

# APPLICATION FOR PERMIT

## Driveway/Entrance Permit

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

LOCATION and ADDRESS OF STRUCTURE: \_\_\_\_\_

\_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CONTRACTORS PHONE NO: \_\_\_\_\_

DESCRIPTION OF STRUCTURE: \_\_\_\_\_

NEW  REPAIR  EXISTING

**DRAWING AND SPECIFICATIONS - INCLUDE DEPTH, WIDTH AND TYPE OF SURFACING MATERIAL (use back of sheet if necessary):**

**Driveway Permit Fee: \$10.00**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
City of McGregor

\_\_\_\_\_  
Date

## CHAPTER 140

# DRIVEWAY REGULATIONS

140.01 Definitions

140.02 Permit

140.03 Driveway Requirements

140.04 Sidewalks

140.05 Excavations

140.06 Inspection and Approval

**140.01 DEFINITIONS.** For use in this chapter, the following terms are defined:

1. “Driveway” means that part of any approach for motor vehicles to private property that lies between the property line and the roadway of the public street.
2. “Paving” includes any kind of hard surfacing, including but not limited to, portland cement concrete, bituminous concrete, brick, stabilized gravel or combinations of such materials, with the necessary base. “Paving” does not include surfacing with oil, gravel, oil and gravel or chloride.

**140.02 PERMIT.** A written permit shall be obtained from the Clerk before any person shall construct or repair a driveway.

1. Application. A written application for the permit shall be filed with the Clerk. The application shall include a legal description of the property, the name of the property owner, the name and address of the person who will do the work, and the proposed plan of construction or repair which shall include the depth, width and type of surfacing material to be used. No other plan shall be followed except by written permission of the Clerk, who may allow amendments to the application or permit which do not conflict with this chapter.
2. Issuance. The Clerk shall issue the permit, bearing the Clerk’s signature and the date of issuance, if the proposed plan meets all of the requirements of this chapter, if the fee required under this chapter has been paid, and if the construction or repair as planned will not create any substantial hazard in the use of the street or sidewalk for public travel or drainage, or create any defect.
3. Fee. The applicant shall pay a fee of ten dollars (\$10.00) to the Clerk upon issuance of the permit. The Clerk shall give the applicant a written receipt showing the sum received and the date.  
*(Ord. 11-01-2016 – Dec. 16 Supp.)*
4. Expiration. Each permit shall expire one (1) month from the date of issuance, if not constructed within that time.
5. Revocation. The Council may at any time revoke the permit for any violation of this chapter and may require that the work be stopped.

**140.03 DRIVEWAY REQUIREMENTS.** All driveways shall be of paving of a depth of not less than six (6) inches and shall be at least eight (8) feet in width. The driveway may be placed directly on compact and well-drained soil. Where soil is not compact and well drained, a sub-base of compact, clean, coarse gravel, sand or cinders shall be laid. The driveway shall not slope toward the roadway more than the Council deems safe. The maximum driveway width at the curb line shall be determined by the Council.

**140.04 SIDEWALKS.** The grade of any sidewalk shall not be altered by the work done. The driveway shall be at the same level as any existing sidewalk.

**140.05 EXCAVATIONS.** Excavations to do work under this chapter shall be dug so as to occasion the least possible inconvenience to the public and to provide for the passage of water along the gutter. All such excavations shall have proper barricades at all times, and warning lights placed from one-half hour before sunset to one-half hour after sunrise. In refilling the excavations, the earth must be laid in layers and each layer tamped thoroughly. Any sidewalk, street or other public property that is affected by the work shall be restored to as good a condition as it was previous to the excavation. The affected area shall be maintained in good repair to the satisfaction of the Council for three months after refilling.

**140.06 INSPECTION AND APPROVAL.** The driveway must be inspected and approved in writing by the Clerk within thirty (30) days after the completion of the work. The Clerk shall keep a record of such approvals. If the Clerk refuses to approve the work, it must be corrected immediately so that it will meet with approval. If the work has been done improperly, the Clerk shall have the right to finish or correct the work, and the Council shall assess the costs to the property owner. Such assessment shall be collected with the general property taxes and in the same manner.