



Driveway Access Permit

Application & Checklist

Application can be found at www.tontitown.com

OFFICE USE ONLY

Permit #: _____ Fee: \$ _____

Approved By: _____

Approved Date: _____

PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED

Fill out this form completely, supplying all necessary information and documentation to support your request.

Property Information	Address _____	Driveway Description	<input type="checkbox"/> Commercial Driveway <input type="checkbox"/> Non-Commercial Driveway
	Parcel No. _____		Driveway Width: _____ feet
	Subdivision. _____		Proposed driveway surface width: _____ feet
	Lot-Block _____		Proposed driveway surface type: _____
	Phase _____		Drainage Culvert Type: _____
	Acreage _____		Drainage Culvert Size: _____ Length: _____
	Zoning: _____		To be located _____ feet from edge of pavement.
	Road Right-of-way: _____ feet		

Owner	Name _____	Phone _____	<input type="checkbox"/> Select if this is the primary contact
	Address _____	Fax _____	
	City, State, Zip _____	E-mail _____	

Contractor	Name _____	Phone _____	<input type="checkbox"/> Select if this is the primary contact
	Address _____	Fax _____	
	City, State, Zip _____	E-mail _____	

SUBMITTAL CHECKLIST: (All items must be submitted before the application will be processed)

- 1. Fee.
- 2. Site Plan. Site plan showing property lines, distance of culvert from property lines, north arrow, and right-of-ways.

Property Owner/ Authorized Agent: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. I certify that I am the owner or authorized agent of the property that is the subject of this application.

Signature _____

Date _____



Driveway Access Agreement

In consideration of these regulations, the applicant and the City of Tontitown subscribe to the following agreement:

1. That applicant is granted permission to construct a driveway(s) pursuant to the regulations of the City of Tontitown. The City of Tontitown waives none of its powers or rights to direct the removal, relocation and/or proper maintenance of any driveway within the right-of-way of a city street.
2. That all work will be performed in a neat and workmanlike manner, using materials acceptable to the City of Tontitown Code of Ordinances, and that the right-of-way will be cleaned up and left in presentable condition upon completion of the described work.
3. That the applicant will fully protect the traffic on the street during construction covered hereunder by the proper traffic control devices in accordance with Part 6, Temporary Traffic Control, of the Manual on Uniform Traffic Control Devices (MUTCD), latest edition, and to hold harmless and indemnify the City of Tontitown, its officers and employees from all damages, expenses, claims or liability arising out of any alleged damages of any nature to any person or property, due to construction, performance or non-performance of work, or existence of said driveway.
4. Permittee shall be responsible for locating and protecting all utilities in the work area(s) and to hold harmless and indemnify the City of Tontitown and its duly appointed agents, officers and employees, from all damages, expenses, claims or liability arising out of any alleged damages of any nature to any utilities due to the construction, performance, or non-performance of work.
5. That the applicant is either the owner or has the legal right to possession and control of the parcel of property adjacent to the right-of-way frontage within which the said proposed driveway(s) is to be constructed.
6. That no driveway shall be constructed such that there will be parking or servicing of vehicles on the street right-of-way.
7. That the profile grade of driveways shall be constructed as indicated on the attached sketch or plan.
8. Deposit or surety bond in the amount below must be deposited with the City of Tontitown's Recorder/Treasurer at 201 E Henri de Tonti Blvd before the permit for an access driveway to a commercial concern is issued. If the work is completed as specified, the deposit will be returned, but if the permit requirements are not met, the City of Tontitown will revoke the permit, call for the deposit or bond and remove the driveway.
9. The grantee shall maintain all existing street regulatory, warning, guide and informational signs in an effective location at all times for the duration of the work and shall install them at the correct location upon completion of the work. Any signs damaged by the grantee shall be replaced at no cost to the City.
10. Mailbox support: If you are also going to install a new or replacement mailbox, please let us know and the City of Tontitown will provide detailed information on approved mailbox installations including supports, boxes, and mountings. Please note there are in excess of 30 million mailboxes in the United States. As many as 100 fatalities a year occur as a result of vehicles colliding with these mailboxes. The potential for disabling injury and the resulting civil action is reduced when mailboxes are installed using approved methods and materials that are designed with road safety in mind. Remember, the mailbox owner may be held liable in case of collision.

SPECIAL PROVISIONS

Deposit/Surety Bond \$ _____

Expiration Date _____

Applicant

City of Tontitown

Date