



THE SUNRISE CITY
FORT PIERCE
ENGINEERING
DEPARTMENT

Florida

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CONSTRUCTION OF DRIVEWAYS, SIDEWALKS, CURBS & GUTTERS, CULVERTS AND SWALES OR DITCHES APPLICATION & INSPECTION PROCEDURES

Dear Applicant:

Section 17.8 (a) Construction of Driveways, Sidewalks, Curbs, etc. page 12-28.13 of the Fort Pierce Code, requires an Application for Permit to Install or Alter Driveways, Sidewalks, Curbs & Gutters, Culverts and Swales or Ditches in City R/W, attached, to be submitted to the City Engineer thirty (30) days before the work starts. A permit shall be obtained before the start of construction. On the back of the application you will find a copy of the driveway location sketch. Both application and location sketch must be filled and submitted to the Building Department for distribution and approvals. Also attached, find a copy of the City's Driveway Details. These specifications must be followed during construction for final acceptance of improvements by the City.

The Engineering and Building Department will make an effort to help applicants and to approve permit applications and issue a permit in no less than ten (10) and no more than fifteen (15) working days from receipt of the permit application, provided the application and pertinent documentation is properly completed and submitted in the proper order.

Once the permit application is received, a site inspection will be scheduled to review the proposed location of the improvements for compliance with the Fort Pierce Code and any possible utility conflicts prior to approval. Confirmation of these probable conflicts is the responsibility of the Owner and/or Contractor. After the application is approved of the City Engineer, it will be forwarded to the Building Department for their final review, approval and issuance of the permit.

During construction, the applicant must contact the Engineering Department for inspections of forms or other construction steps and one time for final inspection. Section 17.8(d) required the applicant to provide at least a forty-eight (48) hours advanced notice for any required inspection so that the inspections can be scheduled. Construction that has already started or completed without a permit is a violation of the Code. It will be entirely at Owner's and/or Contractor's risk that improvements will have to be cored for testings, or removed because of a location not in compliance with the Code at Owner's and/or Contractor's expense.

Sections 17-8 and 22-61 are attached for the benefit of information to the applicant. To avoid unnecessary delays due to lack or improper completed documentation, the Applicant should be familiar with these Code Sections prior to submittal of the documentation. Also, any proposed driveway drawings must be legible, accurate to scale and on 8 1/2x11" paper as a minimum. Applications not properly completed or without the proper documentation will be rejected and sent back to the Building Department. If your application is rejected, our review of your proposed improvements will be taken out of our present review schedule until the appropriate documentation is received.

Repairs of Existing Driveways – When replacing portions of the improved driveways, it must be replaced with in-kind materials as per details attached. **No millings of any kind are allowed by Sections 17-8 of the Code.**

John R. Andrews, II, P.E.
City Engineer



**APPLICATION FOR PERMIT TO INSTALL OR ALTER DRIVEWAY, SIDEWALK, CURBS & GUTTERS,
 CULVERTS AND WALES OR DITCHES IN CITY
 RIGHT-OF-WAY'S**

Date: _____

Permit Fee: \$ _____

PART I. GENERAL INFORMATION

APPLICANT'S NAME (OWNER ONLY): _____

ADDRESS: _____ BETWEEN _____ AND _____

PROPERTY ADDRESS (If different from above):

TAX ID. # _____

BLOCK & LOT: _____

PARCEL ZONING (LAND USE): Single Family Duplex
 Multi-Family Commercial Other: _____

PROPOSED IMPROVEMENTS:

____ DRIVEWAY(S) ____ SIDEWALKS(S) ____ CURB & GUTTER ____ CULVERT ____ SWALE

DRIVEWAY MATERIAL: _____ Concrete _____ Concrete Pavers

PART II. FOR OFFICE AND INSPECTION USE ONLY

____ DRIVEWAY ____ SIDEWALK ____ CULVERT ____ SWALE ____ CURB/GUTTER

____ CUT ____ REPLACEMENT ____ NEW DRIVEWAY: Length ____ Ft., Width ____ Ft.

CULVERT: Diameter ____ Inches. Length ____ Ft. DRIVEWAY: Thickness: ____ Inches

DRIVEWAY LOCATION APPROVED BY: _____ DATE: _____

CULVERT(OR SWALE) REQ: _____

DRIVEWAY INSPECTION BY: _____ DRIVEWAY ACCEPTED BY: _____ DATE: _____

PART III. UTILITIES

It is the responsibility of the Applicant to contact all utility companies, as required, prior to start of construction, any conflict that may exist between utilities and the proposed improvements must be approved and cleared prior to construction.

PART IV. STATEMENT FROM APPLICANT

I (We) _____ the Undersigned, after reading and understanding Section 17-8 and Section 22-61 of the City's Code of Ordinances, both attached to the application, and the attached "Driveway Location Sketch", hereby requests a permit to construct the improvements stated above and agree to comply with the City of Fort Pierce Code and the Standard Specifications and Details. I (We) have been made aware that, if the permit is issued, the City Inspector must be contacted at (772) 467-3000, at least forty eight (48) hours in advance to schedule the required inspections. Any type of construction completed prior to the issuance of permit will be at Owner's risk that installation may not be approved by City Engineer or Designee and removed at Owner's expense.

BY: _____, BY: _____,
Applicant (Owner) Engineer/or Contractor

DATE: _____ PHONE: _____ DATE: _____ PHONE: _____

ADDRESS: _____ ADDRESS: _____

APPLICATION APPROVED BY: _____ DATE: _____
City Engineer

PERMIT APPROVED BY: _____ DATE: _____
Building Official

Original Permit to Applicant
Copy of Permit to Engineering Department

Sec. 22-61. Access control.

(a) *General provisions.* Driveways in all districts for all uses, except single-family dwellings and duplexes, will comply with the provisions in this section in order to promote the safety of the motorist and pedestrian and to minimize traffic congestion.

(b) *Design standards.*

(1) *Number of access points.*

- a. Not more than one two-way driveway or two (2) one-way driveways will be permitted on any arterial street for the first two hundred (200) feet of street frontage under one ownership. Where such ownership includes over two hundred (200) feet of street frontage, additional driveways may be permitted if adequate justification is presented and approval is given by the city engineer.
- b. Not more than one two-way driveway will be permitted on any collector street for the first one hundred (100) feet of frontage under one ownership. Where such ownership includes over one hundred (100) feet of street frontage, additional driveways may be permitted if adequate justification is presented and approval is given by the city engineer.
- c. Driveways with design standards which insure reasonable driveway design and construction for the protection of the user will be permitted on all local streets.

(2) *Location of access points.* The location of access points or driveways on streets of the various roadway classes will conform to the distance requirements measured from curb line to curb line (or edge of pavement where no curb exists) for corner clearance, driveway spacing and property clearance. Where these distance requirements described in the following paragraphs cannot be satisfied, consolidation of access for adjacent properties will be considered prior to issuance of any administrative variations based upon engineering judgment.

a. *Distance to intersections (corner clearance):* All driveways will conform to the following minimum distance requirements by roadway class for corner clearance as follows:

<i>Roadway Class</i>	<i>Minimum Corner Clearance (Feet)</i>
Arterial street	230
Collector street	115
Local street	50

b. *Distance between driveways (driveway spacing):* Two way driveways on the same side of the street will conform to the minimum distance requirements for driveway spacing by roadway class as follows:

<i>Arterial</i>	<i>Minimum Driveway Spacing (Feet)</i>		<i>Local</i>
	<i>Collector</i>		
150	100		50

Two (2) one-way driveways on the same side of the street can have a spacing one-half the distances shown above, provided that any spacing which results in a distance of less than forty (40) feet is increased to forty (40) feet.

c. *Distance to property lines (property clearance):* Distance to property lines from driveways will be one-half (1/2) the distances of two-way driveway spacing by roadway class included under b. above.

(3) *Driveway widths.* The following driveway widths will be utilized on all roadway classes:

<i>Driveway</i>	<i>Minimum</i>	<i>Maximum</i>
Residential	12	26
Other		
One-way	14	16
Two-way	24	36

Wider driveways may be required for mobile home parks and recreational vehicle parks and may otherwise be permitted (twelve (12) feet for each additional lane), if adequate justification is presented and approval is given by the city engineer.

(4) *Angle of intersection with streets.* The angle of intersection of a driveway with a street must be ninety (90) degrees for two-way driveways.

(5) *Construction and maintenance.* Driveways shall be constructed in accordance with Chapter 17 of this Code of Ordinances and will be maintained in good condition at all times by the owner or owners of the property being served by the driveway.

Sec. 17-8. Construction of driveways, sidewalks, curbs, etc.

(a) *Application for permit.* An application for a permit to install driveway(s), sidewalk(s), curb(s), curb and gutters and alteration of drainage ditches must be obtained from the department of engineering, filled completely and signed by the applicant (owner) and agent (engineer and/or contractor) and submitted to the city engineer with a sketch providing information as to the location of driveway in relation to the property lines, front and crossing street pavements. Application for a permit must be submitted thirty (30) days before the work starts. The permit shall be obtained before work starts.

(b) *Construction.* All sidewalks, driveways, driveway approaches, curbs, curb and gutters, culvert installation and alteration of drainage ditches shall be done in accordance with the city's construction standard specifications and details and elevations of existing culvert and drainage ditches that are kept current on the department of engineering files, reference to which is hereby made for further particulars. No sidewalks, curbs, curb and gutters, or driveways shall be installed other than of concrete. The minimum requirements for a driveway culvert is fifteen (15) inches RCP or the equivalent elliptical RCP. All culverts shall have concrete mitered ends. All new culverts and restoration of drainage ditches shall be installed to an elevation furnished by the city. At least forty-eight (48) hours' advance notice shall be given to the city engineer or designee by the applicant so that the city may schedule the provision of the elevation information required. All drainage ditches disturbed by the new driveway culvert and/or pavement installation shall be restored with at least same type of driveway culvert and/or pavement installation, or sod, as required by the city. All debris and surplus materials shall be removed promptly upon completion of the work.

(c) *Minimum corner street clearance.* All driveways shall conform to the minimum distance requirements set forth in section 22-61(b)(2)a. When minimum corner street clearance of existing unpaved driveways to be improved will not comply with section 22-61(b)(2)a., the application shall be reviewed and approved on a case by case basis at the discretion of the city engineer.

(d) *Inspection.* All culverts, sidewalks, curbs, curb and gutters and prepared subgrades, forms and reinforcement, as required, shall be inspected and approved by the city engineer or designee. The applicant is responsible to provide at least a forty-eight (48) hours' advance notice for any required inspection to the city engineer or designee so that the inspections may be scheduled.

(e) *Safety, indemnity.* The applicant shall provide adequate barricades and lights and shall maintain the premises in a safe manner, as required by the city, to protect the safety of the public using the adjacent streets and sidewalks. All necessary safety requirements shall be provided by the applicant at the applicant's sole expense. The applicant shall agree, in writing, to indemnify and hold the city harmless from any damages or losses incurred, due to any work performed by or omissions of the applicant.

(f) *Maintenance.* The property owner shall be responsible for the maintenance of the portion of the driveway or driveways located and/or constructed within the city's right-of-way. Should the portion of the driveway on the city right-of-way become a nuisance, drainage blockage or safety hazard. After receiving the director's notification, the abutting property owner shall correct the deficiencies within thirty (30) calendar days from the date of notice. Should the owner neglect to correct deficiencies in the time specified, the department of public works shall perform whatever maintenance or construction is necessary to bring the driveway to city standards. In such case, the abutting property owner shall compensate the city at the labor, equipment and material rates set by the department of public works for the work performed by the city.

(g) *Inspection fee.* Before any permit shall be issued, as hereinbefore set out, a minimum inspection fee of fifty dollars (\$50.00) shall be paid to the city.

(h) *Rescinding permit.* The city commission shall have the authority to rescind any permit hereafter granted under this chapter for the construction, installation or repair of any sidewalk, driveway, driveway approach, curb, curb and gutter or culvert installation or drainage ditch alteration, when it finds such action to be in the public interest.

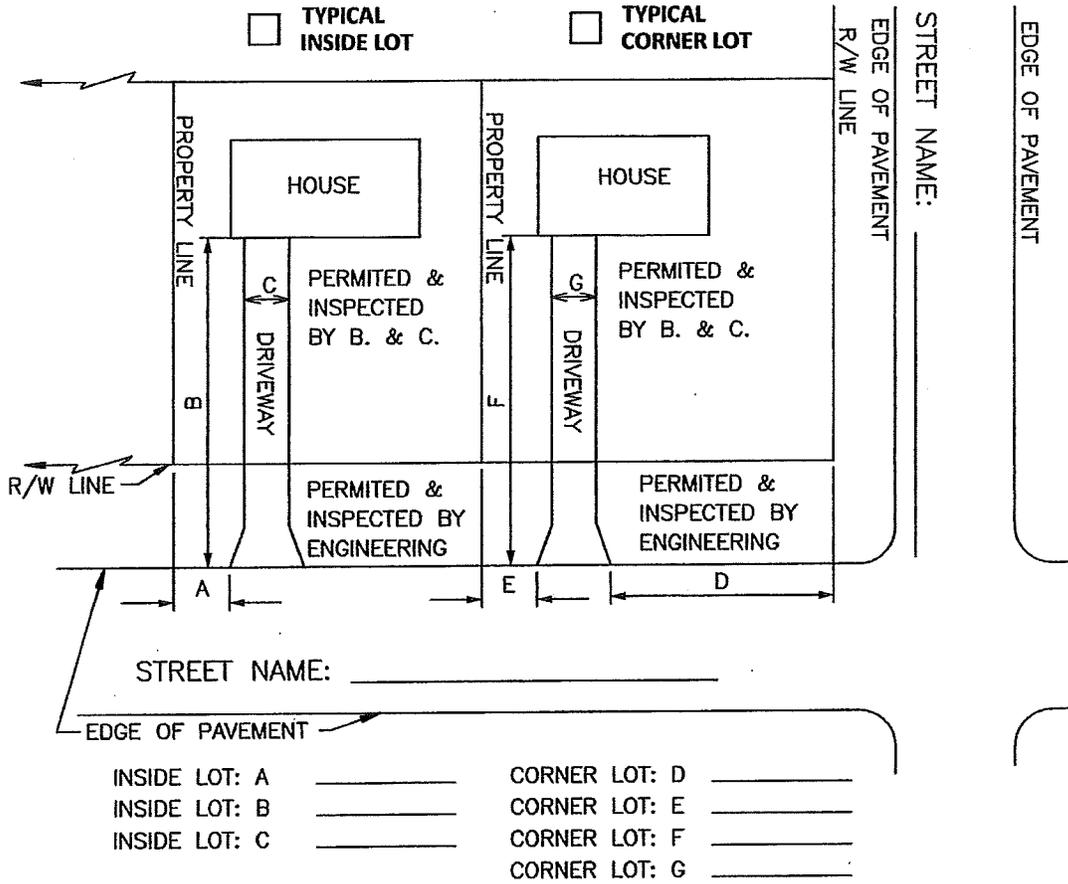
(Ord. No. K-106, § 1, 10-1-01)

Sec. 17-9. Display of permit.

All permits for the construction, installation or repair of sidewalks, driveways, driveway approaches, curbs, curb and gutters, culvert installation or drainage ditch alteration shall be posted conspicuously near the work by the person to whom the permit is granted.

(Ord. No. K-106, § 1, 10-1-01)

DRIVEWAY LOCATION SKETCH



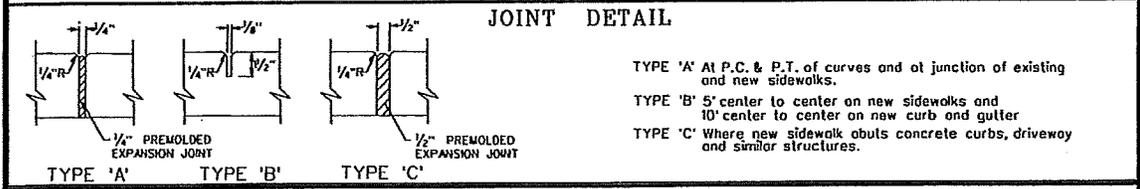
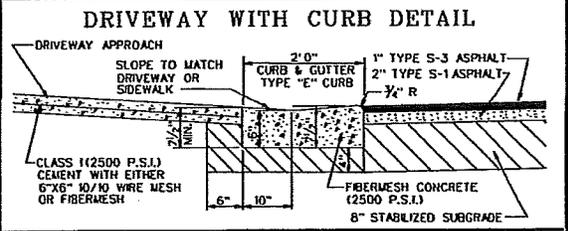
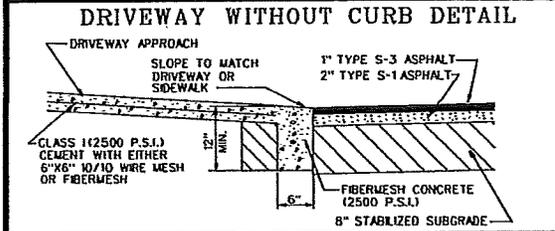
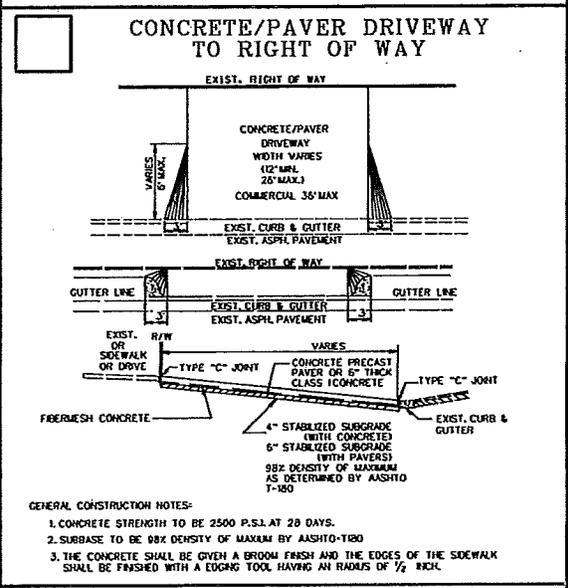
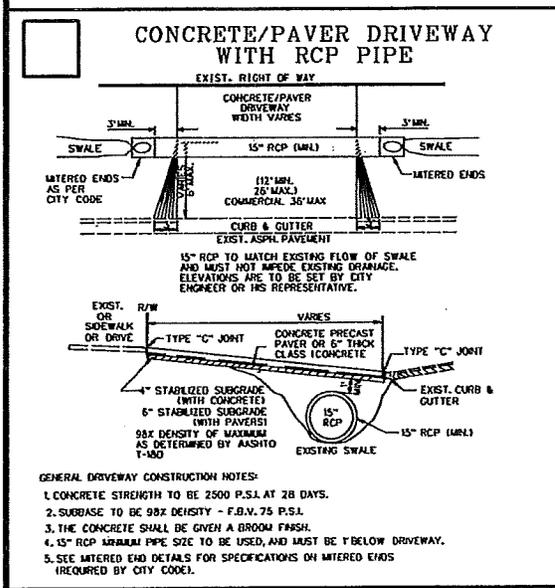
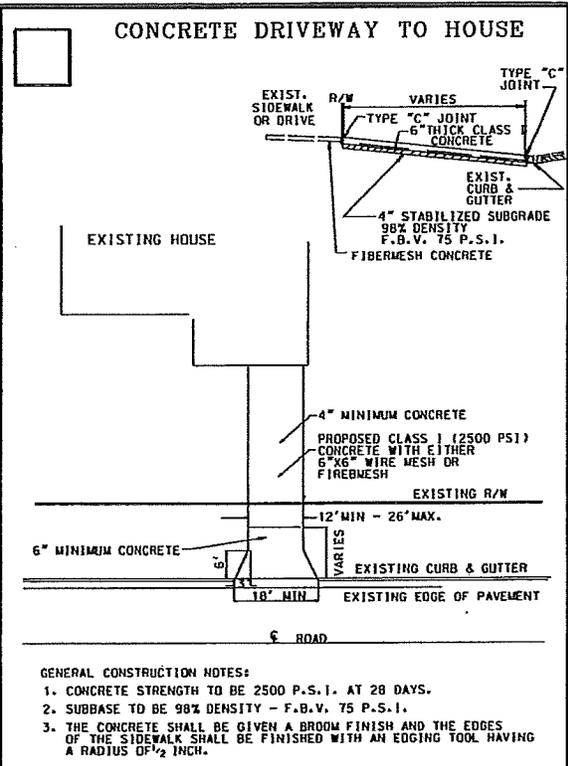
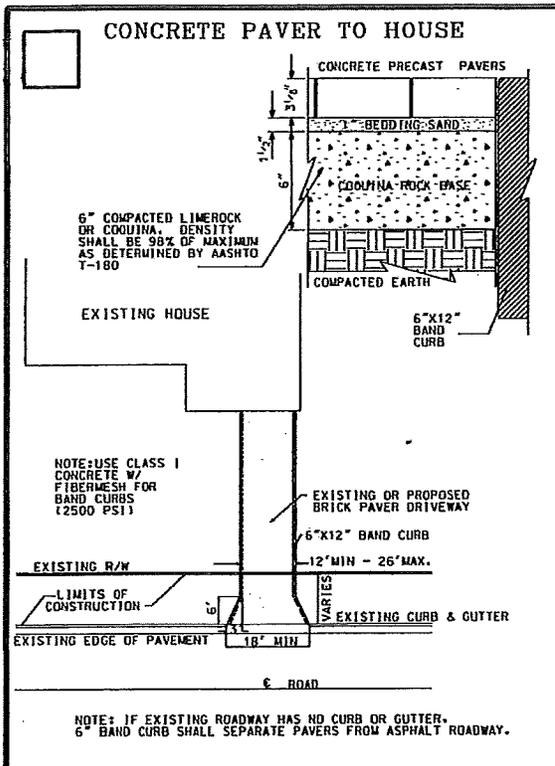
ALL DIMENSIONS ABOVE ARE OBTAINED USING LOT PROPERTY LINES

Name of Applicant: _____ Signed: _____ Date: _____
Print Applicant

FORT PIERCE UTILITIES AUTHORITY USE ONLY

- UTILITY CONFLICTS(S)
- SEWER ELECTRICAL
 - WATER GAS OTHER _____

The proposed driveway or improvement location and lay-out does (does not) meet the Fort Pierce Utilities Authority requirements. However, the proposed improvements and lay-out may be acceptable with the following modifications:



CITY OF FORT PIERCE • DEPARTMENT OF ENGINEERING TECHNICAL SPECIFICATIONS AND DETAILS



SCALE: N.T.S. ISSUED MARCH 2003

DRIVEWAY DETAILS

REVISIONS	
BAR	3/17/03
SHEET No.	
DW5	