

CITY OF NAPPANEE



Driveway Permit Application

Property Owner's Information

Name: _____
Address: _____
Phone: _____
Email: _____

Contractor or Architect's Information

Name: _____
Address: _____
Phone: _____
Email: _____

Property + Driveway Classification

_____ Residential
No Minimum

_____ Commercial / Business
Minimum Entrance Width of 24'

_____ Industrial
Minimum Entrance Width of 34'

Address: _____

Application Checklist

- ___ Yes ___ No ___ N/A Attach site plan drawing (to scale) showing driveway configuration with dimensions.
Note width, thickness, slope and type of materials.
- ___ Yes ___ No ___ N/A Thickness of concrete driveway (from curb to property line) shall be 6 inches.
- ___ Yes ___ No ___ N/A Where new driveway meets the street pavement, provide a lip or edge of 1 inch to prevent puddling and allow for proper street drainage.
- ___ Yes ___ No ___ N/A Where applicable, provide a continuous sidewalk through driveway to meet ADA requirements for slope of less than 2% and minimum concrete thickness of 6 inches.
- ___ Yes ___ No ___ N/A Read Ordinance 751 and agree to observe all requirements thereof.
- ___ Yes ___ No ___ N/A Driveway entrance must be spaced away from intersections per Section 5, Table I.

Signature

Applicant's Name: _____ Date: _____

Application deadline is one week prior to Board of Works & Safety Meeting on the 2nd & 4th Monday of each month.

Internal - Board of Works & Safety Approval

Authorized Official: _____ Date: _____

CITY OF NAPPANEE

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Provide a sketch below (to scale) showing the lot, its total area, and perimeter dimensions and approximate location of buildings, proposed driveway and any existing driveways. Note width, thickness, slope, and type of materials.

[Grid area for sketching site plan]																								
SITE PLAN																								
Scale: _____																								

ORDINANCE NO. 751

AN ORDINANCE REGULATING THE CONSTRUCTION OF PRIVATE DRIVEWAYS, ALTERATIONS OR RECONSTRUCTION OF CURBS OR GUTTERS FOR PURPOSES OF CONSTRUCTION OR CREATION OF A PRIVATE DRIVEWAY AND REQUIRING THE POSTING OF BOND FOR SUCH CONSTRUCTION AND PROVIDING A PENALTY FOR THE VIOLATION THEREOF.

WHEREAS the Civil City of Nappanee, Indiana, owns, operates, maintains, and otherwise exercises proprietary dominion of its streets, alleys and other public ways and including its sewers, drains, watercourses and other public improvements and installations, and

WHEREAS the City is empowered to grant or to withhold permission for the construction of private driveways affording vehicular access between public thoroughfares and private property and to regulate such constructions as may be in the best interests of its citizens, under certain terms and conditions, and

WHEREAS, it is the intention of the Civil City of Nappanee, Indiana, to control, regulate and administer the construction or reconstruction of private driveways and to ensure that such public streets, curbs, gutters, drains and other public improvements are not unnecessarily damaged, altered or suffered to remain thus damaged and unrepaired,

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF NAPPANEE, INDIANA:

SECTION 1. For the purposes of this Ordinance, a driveway is defined as a private thoroughfare for vehicular travel affording access between a public thoroughfare, street, alley, or public ground and providing ingress to and egress from such private property.

SECTION 2. No person, firm, corporation, or other entity shall create or construct a driveway, nor cut or modify a curb, gutter, street, or any appurtenance thereto except in accordance with the provisions hereinafter provided.

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SECTION 3. Any person, firm, corporation or other entity desiring to create or construct a driveway shall first obtain a permit therefore issued by the Board of Public Works and Safety of the Civil City of Nappanee, Indiana, through its Superintendent of its Department of Streets and Sanitation; provided, however, that in the event of any emergency wherein the life or lives of citizens or their property is endangered or in jeopardy by reason or any unforeseen or violent breaking, leaking or eruption of existing utility facilities, the repair of which necessitates immediate digging, cutting or excavation, and in that event, the acquisition of such permit may be deferred until a reasonable time after such repairs or other construction activity has been accomplished, but in any event, such permit shall be obtained prior to completion of the work or prior to completion of backfilling, cementing or installation of other hard surface materials. Such person desiring to thus construct or create a driveway or otherwise construct, alter, or reconstruct a curb or gutter shall first submit written application therefore on forms provided by the City and including a sketch showing the location, width, thickness, slope of the proposed driveway and types of materials to be used in such construction.

SECTION 4. The Superintendent of the Street and Sanitation Department of the City shall review each such application and shall inspect the site of such proposed work and the Superintendent may, on behalf of the Board of Public Works and Safety of the said City, approve, disapprove, or approve as modified such application,

SECTION 5. The Board of Public Works and Safety may require an applicant granted permission to cut or modify any curb, gutter, or street for driveway purposes to post bond in such amount in cash or with such surety as may be approved by the Board in an amount not less than Seventy-five percent (75%) of the

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estimated cost but not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1,000.00). The Condition of the bond shall be that the work to be done is thus done and performed in conformity with the permit granted and that the principal shall properly repair any damage to the curb, gutter, street, or other appurtenance caused by or arising from the construction of such driveway within a time to be fixed by the Board.

Section 6. Any person, firm, or corporation who, in the construction of a driveway or for other deliberate purposes, damages, destroys or modifies any curb, gutter or street without prior written permission of the Board as herein-above related or who does so not in conformity with the permit granted by the Board shall pay to the City the cost of the repairs necessary to place the curb, gutter, street or other public grounds in as good condition as that which existed prior to such construction activity plus a service charge equal to twenty-five percent (25%) of such cost. Any person who constructs a driveway or who purposely cuts a curb or gutter without adherence to the provisions hereof shall be fined in a sum not less than Twenty Dollars (\$20.00) nor more than Two Hundred Dollars (\$200.00).

Section 7. This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ORDAINED BY THE COMMON COUNCIL OF THE CIVIL CITY OF NAPPANEE, INDIANA THIS 4TH DAY OF APRIL, 1979

Presented to me and approved by me this 9th day of April, 1979

John. L. Mellinger, Mayor

5.6 ENTRANCES / DRIVEWAYS

A. Spacing

Entrances and driveways must be spaced away from intersections for vehicular and pedestrian safety and to reduce traffic congestion. Spacing should be as follows in Table 1 (see Figure 5.1 for reference).

TABLE I

DRIVEWAY / ENTRANCE TO INTERSECTION REQUIREMENTS

ROAD CLASS. / DISTRICT	O	R-1	R-2	R-3	R-4	B-1	B-2	I-1
PRIMARY ARTERIAL	60 FT	60 FT	60 FT	60 FT	70 FT	70 FT	70 FT	80 FT
SECONDARY ARTERIAL	50 FT	50 FT	50 FT	50 FT	60 FT	60 FT	60 FT	70 FT
COLLECTOR (FEEDER)	40 FT	40 FT	40 FT	40 FT	50 FT	50 FT	50 FT	60 FT
LOCAL STREET	30 FT	30 FT	30 FT	30 FT	40 FT	40 FT	40 FT	50 FT

B. Width

Driveway width shall be a minimum of twenty-four (24) feet for commercial and multi-family housing uses and thirty-four (34) feet for industrial uses. There are no minimum driveway widths for single-family residential uses.

5.7 MISCELLANEOUS RESTRICTIONS

A. Through-Lots

In case of a through-lot, the area at each end of the lot between the setback line and the right-of-way line shall be considered as if it were a part of the front yard.

B. Access to Public Streets

Every principal building hereafter erected shall be on a zoning lot or parcel of land which adjoins a public street or a permanent easement of access to a public street: such easement to be at least twenty (20) feet wide unless a lesser width was duly established and received prior to the effective date of this ordinance.

C. Satellite and Digital Dish Systems

1. All satellite receiving systems having a diameter greater than four (4) feet shall be located within the rear or side yard of any residential zoned lot.
2. In the case of a corner lot, the satellite receiving system shall not be placed in either yard adjacent to a street.
3. All Satellite receiving systems shall be placed a minimum of five (5) feet inside the property line of the owner's lot.