



City of Thomaston
Public Works Department
303 Veterans Drive, Thomaston, GA 30286
Operating Hours: M-F 7:00 am – 4:00 pm
Office: 706-647-7144 Email: bjohnson@cityofthomaston.com

DRIVEWAY PERMIT

Proposed Work: ☐ INSTALL NEW ☐ REPLACE EXISTING ☐ REPAIR EXISTING

Proposed Location: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL

ADDRESS OF PROPOSED DRIVEWAY: _____

OWNER

OWNERS NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTRACTOR/AGENT

CONTRACTOR'S NAME: _____ AGENT'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

I hereby acknowledge that I have read and fully understand the attached general information and specifications and agree to perform said work as set out when permission is granted by the City of Thomaston.

Property Owner or Contractor

Date

DISPOSITION

The attached sketch has been reviewed and an on-site inspection has been made and the property owner may or may not proceed with the plans; for the following reasons:

City Representative

The second inspection of the site has been made and found acceptable for completion.

City Representative

The final inspection has been made and the entire job is acceptable.

City Representative

GENERAL INFORMATION AND SPECIFICATIONS FOR A DRIVEWAY ENCROACHMENT

The following general information and specifications shall be used when constructing a driveway that encroaches on the right-of-way of the City of Thomaston.

1. Permit Applicability

The proposed driveway, for the purpose of this permit, shall apply only to that portion of the driveway entrance that is located within the City right-of-way.

2. City Responsibility

The City does not build or maintain driveways and reserves the right to close driveway entrances when, in the opinion of the City Manager, the health, safety, or welfare of the citizens of Thomaston is in jeopardy.

3. State Rights-of-Way

The City of Thomaston assumes no responsibility for encroachments on State of Georgia rights-of-way. Permits shall be obtained for state encroachments from the appropriate agency.

4. Application and Notice to Proceed

Before starting construction, the property owner shall make full application for permission to construct a driveway through the Public Works Director's Office. The property owner shall not proceed with the preparation for or construction of said driveway until a Notice to Proceed has been received from an authorized City representative.

5. Construction Time Limit

The driveway shall be completed entirely within forty-eight (48) daylight hours, including inclement weather. The property owner understands that unless the work is completed within the specified time limit, the City of Thomaston or the property owner shall close any work in progress and return the entrance encroachment to the original condition of the job site prior to the start of construction.

If the City of Thomaston has to perform, or cause to be performed, the closing of the job site, the property owner shall bear all expenses involved, including any court and legal costs associated with the performance of such work.

6. Construction Standards

Georgia Department of Transportation Standard Specifications shall be used for driveways unless otherwise stated.

7. Driveway Width

Driveway width shall be considered the distance across the paved surface of the driveway, excluding the width of any necessary radius.

- **Residential driveways:** Minimum of 12 lineal feet in width.
- **Commercial or industrial driveways:** Minimum of 20 lineal feet in width.

8. Driveway Slope

The driveway slope shall be designed so as not to cause damage to the City right-of-way due to scraping vehicle bumpers or other vehicle components.

GENERAL INFORMATION AND SPECIFICATIONS

FOR A DRIVEWAY ENCROACHMENT

9. Drainage and Utilities

Existing storm drainage structures and City utilities shall not be impaired in any way whatsoever. The property owner shall assume any and all liability for damage resulting from improper design of the driveway structure as it relates to drainage.

10. Curb and Gutter

When there is curb and gutter that requires cutting, the cut shall be made at the point of intersection of the grade level of the curb line and the portion of the curb line that is above street grade.

The curb shall be cut or broken smoothly and shall not be moved in such a manner as to disturb the seal between the curb line and paved surface.

The curb line edge remaining exposed at the breaking point shall be restored and finished to a smooth surface. The upright portion of the curb shall be finished with a smooth, gradual taper so as not to cause damage to vehicle tires.

11. Sidewalks

Sidewalks must be preserved when possible. Transitional sidewalks across the driveway shall be constructed to allow safe passage for handicapped citizens.

When no sidewalk exists, the builder may delete this section, understanding that should the City propose and construct sidewalks in the future, the City will make the necessary adjustments.

12. Driveway Construction Materials

Driveways shall be constructed of Georgia Department of Transportation Class B, or better, concrete not less than four (4) inches in thickness at any given point when there is an existing or proposed curb and gutter for the street.

If the existing street does not have curb and gutter, or if curb and gutter are not proposed in the future, the concrete specified above may be deleted. In its place, material identical to the existing street surface material may be used.

The property owner shall upgrade the driveway material when the street material is upgraded by the City. The upgrade shall be identical to the upgrade provided on the street surface.

13. Preparation and Inspection

Upon issuance of the permit, the property owner shall form the driveway and thoroughly compact the driveway area.

The property owner shall not proceed with further construction until the prepared forming has been inspected and accepted by an authorized City representative.

SECTION AT E DRIVEWAY CUT

