveway is being constructed in accordance with the approved plans.

**CITY OF SODAVILLE DRIVEWAY APPLICATION AND PERMIT**

Permit No. Date:

Purpose of Driveway Permit:

Name of Road That Driveway Will Access:

Applicants Name:

Applicants Address and Phone Number:

Property Owner’s Name and Address if Different from Applicant (for Shared Driveways Please include all residences that will be using the driveway):

1 2

3 4

Site Address:

(Include map and plans showing precise location of driveway.)

1. Install feet of inch diameter concrete or corrugated (smooth inside) polyethylene culvert pipe for driveway. NO METAL CULVERT PIPE IS ALLOWED. (POST FLAG AT LOCATION IMMEDIATELY AFTER APPLYING FOR ACCESS.

2. Construct foot wide driveway as follows:

 (a) Granular bedding and fill (b) 1 ½”-0 rock inches to cover

 (c) ¾” –0 rock inches to cover (e) Other:

Note: The permittee is hereby advised of the rights of other person, companies, districts or public utilities to occupy said right-of-way, and if existing facilities of said persons, companies, districts or public utilities are encountered, the permittee will be required to notify same before starting work. Relocation of these facilities to be at permittee’s expense.

In accepting this permit, the grantee, his successors and assigns, agree that any damage done to the property of the grantee or any expense incurred by him through the operation of a contractor working for him or the City or of any City employee, shall be at the sole expense of the grantee, his successors or assigns. The undersigned hereby accepts this application/permit subject to the terms and conditions as herein set forth.

Signature of Applicant

 Signature of Owner(s) if different than applicant

Please notify the Sodaville City Administrator, 541-258-8882 prior to completion of construction for the final inspection.

**FINAL APPROVAL BY:**

 **DATE:**

**THIS PERMIT IS GOOD FOR ONE YEAR FROM DATE OF ISSUE**