

## INSTALLATION OF SECOND DRIVEWAY

### INFORMATION FOR THE APPLICANT

1. This application requires a Conditional Use Permit (\$40 fee). It also requires a public hearing conducted by the Planning Commission. The Planning Commission will make a recommendation to the City Council who will then act on the application.
2. If the application for the second driveway requires a variance, and additional fee as established by the City Council is charged. Neither fee in #1 or #2 is refundable.
3. The application will include a scale drawing of the property that includes the existing driveway, any hydrants within the affected area, adjacent driveways and culverts, and the location of the proposed driveway.
4. If the location of the proposed second driveway is on private land, the applicant must certify that the location of the driveway is on his/her land.
5. The following conditions are in effect for a second driveway:
  - a. Driveway will be single lane, not to exceed twelve (12) feet in width.
  - b. The standard culvert size will be sixteen (16) inches in diameter. No culvert less than twelve (12) inches in diameter will be permitted. In no instances will any culvert be allowed that is smaller than the existing culvert.
  - c. The minimum distance from an existing culvert will be five (5) feet.
  - d. The minimum distance from a hydrant will be five (5) feet.
  - e. The culverts will be made of heavy strength corrugated polyethylene or steel.
  - f. The apron will be covered with cement or asphalt within forty-five (45) days of the installation of the culvert. Aprons may not be covered with grass or sod.
  - g. The ditch between the aprons of adjoining culverts must not be filled in.
  - h. All costs associated with the installation of a second culvert will be born by the applicant.
  - i. When placing the culvert, on site approval must be granted from the Street Department, and the Public Utilities Department.

This approval form will be mailed to the applicant after the Conditional Use Permit has been approved by the City Council. The approval form must be signed by both the authorized representative of the Street Department and Public Utilities Department before the culvert is covered.

**APPLICATION FOR SECOND DRIVEWAY**  
**CONDITIONAL USE PERMIT**

**APPLICANT:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

**DRIVEWAY INFORMATION:**

1. Driveway width: \_\_\_\_\_ feet.
2. Culvert size: \_\_\_\_\_ inches diameter.
3. Culvert material: \_\_\_\_\_
4. Apron to be covered with (check one): Asphalt \_\_\_\_\_ Cement \_\_\_\_\_

**STATE YOUR REASONS FOR REQUESTING A SECOND DRIVEWAY:**

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**IF APPLICABLE, STATE YOUR REASONS FOR REQUESTING A VARIANCE:**

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**SCALE DRAWING:** On a sheet of graph paper, include a scale drawing of your property that shows the existing driveway, any hydrants within the affected area, adjacent driveways and culverts, and the location of the proposed second driveway.

**APPROXIMATE COST CULVERT AND APRON:** \_\_\_\_\_

**AUTHORIZATION:**

I hereby certify that I am the owner or am authorized by the owner of the property for which this permit is issued and that I will comply with all conditions placed upon this permit should it be granted. I also certify that the location of the driveway and culvert is not on any property other than my own, or on land owned by the City as shown in the scale drawing. I understand that the apron will be properly surfaced within forty-five (45) days of installing the culvert. Intentional or unintentional falsification of any information in this application or any attachments thereto will serve to make this application and any resultant permit invalid and subject to a petty misdemeanor violations as provided by the Zoning Ordinance.

**PRINT NAME OF APPLICANT:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ZONING OFFICE USE ONLY**

*PERMIT NUMBER* \_\_\_\_\_ *VARIANCE REQUIRED: YES* \_\_\_\_\_ *NO* \_\_\_\_\_

*DATE OF PLANNING COMMISSION PUBLIC HEARING* \_\_\_\_\_

*PLANNING COMMISSION ACTION: APPROVAL* \_\_\_\_\_ *DENIAL* \_\_\_\_\_

*SPECIAL CONDITIONS (If any):* \_\_\_\_\_

\_\_\_\_\_

*DATE OF CITY COUNCIL MEETING* \_\_\_\_\_

*CITY COUNCIL ACTION: APPROVAL* \_\_\_\_\_ *DENIAL* \_\_\_\_\_

*SPECIAL CONDITIONS (If any)* \_\_\_\_\_

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