

# Primrose Township

## Driveway Application Checklist

Application for a Driveway Permit in the Town of Primrose requires the name of the applicant and the standard required background information. In addition to this, the following criteria must be met:

- 1) The applicant must read the driveway ordinance before applying. The ordinance is available from the Town Clerk or the Town website.  
<http://townofprimrose.com/ordinances>
- 2) Submit the following with the appropriate fee to the Town Clerk:
  - a. Plat map
  - b. Current Aerial photo
  - c. Soils map
  - d. Topographical map
  - e. County erosion control plan
  - f. Driveway construction plan or Engineer's plan (see driveway ordinance for requirements)
  - g. Other documents as specified by the Town
- 3) Proposed driveway requirements checklist:
  - a. Where an Engineer's plan is required, is the Professional Engineer's license number and signature included on the plan? Yes\_\_\_ or No\_\_\_
  - b. The natural slope of the land is less than 25%? Yes\_\_\_ or No\_\_\_
  - c. The proposed driveway's finished slope 13% or less? Yes\_\_\_ or No\_\_\_
  - d. The proposed driveway's minimum width is at least 14 feet? Yes\_\_\_ or No\_\_\_
  - e. The proposed driveway's finished shoulders are less than 25% slope? Yes\_\_\_ or No\_\_\_
  - f. The centers of the proposed driveway's ditches are 10' minimum from the center of the driveway? Yes\_\_\_ or No\_\_\_
  - g. The proposed driveway's side banks are less than 33% slope? Yes\_\_\_ or No\_\_\_
  - h. Are culvert sizes, lengths and locations specified in plan? Yes\_\_\_ or No\_\_\_
  - i. The proposed driveway's juncture with a public road is at least 24' in length with a slope of less than 5%? Yes\_\_\_ or No\_\_\_
  - j. The proposed driveway has a slight dip just before the culvert at the entrance to a public road? Yes\_\_\_ or No\_\_\_
  - k. All curves in the proposed driveway have an inside turning radius of no less than 36'? Yes\_\_\_ or No\_\_\_
  - l. Is the proposed driveway's substrate material specified in the plan? Yes\_\_\_ or No\_\_\_

- m. Clearance along the entire proposed driveway's length is a minimum of 20' wide by 14' tall? Yes\_\_\_ or No\_\_\_
- n. The proposed driveway's turnaround has an in-back out radius of no less than 90 degrees or a minimum turning radius of 50'? Yes\_\_\_ or No\_\_\_
- o. Upon project completion, has the professional engineer verified by signature that driveway was built according to plan? ? Yes\_\_\_ or No\_\_\_
- p. Should additional inspections by the Town's Engineer be required, the applicant shall pay the expenses of those inspections.