

REC'D BY _____

Driveway Application Form

APPLICATION FOR A PERMIT TO INSTALL A DRIVEWAY / DRAINAGE STRUCTURE PURSUANT TO COUNTY ORDINANCE 89.98.

ATTENTION: ENGINEERING DEPARTMENT / PLAN REVIEW AND PERMIT ACTIVITY

FROM: _____
(NAME OF COMPANY / APPLICANT)

MAILING ADDRESS OF APPLICANT: _____

APPLICANT PHONE #: _____

CONSTRUCTION LOCATION: _____
(PHYSICAL ADDRESS)

Pursuant to the above referenced County Ordinance, please issue a permit to the undersigned applicant to install driveway / drainage structure as hereinafter detailed.

Attached are three (3) copies of the plans showing the layout of the proposed construction, a check / cash as payment for the application fees and a self addressed stamped envelope for the permit.

Type(s) of construction: (please mark one of the following)

- _____ Driveway Apron
- _____ Driveway Culvert*
- _____ Existing Driveway**
- _____ Other (explain on back of sheet)

ALL CONSTRUCTION ACTIVITIES WILL BE ACCOMPLISHED ACCORDING TO CLAY COUNTY SPECIFICATIONS. APPLICANT MUST STAKE DRIVEWAY LOCATION WITHIN 1 (ONE) BUSINESS DAY OF THE DATE OF APPLICATION. (Please initial your acknowledgment _____).

(APPLICANT SIGNATURE)

Upon receipt of a properly submitted permit application, the Department will cause to be reviewed the appropriate engineering plans, if available, will investigate to verify proper elevations, will stake out all proposed inverts for the Driveway culverts and/or Drainage structures, and will establish a TEMPORARY bench mark (unless otherwise noted), such as an edge of pavement, monument, property iron, nail/spike in tree, or other reasonable reference to the elevation on-site.