



Application for Town of Winter Park Driveway Permit

Please print or type clearly. Incomplete applications will be denied.
 Permits are valid for one (1) year from date of issuance.

Property Owner (Applicant): _____

Mailing Address: _____

Phone: _____ **Alternate Phone:** _____ **Fax:** _____

E-mail address: _____

Excavator constructing driveway: _____

Excavator Phone Number: _____ **Excavator Cell Phone** _____

UNCC Locate Ticket Number _____

Location: (Site plan must be attached)

Is driveway staked/marked? Yes ___ No ___

Town Road: _____ Nearest Intersection: _____ Address: _____

Subdivision: _____ Lot: _____ Block: _____

Driveway will also access the following roads: _____

Location Details/Description:

Length of driveway: _____ **Width of driveway:** _____ **Slope of Driveway:** _____

FOR OFFICE USE ONLY			
Date Received: _____		Permit #: _____	
Faxed / E-mailed / Hand Delivered / Mailed		Initials: _____	
Town Planner/Designee Initials: _____	Date: _____	APPROVED	DENIED
\$50 Fee Paid: _____ Check #: _____ Driveway Deposit \$1,000 Paid: _____ Check#: _____			
Culvert Required: Yes ___ No ___		<div style="border: 1px solid black; min-height: 100px;"> Comments / Conditions / Requirements </div>	
Variance Required: Yes ___ No ___			
Driveway Profile Required: Yes ___ No ___			
Driveway Final Inspection:			
Date of Inspection: _____	Inspector: _____	PASS	FAIL
Date of Re-inspection: _____	Inspector: _____	PASS	FAIL

If necessary:

Engineer sign-off: _____

(Engineer sign-off may not be necessary on every permit.)

Applicant's Statement of Responsibility:

I, the above-stated applicant for a Town of Winter Park Driveway Permit, understand that I have the following responsibilities:

- I shall call the Town Planning Department (970-726-8081 ext. 2) upon completion of the construction project to schedule an inspection. If my work site fails inspection, I shall be responsible for repairing the work site to Town standards within ten (10) days of being notified that repairs are needed and I shall be responsible for payment of a \$100.00 re-inspection fee;
- I will have the \$1,000.00 driveway deposit returned to me within three weeks of receiving a successful final inspection from the Town;
- I shall comply with Chapter 4 of the Town of Winter Park Standards and Specifications for Design and Construction (Standards), as revised May, 2012;
- I shall take any and all measures to ensure the safety of all travelers over, around, and through the construction site, including, but not limited to, certified flaggers, barricades, signage;
- I shall not store any excavated materials at the work site that will obstruct traffic in any manner;
- The Town of Winter Park is hereby released from liability for any damages to culverts not buried at the proper minimum depth and/or driveways not constructed in compliance with Chapter 4 of the Town Standards;
 - If during normal summer and/or winter maintenance/grading operations, the Town damages a driveway culvert that is not at the proper minimum depth, I, as the applicant, shall be personally responsible for those damages;
 - I agree to indemnify and hold harmless the Town of Winter Park, its employees and affiliates, from all liability for any and all damage to property or person resulting from improper installation of culverts and driveways under this permit;
- I understand that during normal plowing operations, snow may be plowed onto my property/driveway. It is my responsibility to remove this snow to my satisfaction. The Town will not clear snow berms from my driveway.
- I shall be responsible for clearing snow from my driveway and storing the snow on my property. I shall **not** plow snow across or place snow on any Town right-of-way or road.
- It is my responsibility to keep my personal items clear of the roadway, such as parked cars, trash cans, boulders, stakes, etc. I shall not leave personal items in the Town right-of-way in such a manner that obstructs normal road maintenance or snow plowing operations.
- I understand that prior to a foundation inspection being performed by the Town Building Department, I shall install a stabilized construction entrance in conformance with the construction stabilized access plan (See FIGURE 10 from the Town Standards).

By signing below, I hereby acknowledge that I have read and understand the terms of this permit application; that I have read and understand Chapter 4 of the Town of Winter Park Standards and Specifications for Design and Construction as revised in May, 2012; that I am willing and able to comply with all applicable Town, State, and Federal laws; that I am willing and able to comply with my responsibilities as set forth in this application; and that the information provided herein is true and correct to the best of my knowledge.

The applicant is responsible for keeping a copy of this application; the original must be submitted to the Town of Winter Park Planning Department

Printed Name of Applicant

Signature of Applicant

Date

FAILURE TO COMPLY WITH CHAPTER 4 OF THE TOWN STANDARDS, MAY RESULT IN A RE-INSPECTION FEE OF \$100.00.

ANY CONSTRUCTION STARTED PRIOR TO PERMIT ISSUANCE WILL RESULT IN A PENALTY OF \$500.00 TO THE APPLICANT.

THE INDICATION BY THE TOWN THAT THE LANDOWNER HAS COMPLIED WITH THE REQUIREMENT OF PROVIDING A DRIVEWAY ACCESSIBLE TO EMERGENCY VEHICLES IS IN NO WAY A CERTIFICATION OF THE QUALITY OR INTEGRITY OF SAID DRIVEWAY. THE MANNER OF CONSTRUCTION AND OPTIONAL EMPLOYMENT OF AN ENGINEER ARE AT THE DISCRETION OF THE LANDOWNER, WHO ASSUMES ALL RISKS AND CONSEQUENCES ASSOCIATED WITH THOSE DECISIONS.

Instructions for Driveway Permit:

1. One (1) application must be completed for **each** driveway.
2. Applications must be completed and signed, incomplete applications will be denied.
3. This application must be submitted to the Town Planning Department **at least 30 days prior** to submitting a building application.
4. A cash deposit of \$1,000.00 shall be submitted with the application to insure completion of the driveway in accordance with approved plans. The cash deposit will be required once the driveway has been completed by the applicant and inspected by the Town.
5. Once a completed application is received by the Planning Department, a site inspection will be conducted within 5 business days.
6. If site inspection determines that the driveway slope will be steep, a driveway profile will be required. If profile shows that the driveway meets standards, permit may be issued. If profile shows that the driveway does not meet standards, a variance may be required.
7. Variance requests must be engineered and stamped by a professional engineer. Variance requests will be reviewed by the Town Engineer and must receive approval from the local emergency responders (IE. fire, EMS and/or law enforcement). Please allow ten (10) business days for variance reviews and approval.
8. No work shall begin until an approved permit has been issued by the Town: this application is **not** a valid permit until approved and signed by a Town Official. Any construction started prior to permit issuance, will result in a penalty of \$500.00 to the property owner.
9. A permit fee of \$50.00 is required with the submittal of this application.
10. A detailed sketch of the work site must accompany this application and must show the placement of the driveway.
11. All construction must comply with Chapter 4 of the Town Standards and all requirements listed in the "Requirements" section of this application.
12. The approved permit must accompany all building permit applications for new construction.
13. All permits expire one (1) year from date of issuance.
14. No Certificate of Occupancy will be issued by the Town Building Department without a constructed driveway meeting all standards of Chapter 4 of the Town Standards, including all permits, variances, fees, and any other requirements.

Requirements:

1. Applicant must mark the work site prior to submitting application.
2. Applicants are required to call for all utility locates from the appropriate agency.
3. A copy of this approved permit application shall be available for inspection at the work site at all times.
4. If work site fails inspection upon completion of construction, the property owner has ten (10) calendar days after notification to repair the work site to Town Standards and a re-inspection fee of \$100.00 shall be assessed.
5. Photo Documentation may be required.
6. The driveway grade shall not exceed 5% for the first twenty-four (24) feet.
7. Consideration shall be given to placement of construction items such as dumpsters, portable toilettes, etc. These items shall **NOT** be placed within a Town right-of-way.

NOTICE: Prior to a foundation inspection being performed by the Building Department, the applicant shall install a stabilized construction entrance in conformance with the construction stabilized access plan (See FIGURE 10 from the Town Standards). The stabilized construction entrance shall be maintained throughout the construction period. Failure to maintain the entrance will result in the Building Department no longer performing inspection until such entrance is repaired.