

TOWN OF LOXLEY  
DEPARTMENT OF PUBLIC WORKS

DRIVEWAY PERMIT APPLICATION

APPLICANT \_\_\_\_\_

APPLICANT PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

INSTALLATION ADDRESS/PARCEL ID \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

- New Residential Driveway
- Driveway Replacement
- New Commercial Driveway
- Other

I hereby state all information is correct and agree to the terms on the second page. I also agree to be bound by the provisions of the City of Loxley ordinances, specifications and regulations, in addition to any restrictions and regulations as may be imposed by the Public Works Department. The undersigned does hereby certify that he/she is the duly authorized Agent of the Applicant for the purpose of binding the Applicant to the terms and conditions of this application and this information.

PERMITTEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Permit No. \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Cash  Check

Check # \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY PUBLIC WORKS STAFF**

APPLICATION STATUS:

- APPROVED
- DENIED
- DRIVEWAY CULVERT NOT REQUIRED
- EXISTING DRIVEWAY

PIPE SIZE & TYPE \_\_\_\_\_ INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT OF BOND \$ \_\_\_\_\_

- CERTIFIED CHECK
- BOND

*Bond is cost of work plus 10%, or \$500, whichever is greater*

The applicant hereby requests permission from the Town of Loxley to construct a driveway and agrees that permission to construct, maintain and/or use the driveway shall be subject to all terms and conditions as applicable, and that such permission may be revoked or denied by the Town at any time the applicant fails to comply with any terms or conditions herein stated:

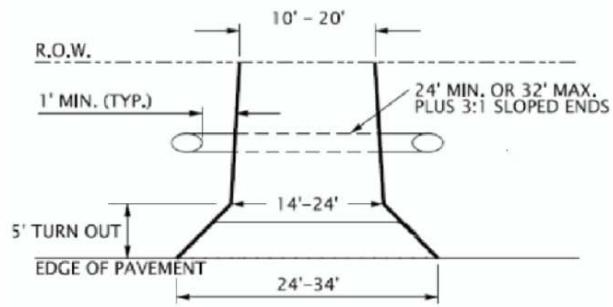
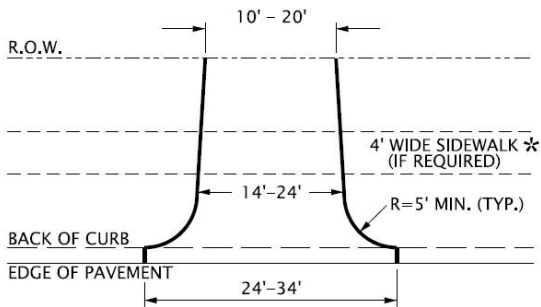
1. At a minimum, the turnout shall be constructed in accordance with Chapter 4 of the State of Alabama Highway Department Maintenance Manual and the Alabama Department of Transportation's current highway design standards. The Town of Loxley may require that more stringent design criteria and construction methods be utilized if necessary for safety reasons or to promote proper traffic flow within the Town.
2. All commercial, industrial and residential subdivisions that are proposing to construct a Turnout, Driveway, Acceleration lane, and/or Median turn lane in the Town's Right-Of-Way must submit all applicable engineering plans required by the subdivision regulations of the Town of Loxley. All construction must be done by a contractor licensed to perform the proposed work. A surety bond, accompanied by a Power-of-Attorney, shall be provided binding the Contractor to the City of Loxley prior to commencing work. The bond shall be in the amount equal to the cost of work plus ten (10%) or \$500.00, whichever is greater. A construction bond will not be required for Residential Driveway Permits issued for single family residences.
3. A traffic study for all commercial, industrial and residential developments shall be required and shall be conducted by a Professional Engineer Licensed in the State of Alabama for the following developments:
  - Any residential complex (apartments, town homes, condominiums, etc.) with 10 or more residential units (all phases shall be included in the total number).
  - High volume Commercial and Industrial sites.
  - Service Stations/Convenience Stores
4. The driveway must be constructed in such a manner that no damage will be occasioned to the Town's street and no hazard to the travelling public will be created. Any damage to Town property caused by the installation of a driveway shall be repaired to the satisfaction of the Town at the applicant's expense.
5. The applicant must maintain, at the expense of the applicant, any drainage structure(s) necessary in connection with the turnout and keep the same free of obstructions at all times.
6. The applicant is not granted any right, claim or control over any part of the Right-of-Way.
7. If it becomes necessary for the Town to remove and/or reconstruct the access turnout, the Town or its contractors have the right to remove and/or reconstruct said turnout without any payment to the applicant.
8. The applicant shall not make any additions to or otherwise modify the access turnout after completion without obtaining a permit.
9. During construction of the driveway, traffic control devices shall be used in accordance with the Manual on Uniform Traffic Control Devices. Drainage flow within the right-of-way shall not be obstructed during construction.
10. The applicant shall indemnify and hold harmless the Town, its officers, agents and employees from any legal action resulting from, or caused by the construction of the driveway.
11. Where the permit is a requirement of a building permit, the driveway shall be completed and inspected prior to issuance of a Certificate of Occupancy. Where a driveway is not in association with a project requiring a Building Permit, the work must be completed within sixty (60) days of the date shown on this permit; otherwise, this permit becomes null and void.

## SPECIFICATIONS

The following specifications shall be required if the proposed driveway or turnout does not fall under the jurisdiction of the subdivision regulations of the City of Loxley

1. Contractor shall notify and maintain a current utility locate (Alabama 811) for the work site throughout construction.
2. Culverts shall be placed on proper slopes and the inverts shall match existing or corrected ditch grade.
3. Culverts shall be a minimum of 24' or 32' maximum in length and 3:1 sloped paved headwalls must be constructed at the culvert ends.
4. Culverts shall be a minimum of 15" diameter, and shall be concrete or high-density corrugated polyethylene and must have a minimum of one-foot of cover over the top of the culvert.
5. Proposed driveways shall slope ½" per foot down and away from edge of pavement to ensure that no storm water is directed onto the Town Road surface.
6. Proposed driveways shall be constructed in a location that provides a minimum 5' separation between the bottom of the sloped paved headwall and any adjacent culverts, drainage structures or property lines.
7. All designs shall preserve a minimum shoulder width of 4' with a slope no greater than 6%.
8. At a minimum, the driveway apron material build-up shall match that of the connecting a Town Road.

### Typical Residential Turnout Drawing



\* SIDEWALK TO BE CONTINUOUS, CONSTRUCTED SEPERATE FROM DRIVEWAY, AND SHALL CONFORM TO CURRENT ADA REQUIREMENTS

### Paved Headwall Drawing

