

CITY OF GREAT FALLS
 PLANNING & COMMUNITY DEVELOPMENT DEPT.
 PO BOX 5021, GREAT FALLS, MT 59403-5021
 406.455.8430 • WWW.GREATFALLSMT.GOV

DRIVEWAY (APPROACH) APPLICATION

This application is for a request to review a submittal for the construction of, or renovation of a approach or approach/curb. To submit an application for pre-bid approval the applicant shall submit this form to Public Works Engineering. To submit an application for a permit a contractor shall submit drawings of plans and all supporting documents to Planning & Community Development Department for review.

PLEASE CALL PCD FOR ADDITIONAL PERMITTING IF PROJECT INCLUDES SIDEWALK OUTSIDE OF THE APPROACH.

WILL THIS PROJECT ALSO INCLUDE THE PLACEMENT OF CURB ☐ YES ☐ NO OR THE CUTTING OF CURB ☐ YES ☐ NO IF YES, PLEASE REMEMBER TO OBTAIN THE APPROPRIATE PERMITS.

Project Address:	
Contractor:	
Contractor Phone:	Email:
Property Owner:	
Owner Phone:	Email:

APPROACH CONSTRUCTION REQUIREMENTS

- 1) Approach construction within the public right-of-way shall be approved by the Great Falls City Engineer or designee prior to construction. Please see online depiction located at <https://greatfallsmt.gov/DocumentCenter/View/13344/Public-Works-Permits-Exhibit>
- 2) At an intersecting street or highway, the dimension measured along the edge of the traveled way to provide adequate corner clearance shall be measured a minimum distance of ten (10) feet from the intersecting property line to the nearest edge of the approach except at intersections where there are traffic signals, the nearside clearance shall be two (2) or more times this distance.
- 3) All approach construction shall be in conformance with the Standards and General Provisions for Design and Construction for Great Falls, Montana. The basic construction requirements are as follows:
 - A) Existing barrier, damaged, or nonconforming curb at the approach must be replaced with drive over type curb.
 - B) Approaches between the curbing and property line must be constructed with concrete. See detail 5-10A, 5-10B, 5-10D, or 5-10E City of Great Falls Standards for Design and Construction.
<https://greatfallsmt.gov/DocumentCenter/View/1068/Adopted-Revision-4-to-Design-Standards>
 - C) All construction shall meet ADA requirements. If existing sidewalk does not meet ADA requirements Contractor shall install a landing & a sacrificial square of concrete between the new construction and the existing sidewalk.
- 4) Approach construction within the City right-of way must be performed by a bonded and insured contractor. ACI Certification is required for placing and finishing of concrete in the right-of-way.
- 5) Prior to beginning construction, a complete Application for Approach Construction shall be submitted to the City of Great Falls Planning and Community Development Department and all applicable permits shall be obtained.

PLAN SUBMITTAL PROCESS (FOR BIDS)

- 1) The applicant shall submit an application with a site sketch to the Engineering Division for review.
- 2) The Engineering Division will respond within ten (10) working days with an approval or disapproval.
- 3) If the application is approved and the project moves forward, a contractor shall submit this approved application to Planning and Community Development; secure all permits; and pay all permit fees before construction may proceed.
- 4) If the application is disapproved the specific reasons will be given. An appeal process is available through Planning & Community Development.

PLAN SUBMITTAL PROCESS (PURCHASING PERMITS)

- 1) The contractor must submit a completed application with a site sketch to the Planning and Community Development Department for review.
- 2) The Engineering Division will respond within ten (10) working days with an approval or disapproval.
- 3) If the application is approved and permits secured, construction may proceed.
- 4) If the application is disapproved the specific reasons will be given. An Appeal process is available through Planning & Community Development.

SITE PLAN SKETCH

DECISION BLOCK

An approval is only intended for the general location and width of the approach.
The Contractor is responsible to ensure that the new approach meets ADA and City requirements.

Approved: _____ Date: _____

Denied: _____ Date: _____

This application will be null and void if the approach construction approved by this application is not completed within six (6) months from the date of approval.

Comments:
