

City of Sherrill Driveway Permit Request

\$5.00 PERMIT FEE

Date: _____

I, the undersigned, hereby ask permission to construct or alter a driveway on my property at:

Street Address: _____

Property Owners Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Paving Company Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Curb Cut? _____ YES _____ NO (Width _____ Feet) (Include a sketch with dimensions)

Install New Driveway? _____ YES _____ NO (Width _____ Feet)

Remove and Replace Existing Driveway? _____ YES _____ NO (Width _____ Feet)

Overlay Existing Driveway? _____ YES _____ NO (Width _____ Feet)

Modify or Change Driveway? _____ YES _____ NO (Include a sketch with dimensions)

PRIOR TO CONSTRUCTION, DIG SAFE NEW YORK MUST BE CONTACTED AT
1-800-272-4480 OR www.digsafelynewyork.com

PERMIT REQUIREMENTS:

- **Existing Sidewalk Cannot Be Paved Over.** If a Sidewalk does not exist and there is existing sidewalk on each side of driveway, the City may require one to be installed. Sidewalk will be placed at an elevation, as determined by the City Manager, to properly facilitate conditions such as pedestrian traffic and drainage. (Ask about the City of Sherrill Sidewalk Improvement Program).
- **Entire driveway in City of Sherrill Right of Way** must be a minimum of 2 ½" (two and one-half inches) Type 3 binder and 1" (one inch) of Type 7 top. -OR- minimum of 6" reinforced concrete with sealer. Driveway materials shall not be laid into the City street or extend past the outside of the curb line in order not interfere with Municipal equipment such as plows, street sweeper, etc.
- All curb cuts will be coordinated with the City of Sherrill Public Works Department. Curb cuts will only be made with a method approved by the City of Sherrill Public Works Department. All curb cuts must be mechanical and produce a smooth finish, or the curb may be removed and replaced using City of Sherrill specifications.
- **SKETCH MUST BE ATTACHED WITH ALL NECESSARY DIMENSIONS OF THE PROPOSED AREA.** (Include driveway, property lines, house, garage, sidewalks, and any other pertinent information.) Driveway surface must be a min. of 5' off the property line extended.

Office use only

Property Frontage: _____ Square Feet

Maximum surface covering may not exceed 35% of the total frontage of all lot sizes. Frontage is determined by Distance from Right of Way to front of structure on the physical address side of structure.

Allowed Square Footage of surface: _____ Square Feet

General Requirements

1. Curb Cut Width

- The total width of all curb cuts on a property shall not exceed **25 feet**.

2. Number of Curb Cuts

- **Parcels with 60 feet or less of road frontage:** Maximum of **one (1)** curb cut.
- **Parcels with more than 60 feet of frontage:** Maximum of **two (2)** curb cuts.

3. Driveway Surface Area

- The total area of the driveway shall not exceed **35% of the parcel's frontage**, as measured from the front of the structure to the City's right-of-way.

4. Surface Requirements (within the Right-of-Way)

- All portions of the driveway within the City right-of-way must be constructed with a **hard surface**, such as asphalt, concrete, brick, or stone.

5. Setbacks and Clearance

- Driveways must maintain a **minimum of 5 feet** from all neighboring property lines.
- Driveway access must be located at least **5 feet from the side property line extension**.
- Driveway access must be at least **4 feet from any fire hydrant**.
- Driveway access shall intersect the public street at a **right angle**, unless otherwise approved.

6. Spacing and Location Considerations

- The **City Manager and/or their designee** will determine appropriate distances from intersections and other driveway access points, based on site conditions and public safety.

7. Drainage Requirements

- Driveways must **maintain proper roadside drainage**. Runoff shall not be directed toward neighboring properties.
- Installation of **drainage tile** may be required at the owner's expense. In some cases, the City may permit connection (stub-in) to an existing stormwater structure.

8. Permitting and Construction Standards

- A **permit** from the City of Sherrill is required for all driveway construction or modifications, **except for sealcoating**.
- All work within the City's right-of-way must be performed by a **qualified contractor**. Proof of insurance may be required.

9. Discretionary Oversight

- The **City Manager and/or their designee** reserve the right to require additional work or conditions based on unique site circumstances to ensure protection of public property and infrastructure.