

# DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

**APPLICATION NOT NEEDED IF** you have an approved building permit, which includes the driveway or grading activity on the site plan. All driveway and grading activities must meet the requirements of the **Town of Westover Zoning Ordinance, Article IV.**

## PROPERTY INFORMATION

Parcel ID \_\_\_\_\_ - - - - - . Base Zoning \_\_\_\_\_ Overlay Zoning \_\_\_\_\_ No. of Acres \_\_\_\_\_

Current Use of Site \_\_\_\_\_ Proposed Use of Site (if applicable) \_\_\_\_\_

FEMA Designation (if applicable) \_\_\_\_\_ Additional information will be requested by the Zoning Officer if project is within a FEMA designated 100 or 500 year floodplain.

General Location / Address of work to be performed \_\_\_\_\_

## CONTACT INFORMATION

Applicant Name \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Town of Westover Business License # \_\_\_\_\_  
Street Address

\_\_\_\_\_ State General Contractor License # \_\_\_\_\_  
City State ZIP

Property Owner (if other than applicant) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## TYPE OF REQUEST (See also Sections 1-2 on reverse side as applicable)

DRIVEWAY  Complete Section 1. GRADING  Complete Section 2.

**Note:** No driveway or grading application shall be considered complete until this application form, an accurate legal description, all applicable plans and specifications, and all applicable fees have been submitted to Town of Westover Development Services. For questions, call (205) 678-3375.

## ACKNOWLEDGMENT

I, the undersigned Applicant, have reviewed the applicable requirements set forth in the Zoning Ordinances, Building Codes and any applicable Subdivision Regulations of the Town of Westover.

I further understand that payment of these fees does not entitle me to approval of this request and that no refund of these fees will be made.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Office Use Only			
Amount Paid _____	Receipt No. _____	App. Date _____	Received By _____
Planned Road(s) <input type="checkbox"/> Yes <input type="checkbox"/> No		Planned R.O.W. width _____	Additional Conditions _____
Approved by _____		Date of Approval _____	

# DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

Permit # \_\_\_\_\_

## DESCRIPTION OF REQUEST

### Section 1 – DRIVEWAY

Street / road the driveway will provide access to: \_\_\_\_\_

Work description:  A new driveway  Alterations to an existing driveway

Driveway Type:  Residential  Commercial  Industrial  Other (please describe) \_\_\_\_\_

Width of proposed driveway at property line / street right-of-way: \_\_\_\_\_

Existing Curb and Gutter:  Yes  No Existing Sidewalk:  Yes  No

Is there an existing utility pole, fire hydrant, pedestal, cabinet, water meter or drainage ditch within 3 feet

of the proposed driveway area?  Yes  No If Yes, please describe: \_\_\_\_\_

**Please attach Site Plan drawn to scale indicating: scale and north arrow; driveway location, dimensions, and slope; sidewalks, parking area(s), and buildings; property lines, rights-of-way, easements, and utilities; adjacent landscaping and signs; and relationship/distance to nearest driveways.**

### Section 2 – GRADING

**Note: Any required State and/or Federal permits must be obtained prior to obtaining a grading permit. Approval in writing for erosion and sedimentation control measures from the Shelby County Soil & Water Conservation District shall be submitted with this application.**

Purpose of work to be performed \_\_\_\_\_

Area to be affected (in square feet/acres) \_\_\_\_\_ Work will include tree removal or other clearing:  Yes  No

Total amount to be excavated (in cubic yards) \_\_\_\_\_ Total fill amount to be imported (in cubic yards) \_\_\_\_\_

Excavated materials to be exported:  Yes  No Export Destination \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**Please attach Site Plan and written description of grading work to be performed. Site Plan should include: scale and north arrow; site dimensions including property lines, construction access and/or driveways; rights-of-way, easements, and utilities; existing and proposed topographic contours (including areas of 25% or greater slope); existing and proposed surface water features and drainage; existing and proposed structures (including retaining walls); and location of potential hazards (septic tanks, underground utilities, etc.).**

Make check payable to "City of Westover".