- § 153.072 DRIVEWAY PERMITS. (A) Surface. All driveways and points of ingress or egress used to access any property shall be hard surfaced. (1) If such a driveway or point of ingress or egress is used in connection with a residential building permit, such hard surfacing shall be completed no later than 12 months after the date of issuance of the residential building permit. (2) If such a driveway or point of ingress or egress is used in connection with any other form of building permit, such hard surfacing shall be completed no later than 120 days after the date of issuance of the building permit. (3) Under no circumstances shall any driveway or point of ingress or egress to any property fail to be hard surfaced within 120 days from its first use, unless a different time period is prescribed by this code, regardless of any pending permit application, property use, or otherwise. (B) Permit. A driveway access permit shall be obtained prior to beginning construction of any driveway. The application shall be submitted to the Planning Clerk and shall consist of the following: (1) Application. To obtain a driveway access permit, a completed application as found online must be submitted along with a signed Driveway Access Agreement. (2) Plans. A plot plan (site plan), drawn to scale and showing the following: (a) Location of all property lines. (b) Location of all existing or proposed structures. (c) Location of driveway on the property, including dimensions of the driveway. (d) Distance of culvert from property lines. (e) Street right-of-way lines. (3) Additional information. Additional information needed by the staff because of conditions peculiar to the site. -(C) Review and approval. Once all the required information is submitted, it will be reviewed by the Planning Clerk, City Engineer and Public Works Director. If the application is approved,
- the applicant shall pay the permit fee prior to the permit being issued.
- (D) Compliance. All driveways must be installed in compliance with the driveway design standards and with the information shown on the approved plot plan and driveway access permit application form.
- (E) Inspection required. The applicant shall contact the Public Works Department to request a final inspection upon completion of the driveway. If the Public Works Department determines that the driveway is constructed in accordance with the ordinance requirements and the approved driveway access permit, a certificate of compliance will be issued. If the driveway does not pass

the inspection, the Public Works Department shall prepare an inspection report detailing the deficiencies.

(Ord. 2014-12-489, passed 12-2-14)

§ 153.073 DRIVEWAY DESIGN.

—Driveway design shall be in accordance with the design criteria outlined in § <u>152.148</u> and § <u>152.149</u>.

(Ord. 2014-12-489, passed 12-2-14)