

Driveway Parking Plan

Owner: _____ Driveway Plan Address: _____ Parcel #: _____ Contact #: (_____) _____ Date: _____ Drawn by: _____ (Not applicable if the box is checked below)	Official Use Only: Case #: _____ Plan Approval: <input type="checkbox"/> Denied <input type="checkbox"/> Approved Code Officer: _____ Date Approved: _____ <hr/> Official Use Only: (Inspected 45 days after plan approval) Construction: <input type="checkbox"/> Denied <input type="checkbox"/> Approved Code Officer: _____ Date Constructed: _____
---	--

Existing Concrete or Paved Driveway Only – No Additional Pullout Spaces Are Requested.
 No Drawing is required if you choose this option; however, the only allowable parking area will be your existing concrete or paved driveway.



All fields must be completed or the plan will be denied. (See back of this form for Instructions)

Erosion Preventing Material Used (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Pavement <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Brick Pavers <input type="checkbox"/> Mulch (bark or wood chips only) <input type="checkbox"/> Gravel (1/4 " – 1 1/2" diameter) <input type="checkbox"/> Rubberized Mulching Material <input type="checkbox"/> Other: _____ <p style="text-align: center;">(Pending Approval)</p>	Border Material Used (Must be staked down) (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Plants <input type="checkbox"/> Fencing <input type="checkbox"/> Brick <input type="checkbox"/> Brick Pavers <input type="checkbox"/> Concrete Curb <input type="checkbox"/> 'Pre-Cast Concrete <input type="checkbox"/> 'Railroad Ties <input type="checkbox"/> 'Composite "plastic" Wood <input type="checkbox"/> 'Double-stacked Treated Landscape Timber <input type="checkbox"/> Other: _____ <p style="text-align: center;">(Pending Approval)</p>	Dimensions: Lot Width: _____ Lot Depth: _____ Driveway Width: _____ Driveway Depth: _____ <hr/> Official Use Only: Parking Area: _____% LLP Verified: _____ Scanned: _____
---	---	--

Instructions

Use the reverse side of this paper to draw your plan.

The blank area in the center of the page represents your property.

If you already have an **existing concrete or paved driveway** and you do not want to add any additional pullout spaces, please check the box in the top section of the form marked “Existing Concrete or Paved Driveway Only – No Pullout spaces requested.” If you want to **include pullout spaces**, then refer to the following instructions:

Measurements:

Measure the front lot dimensions using the formula in the EXAMPLE Driveway Parking Plan.

Document this information on the reverse side (bottom section) of this paper. (Measure the width and depth of the lot according to the example.)

Drawing:

Draw a sketch of the house. The plan does not have to be drawn to scale. (See example.)

Draw any porches or carports. (See example.)

Draw the existing driveway. (See example.)

Draw where you intend to build the pullout spaces.

- Remember, only one (1) pullout space is permitted with an **existing circular driveway**; no more than two (2) pullout spaces are permitted for non-circular driveways.
- The **width** of any one (1) pullout space shall not exceed 9 feet. (Two (2) pullout spaces can be combined as long as the width does not exceed 18 feet.)
- The maximum **length** shall not exceed 16 feet. (Two (2) pullout spaces cannot be combined lengthwise.)
- Pullout spaces shall be parallel, perpendicular, or angular to and contiguous with the primary driveway parking area.

Fill in all of the fields:

- Check off the type of erosion preventing material you plan to use for your driveway or pullout space(s). If you intend to use something other than what is listed, check “**other**” and document the material you have selected. Any erosion preventing material listed as an “**other**” will be pending approval based on the material’s erosion preventing qualities and the Code Enforcement Officer’s ability to easily distinguish it from other areas of the yard.
- Check off the type of border material you plan to use for your driveway or pullout space(s). If you have chosen something that is not listed, check “**other**” and document the material you plan to use. Any border material listed as an “**other**” will be pending approval based on the material’s ability to prevent loss of the erosion preventing material and to minimize the movement of the border by a car or person.
 - **All Borders are required to be staked down and incapable of moving. Temporary or movable borders are prohibited.**
- Fill in the four (4) required dimensions.