

# Driveway Permit Application

Application Date: \_\_\_\_\_ 225 Fifth Street, Springfield, Oregon 97477

Permit Number: \_\_\_\_\_ Development and Public Works Department

Issue Date: \_\_\_\_\_ Phone: 541-726-3753



## Step 1:

Location of Work: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ TaxLot: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contractor: \_\_\_\_\_ CCB: \_\_\_\_\_

Email Address \_\_\_\_\_

## Step 2: Checklist

### **A Site plan will be required for driveway expansion, second driveway, new driveway or additional parking**

Please use the checklist below to ensure that all necessary information is included on your site plan. Any application lacking complete information will be deemed incomplete and may not be accepted.

Provide the location of existing driveway.

width of existing driveway.

show all property boundaries with dimensions.

show all above ground utilities.

width of proposed driveway.

show all drainage structures including weep holes.

show all other above ground structures.

show all street trees.

Is the proposed driveway commercial, multifamily or shared driveway. (commercial standard required)

facility meets PROWAG for ADA compliance.

### Step 3: Property Description

**Notes: The City of Springfield will not grant a second driveway permit on an arterial or collector.**

**The application fee is non-refundable**

**For all measurements do not include driveway wings.**

- 1: Property type:      single dwelling      duplex      other \_\_\_\_\_
- 2: What street will access come from? \_\_\_\_\_
- 3: Measurement from the nearest property corner to the driveway \_\_\_\_\_ ft.
- 4: Distance from edge of driveway to the nearest intersection (measured to the curb return) \_\_\_\_\_ ft.
- 5: Driveway will give access to?      Garage      Carport      Side yard      Other \_\_\_\_\_.
- 6: Will proposed parking create vision obstructions? see Springfield Development Code 4.2.130? \_\_\_\_\_
- 7: Will the proposal include additional parking areas? \_\_\_\_\_
- 8: How many square feet of hard surfaces and covered structures? \_\_\_\_\_sf
- 9: What driveway standard will be used? \_\_\_\_\_
- 10: Is this part of a PIP or land use decision? \_\_\_\_ If yes what is the PIP # or Land use file #? \_\_\_\_\_
- 11: What will be the new total width of driveways for this proposal? \_\_\_\_\_ft.

### Inspection:

An inspection request should be made prior to pouring concrete, after the proposed work has been formed and made ready to pour. An additional inspection will be required after concrete has been poured. For inspections call: 541-726-3769 with the following information from your permit: IVR number, permit number and inspection code. or visit <https://aca-oregon.accela.com/oregon/> to schedule your inspection online. Requests received before 7:00am will be made the same day, requests after 7:00 am will be made the next working day. Please note inspection will not be required for additional parking spaces.

You are required to call: The Lane Utilites Coordinating Council's "One Call Number" 811 48 hours before digging

By signature, I state and agree that I have carefully examined the completed application and do hereby certify that all information herein is true and correct. I further certify that any and all work performed shall be done in accordance with all state, federal and local laws, including but not limited to the ordinances of the City of Springfield; applicable city specifications and drawings; and terms and conditions of the permit as issued by the city. I further certify that only contractors and employees who are in compliance with ORS 701.026 will be used.

I agree the I am solely responsible for providing correct and complete information as may be required by the permit or by the city. If city personnel determines that any fact required of the application, that is material to the assessment of the facility or operation's impact of traffic safety, convenience , and/or the legal or property rights of any person (including government entities) is false, incorrect or omitted the city may deny or revoke the permit and may require me, as the permittee, to remove the facility or terminate the operation and restore the facility area to a condition acceptable to the DM at my expense. In such cases the city, in its judgment, may also require me to provide, at my expense, any additional safeguards and/or facilities to protect the safety, convenience and rights if the traveling public and persons (including the city). If such additional requirements are adequate to achieve those purposes, as a condition of the continued validity of the permit.

I understand and agree that any supervision and/or control exercised by city personal in no way relieves me, my agents, employees or contractors of any duty or responsibility to the general public nor does such supervision and/or control relieve me, my agents, employees or contractors from any liability for loss, damage or injury to persons or property as provided in this release.

I understand and agree that city issuance of the permit in no manner presumes or implies the approval or terms of approval of any future permit required by the city for the site. The city reserves the right to cause any work completed in compliance with the permit to be altered in conjunction with any future development approval, public contract or other permits that includes the site.

I understand and agree that the city may inspect the work site described in the permit at any time during a one-year period following receipt by the city of notice of completion of the described work and that the city may specify at the city's sole discretion, any additional restoration work required to return the site to a standard acceptable to the city. The permittee will be notified in writing of any work required and will have thirty (30) days from the date of the notice to complete the work. I understand and agree that work not completed at the end of thirty (30) days will be performed by the city and the costs billed to the permittee.

I further agree to ensure that all required inspections are requested at the proper time, that the product address is readable from the street and that the approved set of plans will remain on site at all times during construction.

As permittee, I further agree to indemnify, defend and hold harmless the city and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the act or omissions of the permittee and the permittee's, officers, agents and employees in performance of the permit.

I further agree to obtain, at the permittee's expense, and keep in effect during the term of the permit, commercial general liability insurance covering bodily injury and property damage on "occurrence" form, in the amount determined by the city as a condition to the permit, in addition to any other insurance required by the city as a condition of the permit. such insurance shall be primary and non-contributory. I understand and agree the failure to maintain such insurance does not negate any of the obligations stated in this application or the permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_