
DRIVEWAY

Permit Submittal:

- **Permit application.** Include estimated cost of construction and all contractors and their contact information listed.
- **Plat of survey. One copy** indicating the **proposed location, width and proposed material** of the driveway or driveway expansion and the material of the existing driveway, if applicable.
- **Homeowner's Association Approval:** If applicable, provide a letter of approval from your HOA.
- **Fees.** The city will contact you when your permit is ready. Payment can be made online or in person. Cash, check, or credit/debit cards are accepted.

General Requirements:

Surfacing:

All driveways shall be constructed of asphalt, concrete, or brick pavers. All driveway extensions must be constructed with the same material as the driveway. The apron/approach shall be constructed with asphalt or concrete. Driveway surfaces shall be constructed as follows:

- **Concrete Surface.** Concrete shall be of Portland Cement Concrete minimum 4-inches thick, with a minimum 4,000psi, and shall have a compacted crushed stone base minimum of 4-inches thick.
- **Asphalt Surface.** Asphalt shall be minimum of 2-inches thick and have a compacted crushed stone base minimum of 6-inches.
- **Brick Pavers.** Pavers shall be installed in accordance with the manufacturer's instructions and have sand minimum of 2-inches thick over compacted crushed stone base minimum of 6-inches thick.
- **Apron/Approach** shall be constructed of concrete or asphalt according to the following criteria.
 - No wire reinforcing allowed in apron.
 - If there is curb and gutter at the street and a concrete sidewalk, Apron shall be minimum 6-inch thick 4,000psi concrete, and minimum 4-inch-thick compacted crushed stone base.
 - If there is a curb and gutter at the street and NO concrete sidewalk, Apron may be constructed as specified above OR Asphalt.
 - If there is no curb and gutter at the street, Apron may be constructed as specified above in Concrete or Asphalt.
- **Width**
 - Driveway minimum is 9-feet and maximum of 20-feet (for up to a 2-car garage) measured at the property line.
 - Width of the Apron/Approach shall be equal to the width of the driveway at the property line. The Apron/Approach is allowed to flare out maximum 2-feet on each side measured at the street.
 - Existing driveway may be expanded without expansion of existing apron/approach. It may start at the driveway/property line intersection and move away from the property line at a minimum of 45-degree angle.
 - A walking border is allowed on either side of the driveway to a maximum of 18-inches wide. No walking border is allowed in the apron/approach.

- Sidewalks
 - When a new driveway is constructed across an existing sidewalk, the sidewalk shall be removed for the full width of the driveway, plus a minimum of at least 1-foot on both sides of the driveway.
 - When an existing driveway apron/approach is widened across an existing sidewalk, the portion of sidewalk which is not 6-inches thick shall be removed and a new 6-inch-thick sidewalk shall be placed, plus a minimum of at least 1-foot on both sides of the driveway.
 - SIDEWALKS shall be constructed with minimum 4,000psi 6-inch-thick Portland Cement Concrete and NO WIRE reinforcing.
- Culverts
Prior to installing a culvert, Public Works 815-363-2836 must be contacted and will provide requirements for type, size, alignment, and proper grade.
- Expansion
 - No expansion of existing gravel driveway or parking lot shall be permitted.
 - Driveway expansion required to be same material as existing driveway, i.e., Asphalt, Concrete or Brick Pavers.

Additional Requirements:

- A driveway shall be constructed at nearly right angles to the curb or street line for a distance of at least 10-feet from said curb or street line.
- Where a concrete driveway abuts a street having concrete pavement or a concrete curb and gutter, a 1-inch bituminous, pre-molded expansion joint shall be placed between the edge of such pavement or curb and the concrete driveway, and between the concrete driveway and sidewalk.
- Existing curb and gutter shall be removed for the full width of the driveway opening at the curb line and a curb depression must be installed at the original gutter line allowing for a driveway apron that is not elevated or depressed either above or below the gutter line or sidewalk. In lieu of removal, the existing curb and gutter may be sawcut provided the Public Works Director has approved such cutting method. Machine finish curb cuts are required if this option is chosen.
- No portion of a paved driveway shall overlap the curb and gutter or extend beyond the back of the curb.
- Where an existing catch basin is around the proposed driveway, the frame and grate shall be removed and replaced with the type of frame and grate specified in the Subdivision Control Ordinance.
- Prior to commencing any work within the public right-of-way, a Public Works Cash Bond shall be posted with the City. This bond will be used to repair or replace any public property damaged by the contractor. The City may draw upon the Cash Bond if, after 10-days' notice, the contractor fails to repair: replace or restore the damaged public property. The remaining balance of the Cash Bond will not be returned until after the site is satisfactorily restored and all work is inspected and approved by the Public Works Director.

Inspections:

- 24-hour notice is required when scheduling inspections. Call 815-363-2170 to schedule.
- Inspections are schedule Monday-Friday, 9am – noon or 1pm - 4pm
 - Base *prior* to driveway surface placement
 - Final inspections are required.

Please note the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 363-2170 or ced@cityofmchenry.org

