



APPLICATION FOR DRIVEWAY PERMIT

APPLICANT INFORMATION	
NAME:	APPLICANT IS: <input type="checkbox"/> Home owner, <input type="checkbox"/> Contractor
EMAIL:	PHONE:
PROJECT INFORMATION	
ADDRESS OF PROPOSED DRIVEWAY:	
STREET SECTION: <input type="checkbox"/> Open ditch, <input type="checkbox"/> Curb and gutter.	CLASSIFICATION: <input type="checkbox"/> Commercial, <input type="checkbox"/> Residential
PROPOSED WIDTH: _____ ft, (Residential: 12' min, 30' max. Commercial: 20' min, 45' max)	MATERIAL: <input type="checkbox"/> Concrete, <input type="checkbox"/> Asphalt
<input type="checkbox"/> New driveway, <input type="checkbox"/> Replacement of existing drive, <input type="checkbox"/> Addition to existing drive, <input type="checkbox"/> Other:	

1. Please provide a site plan that shows the proposed improvements in relation to the property boundaries.
2. For all driveways with open ditch drainage, the minimum culvert size will be determined by the Public Works Department.
3. Public Works will set the culverts for residential homeowners. Builders and developers will set their own culverts.
4. Once the homeowner has purchased the proper size culverts, and marked the driveway location, they must contact Public Works at (936) 856-4611 to schedule a time for installation.
5. Open ditch configurations will require 2 separate inspections.
 - a. The first inspection will occur after the culverts are set in place to check the proper elevation of the flow line.
 - b. The second inspection will occur after the rebar is installed for a concrete driveway, or after the base material is installed for an asphalt driveway.
6. Curb and gutter configurations will only require one inspection. This will occur after the rebar is installed for a concrete driveway or after the base material is installed for an asphalt driveway. All driveways must be constructed per the City of Willis standard driveway details.
7. All inspections must be scheduled 24 hours in advance by calling (936) 856-4611.

OFFICE USE ONLY

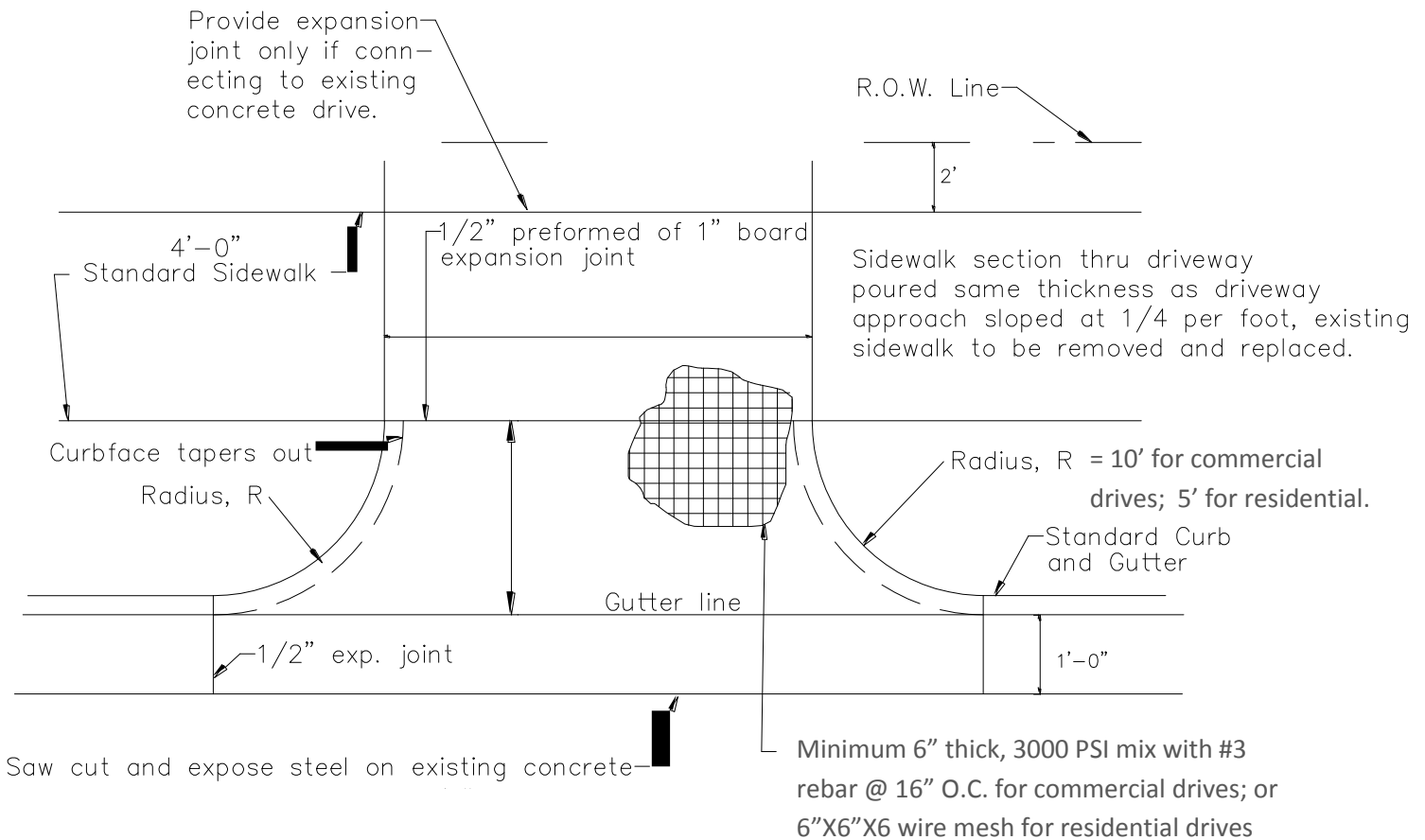
Minimum culvert size required: _____.

Additional Notes :

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

City of Willis

Standard Driveway Detail



Construction Notes:

Asphalt Streets with Concrete Curb and Gutter: Saw cut and remove entire gutter section. Place tar impregnated expansion board at face of exposed gutter edge. Dowel into curb and gutter and re-pour with driveway.

Asphalt Streets with Open Ditch: Saw cut and remove edge of asphalt to expose a clean edge. Dig a 10"X10" beam at transition from the street to the driveway and place a minimum of one #3 rebar for reinforcement.

Streets with Rollover Curb: Dig a 10"X10" beam behind the back of the curb and street section. Install a minimum of one #3 rebar for reinforcement. Place a redwood expansion joint at the back of curb and street section. Do not dowel into the curb or street section.

Concrete Streets with Concrete Curb and Gutter: Saw cut 12" from the face of the curb the entire width of the driveway from end of radius to end of radius. Remove the curb and gutter section leaving the existing rebar exposed. Place tar impregnated expansion board at the ends of the gutter section. Re-pour gutter section with the new driveway. All existing control joints or expansion joints within the street section must be continued into the new driveway approach.

Driveway Widths Residential: The minimum width is 12'; the maximum width is 30'.

Driveway Widths Commercial: The minimum width is 20' for one-way, 25' for two-way; the maximum width is 45'.