

# 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](http://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

City of Sherrill

## Driveway/Curb cut/access to a public street.

The guidelines referenced below are to help the property owner determine if a Curb cut/access to a public street will be permitted. Please note that there may be other factors or conditions that would influence the decision of the City.

Applicable to all City of Sherrill Streets with or without curbing.

Access to the street should be at a right angle.

Appropriate distance from existing access points and street intersections will be determined by the City Manager and/or their designee.

Access shall be a minimum of 5 feet from the property line extended.

Access will not be closer than 4 feet from a fire hydrant.

Driveway with a 1-car garage 14 feet or as determined by the City Manager

Driveway with 2-car garage 25 feet or as determined by the City Manager

Total surface of driveway may not exceed 35% of the total frontage. Area between City Right of Way and Front of structure.

Second access if allowed to/from a property 10 feet or as determined by the City Manager and/or their designee.

Proper drainage along the road shall be maintained. Surfacing shall not shed water to neighbor. In some cases, drainage tile may be required at the owner's expense. If applicable the City can allow for drainage to be stubbed into storm structure.

All work within the City right of way will be performed by a qualified contractor or City work crew. Insurance may also be required.

The City Manager and/or their designee has the responsibility to require additional work if deemed necessary to ensure protection and proper use of City property should specific site conditions dictate.