



### Driveway Permit Application

Applicant: \_\_\_\_\_ Is Applicant Owner?  Yes  No

Daytime Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_  Cell  Home  Business

E-mail Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number: 41-\_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant must identify the surface construction of the driveway both in the road right of way and also outside of the road right of way, if different (See 7(b)(vi)):

Applicant must call Miss Dig at 811 or 800-482-7171

The City of Cedar Springs has adopted as guidelines the “Kent County Road Commission Rules to regulate driveways, banners and parades upon and over public highways under the jurisdiction of the Board of County Road Commissioners of the County of Kent Revised April 1<sup>st</sup>, 2010” which can be found online [here](#) or in the City of Cedar Springs Clerk’s office. All driveways shall follow Kent County Road Commission Rules unless those requirements directly conflict with City of Cedar Springs local ordinances in which case the local ordinance shall take precedence.

Applicant’s Signature: \_\_\_\_\_

By signing this document, I am acknowledging that everything in it or attached to it is true to the best of my knowledge

City Employee Receiving Application: \_\_\_\_\_

Zoning Permit Authorization:  Yes  No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Zoning Administrator’s Signature: \_\_\_\_\_

**The fees associated with a Zoning Permit Application are as follows: \$30**

1. This driveway permit application is not necessary if the requested driveway has already been approved of as part of a site plan application.
2. Driveways shall not be placed within five feet of any tree without written permit from the Public Works Director.
3. No opening in or through any curb or any street shall be made without first obtaining a written permit from the Public Works Director. Curb cuts and sidewalk driveway crossings to provide access to private property shall comply with the following:
  - a. No single curb cut shall exceed 25 feet nor be less than ten feet.
  - b. The minimum distance between any curb cut and a public crosswalk shall be five feet.
  - c. The minimum distance between curb cuts, except those serving residential property, shall be 25 feet.
  - d. The maximum number of lineal feet of sidewalk driveway crossings permitted for any lot, parcel of land, business or enterprise shall be 45 percent of the total abutting street frontage up to and including 200 lineal feet of street frontage plus 20 percent of the lineal feet of street frontage in excess of 200 feet.
  - e. The necessary adjustment to utility poles, light standards, fire hydrants, catchbasins, street or railway signs, signals, or other public improvements or installations shall be accomplished without cost to the city.
  - f. All construction shall be in accordance with plans and specifications approved by the director.
4. Except as otherwise provided for, all parking facilities shall be graded and drained so as to dispose of surface water which might accumulate within or upon such area;
5. For curvilinear or circular driveways, the term "width" means the width of the travel lane, measured at a line perpendicular to the travel lane.
6. One-family and two-family dwellings, multiple-family, townhouses, mobile-homes must have at least 2 parking spots per dwelling unit.
7. **Residential Driveways**
  - a. **Definition** For purposes of these rules, a residential driveway is any driveway serving a single residential or two family dwelling (duplex).
  - b. **Geometric and Construction Standards**
    - i. **Offset:** To facilitate vehicle movements, the driveway approach shall be offset from the entrance side of the driveway 8 feet and from the exit side of the driveway 4 feet; measured at the pavement edge unless otherwise approved by the City.
    - ii. **Location:** Driveways shall be located so that no undue interference with the free movement of public highway traffic will result, and to provide the best vision and grade conditions. No portion of a residential driveway shall be located closer than 35 feet from the edge of the driveway to the nearest public right-of-way line of an intersecting public road. No portion of two residential driveways serving the same property shall be located closer than 40 feet to each other measured edge to edge. All measurements are along the public right-of-way line. Unless written permission is obtained from adjacent property owners, no portion of a residential driveway shall extend beyond the adjacent property lines extended to the edge of the road.
    - iii. **Number of Driveways:** One residential driveway will be permitted for each platted lot or for the first 75 feet or less of residential property in unplatted areas. Circle drives and additional driveways may be permitted by the Public Works Director.
    - iv. **Profile:** All residential driveways shall be built to a sidewalk elevation at the right-of-way line in accordance with the Kent County Road Commission's Standard Design Guide for Driveway Grades.
    - v. **Drainage:** The residential driveway shall be so constructed that the drainage of or along the public roadway is not adversely affected. When required, culverts of a size determined by the City will be placed in accordance with the Kent County Road Commission's Driveway Culvert Policy.
    - vi. **Surface:** All residential driveways shall be surfaced within the public right-of-way with a minimum of 2 inches bituminous mixture over a minimum of 6 inches compacted aggregate (21-AA) or 6 inches concrete over 12 inches sand sub-base (Class II)
    - vii. **Construction Staking:** Stakes for location and elevation necessary for construction will be placed upon request, after issuance of the residential driveway permit.
8. Joint residential driveways will not be permitted.

# City of Cedar Springs

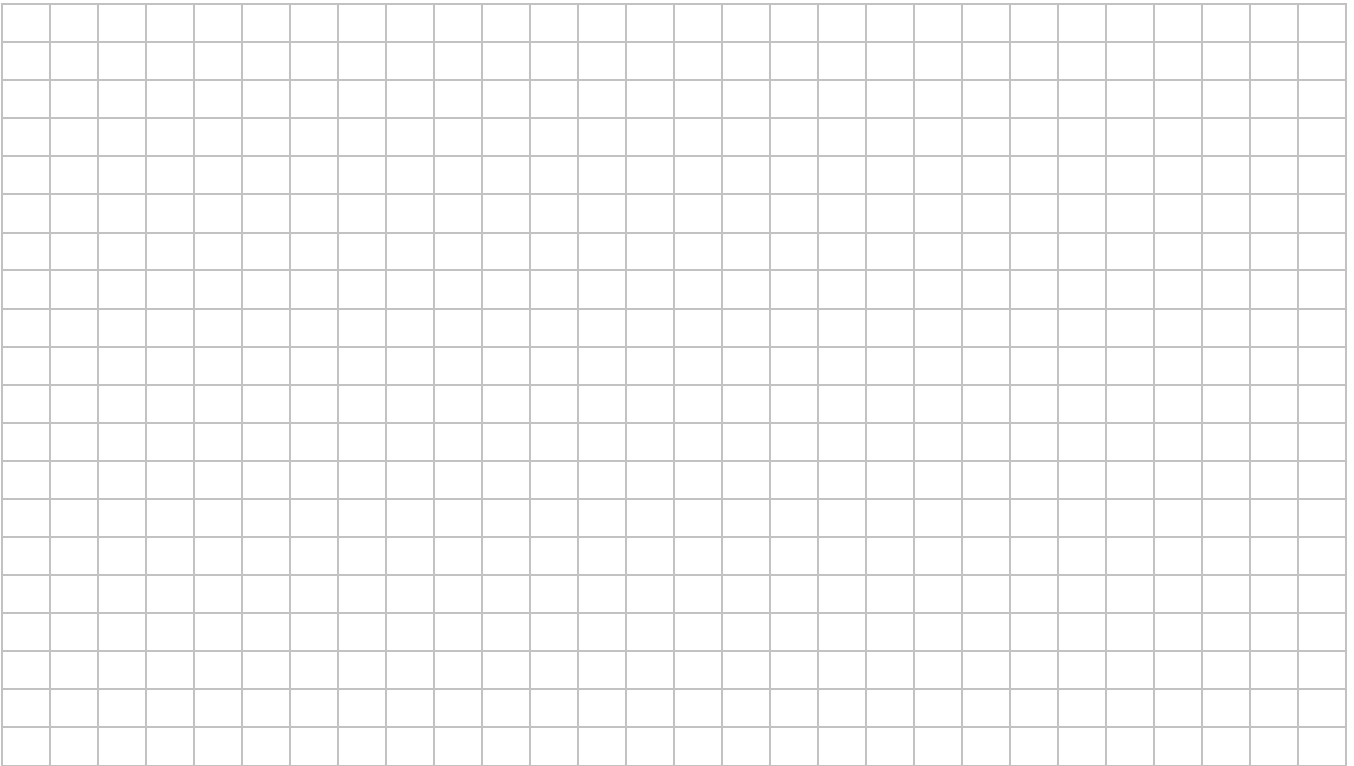
## Driveway Permit - Property Sketch

- A complete and accurate drawing is required for all permits.
- Applicant may attach drawing or use scale below.

Address: \_\_\_\_\_ Parcel #: 41- \_\_\_\_\_

**Please show and label:**

- Property lines
- All setbacks (from front, side and rear property lines)
- All structures
- Approximate edge of any wetlands or streams on the property
- County drains or water bodies on the property
- Driveways
- Easements
- Electrical Lines
- Fences & Gates
- Pools
- Streets



Example of Complete Property Sketch:

