

## **DRIVEWAY APPROACH PERMITS**

The City of Lyons provides standards regulating the installation of driveway approaches. The Lyons Municipal Code requires driveway approach permits for the installation of driveways, sets standards for driveway approaches, calls for submittal and review of driveway approach plans, and requires review and approval of driveway approach construction.

A driveway approach is defined as that portion of the private road or driveway serving one or more lots that extends from the property line to the roadway of the abutting street. A driveway approach permit is required for the construction of a new driveway, the relocation of an existing driveway, or for a major improvement to an existing driveway. **Please note that the permit is only for the driveway approach and not for the entire driveway.**

The purpose of a driveway approach permit is to assure that driveway approaches are:

- Wide enough to handle the anticipated traffic and type of vehicle expected to use the driveway.
- Located far enough from street intersections to minimize potential traffic safety hazards.
- Designed and constructed with materials and methods to prevent the creation of traffic safety hazards and to assure that driveway approach conditions will not result in drainage or roadway maintenance problems.

Driveway approach standards have been adopted by resolution of the City Council. A copy of the **Driveway Approach Standards** is attached to this handout. In addition, it is expected that the following general standards shall apply to driveway approaches:

- The driveway shall intersect with the street at as close to a right angle as is possible.
- The driveway approach shall be at least 30 feet from the nearest intersecting street.
- Each property in the City is entitled to a driveway. However, in some circumstances, the joint or multiple use of a driveway shall be encouraged.

## **Applying for a Driveway Approach Permit:**

1. An application for a driveway approach shall be made at the Lyons City Hall, 449 5<sup>th</sup> Street. The City Hall is open from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday. Normally, applications for driveways will be made when a building permit for new construction is issued. However, driveway approach permits also apply to driveway relocations or to major changes in driveways. **The application shall be accompanied by two sets of construction plans and by a fee in the amount of \$250.00. A copy of the application is attached to this handout.**
2. Before any work may begin on the driveway approach, the construction plans shall be reviewed and approved. Typically, the City Engineer will review these plans, with approval or modification following within ten (10) days from the date of submittal.
3. After approval of the construction plans, the applicant is free to begin work on the driveway approach. The driveway approach shall be completed in conformity with the approved plans and with the provisions of the ordinance. The City Engineer or the Street Commissioner may inspect work on the driveway approach while it is under construction.
4. However, no driveway AC paving or concrete work shall be placed within three (3) feet of the centerline of the new culvert or approach until the City has inspected and given written approval by the City Engineer. Should the driveway paving work be completed before approval has been given, and the City determines that it has been constructed incorrectly, the Applicant shall bear the full cost of work for removing and replacing to the City's satisfaction.
5. The City shall be notified within one week of completion of work. The City Engineer's final inspection will occur on the next scheduled inspection day. Upon the approval of the construction work by the City Engineer, the applicant is free to cover and use the driveway approach.<sup>1</sup>
6. If you have any questions concerning the design or building of the driveway approach, or would like to request an inspection, you may contact Jim Schuette, City Engineer, directly at: **(503) 559-1146**.
7. For other questions please contact City Hall at **(503) 859-2167**

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<sup>1</sup> The Street Commissioner also has authority to suspend work on the driveway approach when it is determined that erroneous information has been submitted to the City, when materials or workmanship do not meet standards, when construction varies from the approved plans, or when it is determined that there are violation of related City Ordinances. A person whose permit has been suspended may appeal the Street Commissioner's decision to the City Council.

## **Culvert Installation Requirements**

- 1" minus Crushed Rock Finished Driveway Surface: with less than 10" of crushed rock surfacing over the top of the culvert – the culvert shall be CL 52 Ductile Iron with bell and spigot joints or C-14, CL 3 non-reinforced concrete pipe with bell and spigot joints.
- 1" minus Crushed Rock Finished Driveway Surface: with greater than 10" of crushed rock surfacing over the top of the culvert – the culvert shall be ADS N-12 M252 or C-900 PVC with bell and spigot joints.
- Asphaltic Concrete (AC) Finished Driveway Surface: 3" min. AC thickness with 6" minimum of crushed rock surfacing over the top of the culvert – the culvert shall be ADS N-12 M252 or C-900 PVC with bell and spigot joints.
- Concrete Finished Driveway Surface: 6" min. concrete thickness with 4" minimum of crushed rock surfacing over the top of the culvert – the culvert shall be ADS N-12 or C-900 PVC with bell and spigot joints.
- If crushed rock surfacing over the top of the culvert is less than minimum above (AC or concrete), culvert shall be CL 52 Ductile Iron with bell and spigot joints or C-14, CL3 non-reinforced concrete pipe with bell and spigot joints.

## **Construction Plans**

Construction plans submitted to the City shall include the following information:

- The location of the driveway in relation to the property corners, the street, utilities, poles, manholes, drains, any existing easements and any other pertinent features such as mail boxes, sidewalks, and meters.
- The depth, width and slope of drainage channels flowing to, under and from the planned driveway approach and culvert size and type. The minimum allowed culvert size is 10" diameter.
- The planned cross-section of the driveway as it is to be constructed. Depth of compacted, crushed rock and pavement shall be included.
- Materials used for the culvert, pavement, and other features.
- Street address, tax lot and assessors map identification, north arrow, and scale.
- The proposed grade of the driveway.