



DRIVE ACCESS PERMIT

Applicant		Property to be Accessed	
Name (Permittee)		Street Address	
Signature			
Date		Legal Description	
Mailing Address			
Street Address			

Driveway Information – See Sketch on Back

Driveway Length		Driveway Width	
Driveway Elevation Difference		Computed Grade	
Does Driveway Cross a Ditch?		If Yes, a Culvert is Required	
Culvert Diameter		Culvert Length	

Notes:

1. The street may be considerably narrower than the width of the right-of-way (ROW) at this time. It is likely that sometime in the future the full ROW will be developed. This is the reason for requiring a 2% slope to the edge of the ROW.
2. Attach a sketch or drawing showing the position of the driveway on the lot. Note whether the dimension and elevations have been measured by survey or estimated. A survey may be required if grades are close to the maximum.
3. Existing curb, gutter and sidewalk must be replaced by a professional concrete contractor, in full conformance with the City of Kodiak Standard Construction Specifications and Standard Details, at the full expense of the Permittee. Individuals with professional concrete construction experience may be granted permission to perform the concrete work on submittal of qualifications to the Building Official. The subsoils and the concrete must be tested. Call the City Engineering Department (486-8065) to schedule testing. Concrete that is not tested by the City or concrete placed on soils not tested by the City will be removed and replaced at the full expense of the Permittee.
4. Driveway Access must comply with Kodiak City Code, Chapter 14.26.

Permit Granted on:		Reviewed by:	
Granted by:			
Title:		Materials Tested:	

Copy of Kodiak City Code, September 2004

CHAPTER 14.26
DRIVE ACCESSES

14.26.010 Administration and enforcement. The administration and enforcement of this chapter shall be the duty of the city building official who is authorized to take such action as may be reasonably necessary to enforce the purposes of this chapter. The city manager may appoint or authorize an assistant or agent to the building official if necessary to carry out the provisions of this code. (Ord. 699 (part), 1983)

14.26.020 Permit required. It shall be unlawful for any person, firm, association, or corporation to construct a drive access on city-owned property or rights-of-way, or property adjoining city-owned property or rights-of-way without first obtaining a separate permit from the building official. (Ord. 699 (part), 1983)

14.26.030 Application for permit. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the building official for that purpose. Every such application shall:

- (a) Identify and describe the work to be covered by the permit for which application is made;
- (b) Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed access;
- (c) Be accompanied by plans, diagrams, computations, and specifications or other data as required by the building official;
- (d) Be signed by the permittee, or his authorized agent, who may be required to submit evidence to indicate such authority;
- (e) Give such other data and information as may be required by the building official.
- (f) Unless the application is submitted in conjunction with a building permit application, it shall be accompanied by any required fees established by resolution or motion of the city council. (Ord. 938 §7, 1992; Ord. 836 §11, 1988; Ord. 699 (part), 1983)

14.26.040 General requirements. The following requirements shall apply to all construction governed by this chapter:

- (a) All drive accesses, driveways, or road approaches shall be constructed and maintained in such a manner that the street and all its appurtenances or facilities including, but not limited to, all drainage pipes, culverts, and utilities shall not be impaired or endangered in any way by the construction or maintenance of this facility.
- (b) Standard drive access width shall be fourteen (14) feet.
- (c) Standard grade from shoulder of roadway to property line shall be -2%.
- (d) The algebraic difference in grade shall not exceed 14% inside the property line.
- (e) If a culvert is required, the ditch depth, culvert type, length, and size shall be determined by the city engineer. (Ord. 699 (part), 1983)

14.26.050 Inspections. (a) All construction or work for which a permit is issued under this chapter shall be subject to inspection by the building official. A survey of the property may be required by the building official to verify that the facility is located in accordance with the approved plans. It shall be the duty of the permit applicant to cause the work to be accessible and exposed for inspection purposes. Neither the building official nor the city shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

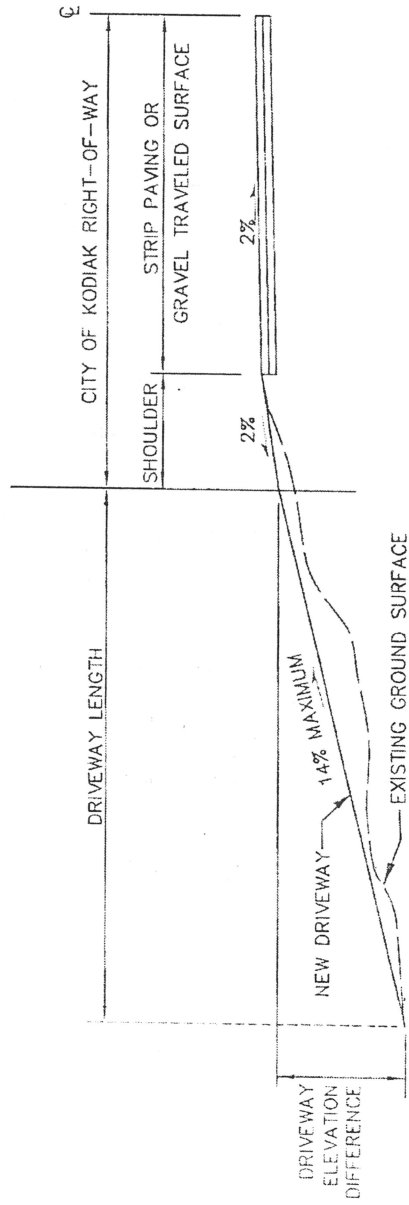
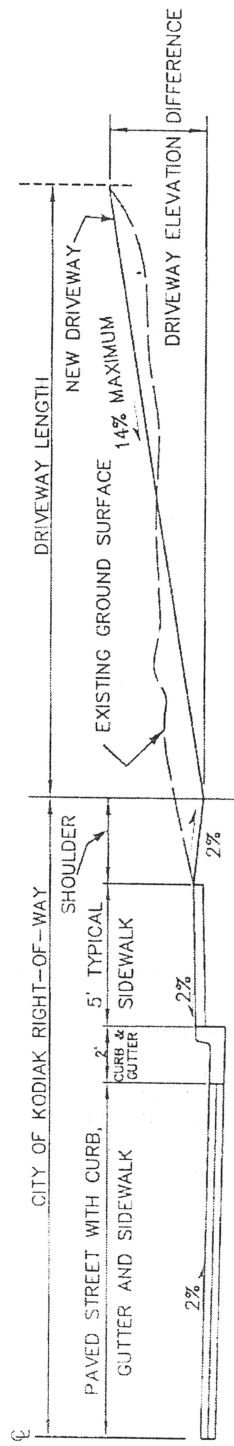
(b) A copy of the permit must be on the construction site. If it is not, the city reserves the right to stop construction until such time as the permit is posted.

(c) The city reserves the right to inspect and reject materials or workmanship not to city standards, to stop construction until corrections are made, or to require removal of the facility and to charge time and equipment to the permittee for correction. (Ord. 699 (part), 1983)

14.26.060 Liability. (a) All drive accesses, driveways, or road approaches constructed under this chapter on any city-owned property or rights-of-way shall be the property of the city. All costs and liability in connection with the construction or maintenance of said accesses shall be at the sole expense of those lands and/or persons served.

(b) The permittee shall adjust, relocate, or remove this facility without cost or liability to the city if, at any time, or from time to time, the use or safety of the street requires this to be done.

(c) The permittee shall assume all liability or costs in connection with the facilities and shall hold harmless the city, its officers, agents, employees, and/or contractors in any matters pertaining to the facilities for which the permit is issued. (Ord. 699 (part), 1983)



Not to Scale, Slopes Exaggerated for Clarity