



CITY OF HUNTSVILLE

APPLICATION FOR PERMIT

CONSTRUCTION OF A DRIVEWAY

PROJECT INFORMATION

Address: _____		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
Street Section: <input type="checkbox"/> Open Ditch <input type="checkbox"/> Curb & Gutter	Residential: 12' min./24' max. Commercial: 20' min./24' max. for a 1-way entrance/exit 25' min./32' max. for a 2-way entrance/exit	
Material: <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt		
Proposed Width: _____ ft.		
Type of Construction: <input type="checkbox"/> New Driveway <input type="checkbox"/> Replace Existing Driveway <input type="checkbox"/> Addition to Existing Drive <input type="checkbox"/> Other		

APPLICANT INFORMATION

Name: _____		Applicant is: <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor	
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	Email: _____		

OWNER or OWNER'S AGENT INFORMATION

Name: _____		Phone: _____	
Address: _____	City: _____	State: _____	Zip: _____
Owner's Signature: _____			Date: _____

1. Please provide a site plan that shows the proposed improvements in relation to the property boundaries.
2. For all driveways with open ditch drainage, the minimum culvert size will be determined by the Public Works Department.
3. Public Works will install the culverts for residential homeowners at City cost. Builders and developers will set their own culverts.
4. Once the homeowner has marked the driveway location, they must contact the Public Works Department at (936)294-5722 to schedule a time for installation.
5. Open ditch configurations will require 2 separate inspections:
 - a. The first inspection will occur after the culverts are set in place to check the proper elevation of the flow line.
 - b. The second inspection will occur after the rebar is installed for a concrete driveway, or after the base material is installed for an asphalt driveway.
6. Curb and gutter configurations will only require one inspection. This will occur after the rebar is installed for a concrete driveway or after the base material is installed for an asphalt driveway. All driveways must be constructed per City of Huntsville specifications. Copies of the driveway standards may be requested at City of Huntsville Service Center.
7. All inspections must be scheduled 24 hours in advance by called the Inspection Line at (936)294-5717.
8. For an existing concrete street with 6" concrete curb and gutter, saw cut a minimum 1-1/2" deep and remove existing curb and 18" of pavement the width of the proposed driveway from end of radius to end of radius and expose 12" of existing steel and tie to new steel. Re-pour gutter with proposed driveway.
9. For existing asphalt pavement with 6" monolithic curb and gutter, saw cut curb and gutter a minimum 1-1/2" deep and remove it the width of the proposed driveway from end of radius to end of radius. Epoxy 3 dowels a minimum of 6" into existing curb and gutter at saw cut section if 6" of reinforcing steel if not exposed. Re-pour gutter with proposed driveway.
10. Provide redwood expansion joint between existing and proposed concrete curb and gutter and at right-of-way line and continue any street expansion joints that are in line with driveway.
11. For existing concrete streets with rollover curbing, install a redwood expansion joint at back of existing curb and at right-of-way, and pour a 10"x10" concrete paving header directly behind the curb.

APPLICANT'S SIGNATURE

PRINTED NAME

DATE

OFFICE USE ONLY

Received By: _____	Date: _____	Approved By: _____	Date: _____
Additional Notes:			