



Memo

To: Engineering Staff
From: Scott Schluter, Staff Engineer
CC:
Date: 8/11/2010
Re: Driveway Opening Permits

In an effort to streamline and standardize the Driveway Opening Permit process, the following procedures are proposed:

Driveway Opening Permit Procedures

1. Applicant picks up a permit application from Building Department or Engineering Department. **Do not collect fee or sign off on any building permit (if required) yet.**
2. Applicant files Driveway Opening Permit application and plans along with \$50 filing fee. **All applications require a plan.**
3. Engineering Division reviews the plans and makes a site visit.
4. Engineering Division determines required bond amount based on schedule below and either approves the plans as is, contacts the applicant with required revisions to the plans, or makes notes on the plans pointing out standards or other information. **The minimum bond amount is \$500 to cover the driveway apron.**
5. Applicant picks up signed and approved permit and plans and leaves the required bond amount. A copy of all paperwork is kept on file. The bond is left with the Treasurer for deposit. The permit data is entered into the spreadsheet. **At this point the Building Permit (if required) can be signed.**
6. Applicant completes construction and contacts the Engineering Division for inspections.
7. Engineering Division staff inspects the site and determines if the work conforms to the permit and our standards.
8. If the work is not adequate, the applicant is notified of required corrective actions. **Bond is not released until work is determined to be adequate.**
9. If the work is adequate, a letter is sent to the Treasurer requesting release of the bond. Attached to the letter is a copy of the permit with site inspection records and a sign off.

Bond Determination

Apron work only: \$500 Minimum Bond Required for all permits

Apron and curbing work (other than Cape Cod Bem):	\$1,000
Apron and sidewalk work (no curbing other than Cape Cod Bem):	\$1,500
Apron and curbing and sidewalk work (other than Cape Cod Bem):	\$2,000

In addition to the above:

Per trench drain for storm water mitigation near ROW:.....	\$2,000
Per catch basin for storm water mitigation near ROW:	\$3,000
Per leaching basin for storm water mitigation near ROW:	\$5,000
Any additional or out of the ordinary work within or affecting the ROW:	TBD on a case by case basis.