



Public Works & Planning and Zoning

DRIVEWAY APPLICATION



APPLICATION IS HEREBY MADE FOR A PERMIT TO PERFORM THE FOLLOWING:

Date of Submittal: _____

1. LOCATION OF WORK: _____ between _____ & _____
Name of Road / Address Cross Road (1) Cross Road (2)

2. PROPOSED WORK: REPAVING EXISTING INSTALLING NEW
 MODIFYING EXISTING OTHER (please specify): _____

3. DRIVEWAY TYPE: MINOR DRIVEWAY MAJOR DRIVEWAY

4. EXISTING MATERIAL: ASPHALT GRAVEL CONCRETE PAVERS OTHER: _____

5. PROPOSED MATERIAL: ASPHALT GRAVEL CONCRETE PAVERS OTHER: _____

6. PROPOSED START DATE: _____ 7. CALL BEFORE YOU DIG #: _____

8. CONTRACTOR INFORMATION:
NAME OF FIRM: _____ PHONE NO.: _____
CONTACT NAME: _____
EMAIL: _____
ADDRESS: _____ ZIP: _____

9. PROPERTY OWNER INFORMATION:
NAME OF PROPERTY OWNER: _____ PHONE NO.: _____
ADDRESS OF PROPERTY OWNER: _____ ZIP: _____
(If Different from Location of Work)
E-MAIL OF PROPERTY OWNER: _____

PLANNING AND ZONING SIGN OFF:

<p>DISTRICT _____</p> <p>BLOCK No. _____</p> <p>LOT No. _____</p> <p>ZONE _____</p>	<p>REVIEWED AND APPROVED BY:</p> <p>_____</p> <p style="text-align: center;">ZONING STAFF</p> <p>_____</p> <p style="text-align: center;">DATE</p>
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THIS SIGN OFF APPLIES ONLY TO THE PROPOSED WORK DESCRIBED ABOVE. THE LIMITED SCOPE OF PROPOSED WORK, AS DESCRIBED ABOVE, DOES NOT REQUIRE A CERTIFICATE OF ZONING COMPLIANCE.



DRIVEWAY PERMIT CHECKLIST

Required Documents for All Permit Applications:

1. Driveway Permit Application (Revised November 2021)
2. Permit Application Fee
3. Scaled Site Plan with proposed driveway measurements
4. Permit Bond - 1 of the following:
 - a. \$2,000 Individual Bond (Valid for 2 years)
 - b. \$50,000 Blanket Bond (Valid for 1 year)
5. Certificate of Insurance (See Example on City Website: <https://www.norwalkct.org/192/Permits>)

Additional Required Documents for New or Modified Driveway (including any proposed material changes):

6. A-2 Survey Site Plan with Property Lines
7. Drainage Analysis Report in compliance with the City's Drainage Manual as Amended

Typical Driveway Requirements and Notes:

- Planning and Zoning Approval shall be required prior to issuance of all driveway permit applications
- Driveway apron material shall be dependent on the location of the property (Refer to DPW Roadway Standards and Land Use Classification Map)
- Driveway width at the property line shall be dependent on the driveway classification:
 - Major Driveway: 12' to 20'
 - Minor Driveway: 21' to 24'
- The distance of the driveway apron from an intersection shall be dependent on the driveway classification:
 - Major Driveway: minimum of 50' from an intersection
 - Minor Driveway: minimum of 25' from an intersection
- The maximum driveway apron slope shall be dependent on the driveway classification:
 - Major Driveway $\leq 8\%$
 - Minor Driveway $\leq 12\%$
- All off-street parking and loading facilities shall be located to the rear of the required front setback line
- The area between the street line and the front setback line, except for the required access driveway and pedestrian sidewalk shall be landscaped with lawns or other appropriate planting
- When parking space is provided by covered parking area, the location of such structure shall be in conformity with the zoning regulations relating to the class of building involved [effective 5-26-2000]
- There shall be a maximum of 2 parcels serviced by the same driveway