



DRIVEWAY Permit Submittal Information

ONLY DRIVEWAYS that will be REPLACED IN-KIND

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide 2 site plans **to scale** illustrating the location of the driveway including all structures.
 - a. **Arborist** – Tree Inventory Plan
 - i. Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.
 - ii. If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement”.
 - b. **Zoning** – Lot Coverage Information
 - i. Provide the lot coverage calculations for the Zoning review that includes the amount of additional lot coverage created by the square footage of the driveway.
 - ii. If the work is in-kind [replacement like for like], evidence of the existing characteristics will be required.
 1. Survey is preferred or provide photos for residential projects with the site plan.
3. Illustrate the construction of the driveway that include:
 - a. Material used for the driveway
 - b. Indicate width and length of the driveway.
 - c. Indicate the slope of the driveway approach transition to the driveway and sidewalk, if applicable.
4. If there are any extensions to the driveway of any kind, then the Express Lane cannot process the project.

Submit to:

1. **EXPRESS LINE**
2. Zoning
3. Arborist

Required approvals:

1. Zoning
2. Arborist

Required Inspections:

1. Final - Arborist
2. Final

Permits required.

1. Driveway