102 W Florence Street
Crescent, Iowa 51526
Office Hours: 8:30a to 4:30p

712.545.3981
crescentiowa.org
clerk@crescentiowa.org

DRIVEWAY APPROACH | LANE | CURB CUT PERMIT APPLICATION

Date Submitted: _____

❒ Driveway Approach ❒ Lane ❒ Curb Cut

Property Owners Name: _____

Address of Project: _____

Mailing Address (if different): _____

Phone(s): _____

Email: _____

Survey Company: _____

Contractor: _____

Contractor Address: _____

Contractor Phone: _____ ❒ Certificate of Liability submitted

Reason for request and detailed description of project. Please include construction stake locations, if applicable.:_____

_____

_____

Non-Refundable Application Fee Due at Submission: $30.00

See Backside for Requirements and Instructions.

Permit review may be rushed for a fee of $200 for special Planning meeting and $400 for special Council meeting.

Office Use Only

Amount Paid: _____ ❒ Cash ❒ Check #_____ ❒ **Assessors Copy Filed**

Votes: _____

By Planning: ❒ Approved ❒ Denied City Official: _____ Date: _____

By Council: ❒ Approved ❒ Denied City Official: _____ Date: _____

Followup Inspection Completed by: _____ _____ Date: _____

Driveway Approach | Lane | Curb Cut Permit Application Requirements and Instructions

A driveway/lane/curb cut permit is required for any driveway/lane/curb cut work to be done in the portion of your driveway that lies within the city right-of-way.

❒ Driveway must comply with Chapter 166 of the City of Crescent Code of Ordinances and must comply with Statewide Urban Design and Specifications (SUDAS).

Driveway Type	Land Use	Minimum	Maximum
Standard	Residential	10’	34’
Standard	Commercial/Multi-Family	24’	40’
Standard	Industrial	30’	50’

❒ The City of Crescent shall be notified 5 business days prior to start of work.

❒ MUST be inspected by a representative of the City of Crescent 2 days prior to pouring and at completion to comply.

❒ Must include site plan drawn on attached graph paper or printed aerial view from pottco.org. Include aerial view drawing of fences, city streets, lot dimensions and exact location of the proposed driveway/lane/curb cut. Must include detailed measurements. Plan sketch must be attached or application will be denied. This includes any and all curb cutting.

❒ Attach legal description of property from PottCo.org.

❒ IowaOneCall must be notified prior to any excavation. 800-292-8989

❒ Must include plat of all existing utilities, streets and alleyways.

❒ Must include copy of electrical permit obtained from iowaelectrical.gov.

❒ The applicant assumes all risks and liabilities related to excavation work. Certificate of Liability required indicating the applicant carries $1,000,000 bodily injury per person, per accident and $1,000,000 property damage per accident.

I have read, understood, agree and have met all of the requirements as outlined in this application.

Applicant Signature: _____ Date: _____

Please include your **property lines marked with pins** and **setback measurements**.