



THE  
**CITY of PELLA**

**Driveway Permit**

The undersigned hereby makes application with the Building Official, or designee, of the City of Pella, Iowa for a permit to:

Construct       Reconstruct       Alter      *the driveway at the address described below.*

There is to be made a part of this application on the Plot Plan Form a scale drawing of the outline of the proposed driveway showing the length, width of the driveway at the property line, width of the driveway at the street, expansion joint locations and the thickness of the paving.

Issuance of this Driveway Permit will be made solely upon the representation of the undersigned applicant. The City of Pella assumes no responsibility for the accuracy of the information furnished. The City of Pella retains the right to revoke a permit invalidly issued. **Permit requires a minimum of five business days for processing.**

Applicant attests that they have a familiarity of and will comply with the applicable requirements of the Urban Design Standards and Specifications. All applicants must provide traffic control, consisting of barricades, signage, and lights as necessary to protect vehicle and pedestrian traffic in accordance with the Manual on Uniform Traffic Control Devices.

Applicant will notify Planning and Zoning Department for an inspection of the site prior to construction, for an inspection of placed forms and grade prior to any paving work, and upon completion of the paving and restoration of the project. All inspections must be scheduled one business day in advance. Any inspection requests made less than 24 hours in advance are subject to availability.

The Planning and Zoning Department may establish a grade for the construction of sidewalks and/or driveways. (All sidewalks/driveways must meet ADA Requirements.)

**Owner:** \_\_\_\_\_ **Address:** \_\_\_\_\_

*Owner Phone Number:* \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_

*Contractor Phone Number:* \_\_\_\_\_

**Building Site Address:** \_\_\_\_\_  Residential    Commercial    Industrial    Agricultural

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Is curb stop (Water Valve) located in drive?**       Yes       No

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTE: It is the responsibility of the applicant to call for utility locates before any excavation or digging. (1-800-292-8989)*

**OFFICE USE ONLY**

Received/Scanned \_\_\_\_\_ Entered in Database \_\_\_\_\_ Amount Paid \_\_\_\_\_

BP Number \_\_\_\_\_ Permit:    Approved       Denied \_\_\_\_\_

Building Official or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

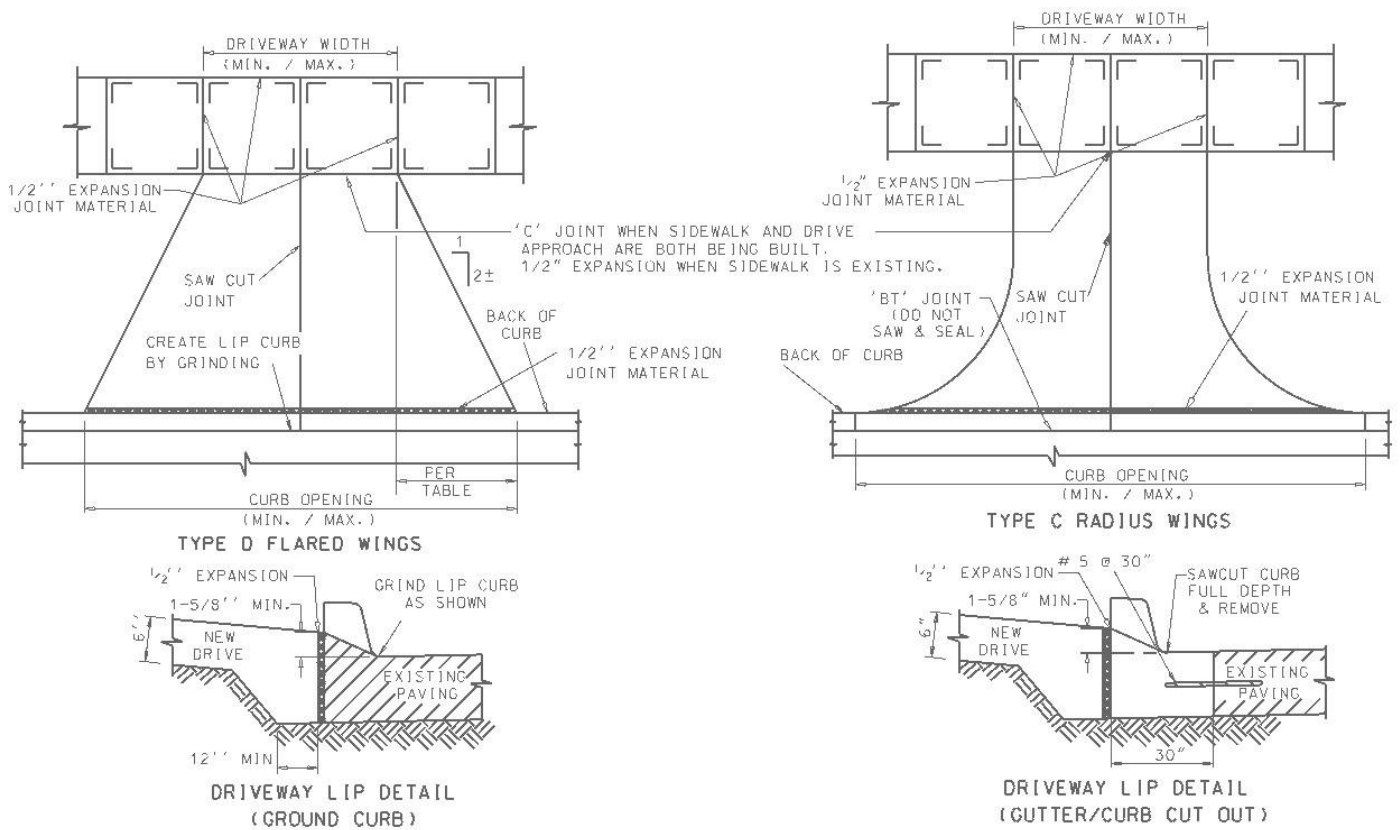


# THE CITY of PELLA

## DRIVEWAY INFORMATION

- 1) To obtain a driveway permit the applicant must provide the City with a **Plot Plan Form** showing where the driveway is to be located on the property, the driveway width at the curb and at the property line, and the location and size of the expansion joints.
- 2) All driveways shall be surfaced with paving and installed according to the below details and requirements.
- 3) Check with the Public Works Department regarding any easements. A driveway may be placed over an easement with the provision that any work requiring the removal of driveway material; all replacement costs will be owners' responsibility.
- 4) Definitions:
  - a) Curb Cut: Any depression in the curbing along the roadway of a public street. It may be originally designed or later created to permit and facilitate passage of motor vehicles between adjacent roadway and any property adjacent to said roadway.
  - b) Driveway: That part of any approach for motor vehicles to private property that lies between the property line and roadway of the public street.
  - c) Paving: A surface of Portland cement, concrete or asphaltic binder so as to provide a durable and dustless surface.

### TYPICAL DRIVEWAY DETAILS



Use	Thick	Local Street		Collector Street		Arterial Street	
		Driveway Width*	Curb Opening*	Driveway Width*	Curb Opening*	Driveway Width*	Curb Opening*
Agricultural	6"	20 min - 30 max	25 min - 35 max	20 min - 30 max	25 min - 35 max	20 min - 30 max	25 min - 35 max
Commercial	7"	28 min - 32 max	38 min - 42 max	28 min - 40 max	38 min - 50 max	28 min - 45 max	38 min - 55 max
Industrial	8"	28 min - 40 max	38 min - 50 max	28 min - 45 max	38 min - 55 max	28 min - 45 max	38 min - 55 max
Institutional	7"	24 min - 32 max	34 min - 42 max	28 min - 40 max	38 min - 55 max	28 min - 45 max	38 min - 55 max
Residential	6"	10 min - 24 max	15 min - 29 max	10 min - 24 max	15 min - 29 max	15 min - 24 max	20 min - 29 max

\* Driveway Width and/or Curb Opening may exceed the minimum or maximum requirements per an approved site plan with justification or required by City prerequisite.

The information noted is considered as the basic minimum. For further information or questions call Planning and Zoning at (641) 628-0043 located at 825 Broadway Street, lower level.



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**CITY of PELLA**

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**Planning & Zoning Department: Building Division  
Plot Plan Form**

Date Submitted: \_\_\_\_\_

**Project Address:**

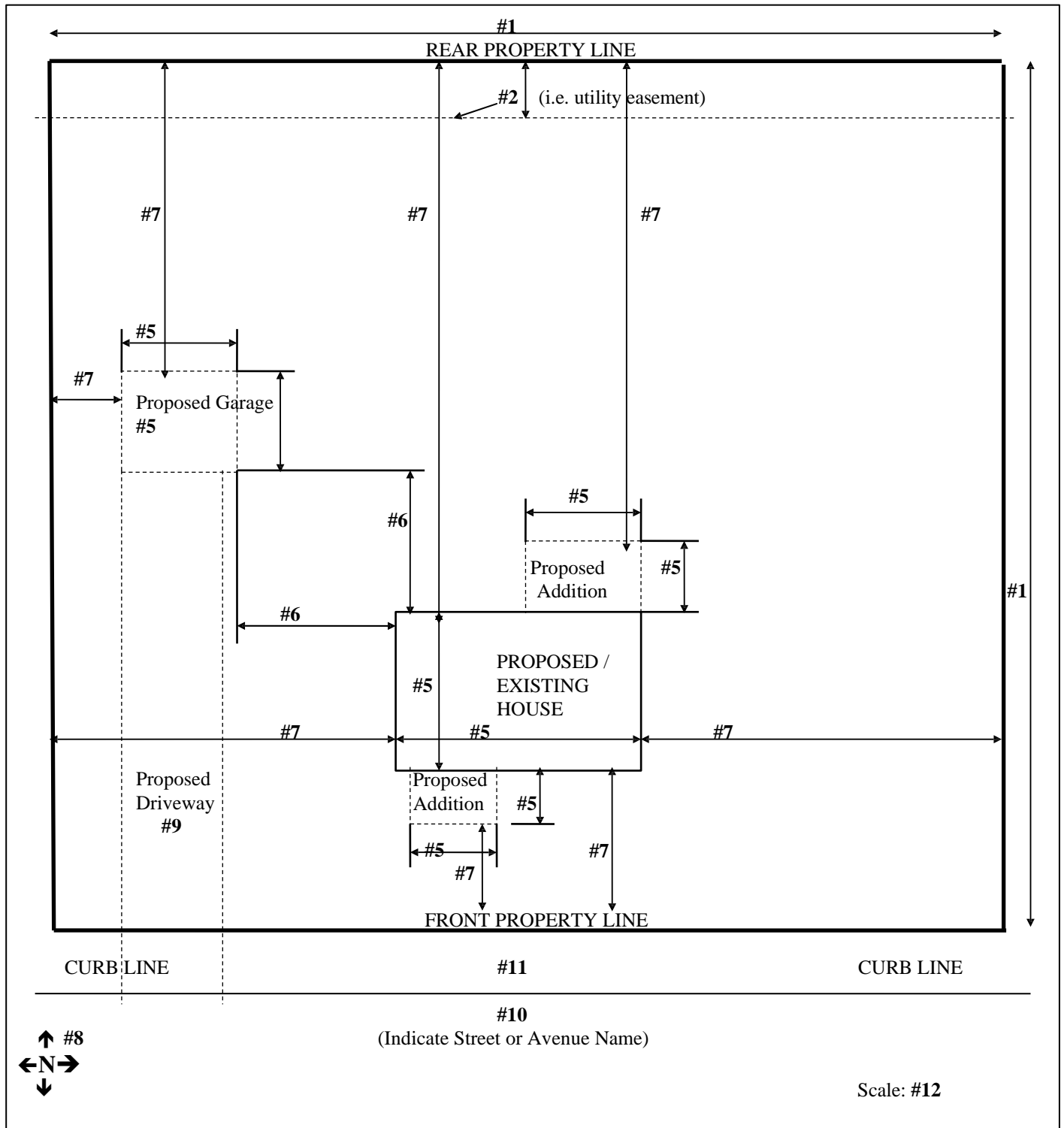
**Pella, IA 50219**

I certify that the above Plot Plan is a true representation of this lot and accurately shows all dimensions, easements, proposed and existing structures on said lot. Any deviation from this approved Plot Plan may void the related building permit, zoning approvals or waivers. I further state that all property lines have been located by myself or by a legal surveyor for the lot located at the above noted address.

*NOTE: It is the responsibility of the applicant to call for utility locates before any excavation or digging. (1-800-292-8989)*

**Signature of Applicant:** \_\_\_\_\_

**PLOT PLAN SAMPLE:**



**NOTE: ALL OF THESE ITEMS MUST BE SHOWN ON SUBMITTED PLOT PLAN:**

- 1) Draw lot, show lot measurements and show all existing and proposed structures.
- 2) Show all easements located on this lot.
- 3) Label all existing and proposed structures.
- 4) Show any buildings to be removed or demolished.
- 5) Show dimensions of all existing or proposed structures.
- 6) Show distance between all existing and/or proposed structures.
- 7) Show distances between all existing or proposed structures and adjoining property lines.
- 8) Indicate North by circling appropriate arrow.
- 9) Show existing driveway and any changes proposed to driveway. (If any driveway changes are proposed, see driveway handout.)
- 10) Label any adjacent streets.
- 11) NOTE: The curb line is NOT the front property line.
- 12) Drawing must be to a scale - note scale (ex. 1" = 40')