



Application Date:	
Fee:	\$300.00
Escrow:	\$500.00

DRIVEWAY PERMIT

A driveway permit shall be obtained prior to the construction, enlargement, installation or replacement of all driveways, service ways, culverts, private roads, or other accesses which connect to a public road right-of-way.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 2 Lent Township Land Use Regulations, Section 4.15 Driveways and Access Aprons		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Site Plan: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan: All maps shall be drawn to scale not less than one (1) inch to one hundred (100) feet and include a north arrow <ul style="list-style-type: none"> Property dimensions and the outside boundary lines of the subdivision clearly shown Area of the lot in acres and in square feet Location of existing and proposed buildings (including footprint, and dimensions to lot lines), and identified buildable area Minimum front, side, and rear setback lines, including setback lines from bluffs, lake shores and river fronts. Location of right-of-way and names of existing or platted streets Location of current and proposed curb cuts, driveways, access roads, alleys, sidewalks trails, pedestrian ways, and utility easements Materials used for driveway and curb cut
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	Written Narrative Describing your request: A written description of your request for the permit will be required to be submitted as a part of your application.
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Application for: **DRIVEWAY PERMIT**
Lent Township

		<ul style="list-style-type: none"> • Description of proposed driveway request • Type of business or industry to reveal the effect of the development on traffic
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Survey of the property:</u> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p> <ul style="list-style-type: none"> • North point and graphic scale • Legal description of property • Name of owner on record • Subdivision name • Property name and address • Property lot line dimensions • Area in acres and square feet
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Grading Plan (if applicable):</u></p> <ul style="list-style-type: none"> • Finished grading and drainage plan • Wetland Delineation • Topographic contours at 2-foot intervals • Waterbodies, Ordinary High-Water Level and 100-year flood elevation • Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Approval by the Zoning Administrator (ZA). Applications for driveway permits, applicable design standards and requirements and other informational material shall be available from the Zoning Administrator. Each lot of record is permitted at least one driveway, regardless of the width of lot frontage, to access a property from any public road right-of-way.

The driveway accessing a residential structure shall be setback a minimum of ten (10) feet from any property line, except that property line which is crossed to gain access. The driveway apron shall extend from the right-of-way line to the edge of the public road surface and shall be not less than eighteen (18) feet nor more than twenty-four (24) feet in width, with a side slope not steeper than four (4) feet horizontal to one (1) foot vertical.

Where a lot fronts on two roadways the driveway access shall be on the lower jurisdictional roadway. Shared driveways shall be permitted with an executed shared driveway agreement between the lot owners. The shared driveway shall meet the standards defined in section (4.15.B.1). Any additional driveways proposed per lot shall be required to meet the standards defined in (4.15.B2).

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date