



**APPLICATION FOR:  
RESIDENTIAL DRIVEWAY / ACCESS – Zoning Review and Permit  
Application**

Mail: City of Lake City - 205 North Marion Ave.- Lake City, FL 32055  
Phone: 386.719-5750 ofc. - 386.785-5426 fax

- **Submit to the office of Growth Management.**
- **Once reviewed and approved, please submit a permit application to the Building Official.**
- **After you have obtained a permit, work can commence.**

Date Stamp:

  
  
  
  

Received by: \_\_\_\_\_

**DRIVEWAY REQUIREMENTS**

- Improved driveways are required for **any/all** access points from your property to a City Street.
- All permit applications for: any commercial property new construction, demolition and re-construction of structures, additions, and/or replacement; redevelopment or additions/expansions to existing commercial buildings or accessory structures; **or any new driveway/access/curb-cut** - shall require this application to be submitted, and related inspections verified, and all required driveway / access improvements verified as completed to standards  
**You will also need to purchase a permit for the construction – see Building Official.**
- Please read Section 4.2.3, on page **4-5** of this application for code standards.
- **You must install at least one 12 foot to 24 foot wide asphalt or cement driveway for Residential Access It must be at matched grade to the street, and extend from the edge of the existing street to your property line.**
- **If you can't locate your property line, you will need to have it flagged by a survey company. Existing or proposed dirt or lime-rock driveways, etc. will not pass inspection. Other related improvements may also be required.**
- It is your responsibility to make the improvements set forth, and to contact the Growth Management Department for re-inspection after the improvements have been made.
- **Power will not be released and no C/O will be issued by the Growth Management Department until your driveway has been installed and approved by the Public Works, and Growth Management.**
- After the Growth Management and Public Works Departments has approved your driveway, they will notify you that your permit is ready.
- If driveway will access a State Highway (US-90, US-441, SR-47, etc.), you will be required to submit an application to the Florida Department of Transportation and obtain approval before this application can be processed and submit this approval to the Growth Management Department.
- Please also attach to this application a site plan map or survey of the property describing (drawn in) where existing or proposed driveway access points are or will be.
- You must also put flag stakes at the property showing the location of the proposed driveway.

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**1) Title Holder/ Property Owner Information** (Considered applicant unless a representative is named.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_ No \_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**2) Representative - Contractor / Applicant Information** (If different from owner, must be submitted with a letter of authorization by property owner.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Job Address Location Description or 911 Address:

\_\_\_\_\_

Legal Description (Please give Lot #, Block, Sub-division): ***Please also provide a copy of the Property Tax Card***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acreage/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Value of Driveway(s): \_\_\_\_\_

Street Name

Frontage in Feet

Which roads does the property front:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many driveways are proposed?

\_\_\_\_\_ (there are limits – not all may be approved)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct, and that I have read and understand the Land Development Regulations, section 4.2.3 Access Control. I authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his designee to enter and inspect the site and premises which is the subject of this application.

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

Contractor License Number:

**TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT AND DEVELOPMENT MANAGER**

Culvert Required? \_\_\_\_\_ If yes, Diameter: \_\_\_\_\_ & Length: \_\_\_\_\_  
"Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_  
"Concrete"

Ditch Fill Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons:

DATE OF INITIAL INSPECTION: \_\_\_\_\_ PHOTO DOCUMENTATION MADE: \_\_\_\_\_

DATE OF RE-INSPECTION OR TO VERIFY CONDITIONS MET: \_\_\_\_\_

**Approval:**

CITY OFFICIAL: (ULT) \_\_\_\_\_

CITY OFFICIAL: (PWD) \_\_\_\_\_

CITY OFFICIAL: (P&Z) \_\_\_\_\_

### 4.2.3 ACCESS CONTROL

In order to provide ease and convenience in ingress and egress to private property, but more importantly to provide the maximum safety with the least interference to the traffic flow on public streets, the number and location of curb breaks shall be regulated relative to the intensity or size of the property served and the amount of frontage which that property has on a given street.

Further, for roadways which are part of the State of Florida highway system the number and location of curb breaks shall be in conformance with Chapters 14-96 and 14-97, Florida Administrative Code, Rules of the Florida Department of Transportation and the Department's Access Management Manual.

4.2.3.1 Number and location of curb breaks. A curb break is a driveway or any other point of access or opening for vehicles onto a public street. The number and location of curb breaks shall be regulated as follows:

1. One (1) curb break shall be permitted for ingress and egress purposes to a single property or development; provided, however, that more than one (1) curb break may be permitted in accordance with paragraphs 2, 3 and 4 below.
2. Two (2) curb breaks entering on a particular street from a single property or development may be permitted if all other requirements of this Section are met and if the minimum distance between the two curb breaks equals or exceeds twenty (20) feet.
3. Three (3) curb breaks entering on a particular street from a single property or development may be permitted if all other requirements of this Section are met and if the minimum distance between adjacent curb breaks equals or exceeds one hundred (100) feet.
4. More than three (3) curb breaks entering on a particular street may be permitted from a single property or development where the minimum distance between adjacent curb breaks equals or exceeds one thousand (1,000) feet.

4.2.3.2 Width of curb break.

1. The width of a curb break shall be within the minimum and maximum limits as specified below:

LOCATION	MINIMUM	MAXIMUM
<b>Residential</b>	<b>12 feet</b>	<b>24 feet</b>
Planned shopping centers, Industrial developments, Multi-family developments (with parking for 300 or more Vehicles)	24 feet	60 feet
<b>All Other Uses:</b>		
One-way	12 feet	24 feet
Two-way	24 feet	40 feet

2. All curb break widths shall be measured at the street right-of-way line.
3. In no case shall a residential curb break width be less than twelve (12) feet and a commercial curb break width be less than twenty-four (24) feet.
4. Radius or angles shall be in addition to required drive surfaces, as shown above and as approved by the Director of Public Works Department.

4.2.3.3 Areas of limited street improvements.

1. No curb break shall be constructed in the radius return (curved arc between intersecting street pavements) of an intersection.

2. No curb break shall be constructed nearer than twenty-five (25) feet from the intersection of street right-of-way lines.
3. No curb break shall be constructed nearer than five (5) feet from any interior property line.
4. To prevent vehicle overhang on private property in the vicinity of curb breaks, off-street parking areas, and off-street loading areas, a six (6) inch raised curb and/or parking stops shall be constructed a minimum distance of three (3) feet inside the street right-of-way line or property line.
5. No curb break shall be permitted to include any public facility such as traffic signal standards, catch basins, fire hydrants, utility poles, fire alarm supports, or other similar type structures.
6. All access point/curb breaks, as a minimum shall be paved from street pavement to right-of-way boundaries.

#### 4.2.3.4 Design and Construction Standards

1. Type of curbing required (Type F or Drop Curb) shall be determined by Design Engineer and/or Public Works Director.
2. Curb breaks on state roads shall meet Florida Department of Transportation standards.
3. Access aprons shall be a width of between thirty-five (35) feet to fifty (50) feet, as determined by Design Engineer and/or Public Works Director.
4. Depth of Concrete:
  - a. Residential access points shall have a concrete depth of a minimum of six (6) inches from the right-of-way to the road.
  - b. Commercial access points shall have a concrete depth of a minimum of eight (8) inches from the right-of-way to road.
5. Use of other approved materials shall be approved by the Public Works Director or the Florida Department of Transportation Engineer.

4.2.3.5 Curb break permit. No curb break shall be established or altered without obtaining an access permit issued by the Land Development Regulation Administrator.