

PERMIT # \_\_\_\_\_

**This permit must be filled out before altering a driveway or extension. Please respond to all applicable sections.**

### **Applicant Information**

Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

### **Drawing/Sketch Requirements**

**Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.**

### **Signature Owner/Contractor**

**I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.**

Signature of contractor or property owner: \_\_\_\_\_

### **The following fees are required to be submitted before approval of the permit:**

<input type="checkbox"/>	\$36.00 Driveway Permit
<input type="checkbox"/>	\$23.00 Excavation Permit
<input type="checkbox"/>	\$49.00 Driveway extension
<input type="checkbox"/>	\$27.00 Entrance/Curb cut
<input type="checkbox"/>	\$36.00 Driveway Inspection
<input type="checkbox"/>	\$47.00 Sidewalk Inspection (Full Sidewalk Construction)
<input type="checkbox"/>	\$36.00 Sidewalk Inspection (Partial Construction)
<input type="checkbox"/>	\$ _____ Total

### **For City Use Only**

☐ Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

\_\_\_\_\_  
Public Works Director or designee

\_\_\_\_\_  
Date

# DRIVEWAY SKETCH

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**\*\*THE FOLLOWING FEATURES NEED TO BE INCLUDED IN THE DRIVEWAY SKETCH\*\***

- |  |  |
|--|--|
| 1.) PROPERTY LINES (INCLUDE LOT DIMENSIONS IF KNOWN)           | 4.) PROPOSED WORK AND/OR EXTENSION W/ DIMENSIONS   |
| 2.) SHOW THE HOME & THE STREET IN RELATIONSHIP TO THE DRIVEWAY | 5.) IF THE WORK TO BE DONE IS REMOVE/REPLACE EXISTING, SHOW WHICH PORTION OF THE DRIVEWAY WILL BE GETTING REMOVED/REPLACED |
| 3.) EXISTING DRIVEWAY W/ DIMENSIONS                            | 6.) SHOW THE SIDEWALK THROUGH THE DRIVEWAY AND ANY SIDEWALK ADJACENT TO THE DRIVEWAY                                       |

**CITY OF MARSHALLTOWN**  
**DRIVEWAY APPLICATION AND PERMIT**

Engineering: 641-754-5734

**Driveway, Driveway Extension, Curb Cut and Entrance Requirements**

1. No garage or 1 stall garage: **12' driveway allowed + one extension**
2. 2 stall garage and larger: **24' driveway allowed + one extension**
3. Driveway extension: **10' width of one vehicle allowed**
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space.
6. Driveway and driveway extension surfaces on private property must be concrete, asphalt, or bricks, and constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension, or soil beneath from vehicle use. The use of gravel is not permitted on any new driveways or driveway extensions. If repairing a gravel driveway, existing driveway must be free and clear of weeds, grass, and other non-acceptable ground cover or repair must be made in accordance with these rules.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at **(Phone: 754-5756)**. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer or other applicable Public Works Staff. Driveways and sidewalks within the street right-of-way must be paved with a minimum of 6 inches of full depth Portland cement concrete or equivalent strength hot mix asphalt unless otherwise approved by the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office **(Phone: 754-5734)** prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. If necessary, a \_\_\_\_\_ diameter culvert (12-inch minimum) shall be installed as shown on the attached standard.
15. Culvert pipe required under the driveway entrance within street right-of-way shall be 1500-D Reinforced Concrete Pipe (RCP), A-2000 PVC meeting ASTM F-949, or High-Density Polyethylene (HDPE) corrugated exterior with smooth interior walls meeting AASHTO M294/MP7- Type S and ASTM D-3350 with Minimum Cell Classification # 335420C unless otherwise approved by the City Engineer.