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### **Sec. 2.22.2. Driveway connection.**

- A. Applicability. A Driveway Connection Permit is required for any development or construction activity accessing County right-of-way. If the applicant is submitting through the Building Permit process, a separate application is not required.
- B. Submittal requirements.
  - (1) A permit application shall be approved by the Office of the County Engineer before construction begins. The application can be obtained at the Office of the County Engineer.
  - (2) A fee in the amount established by resolution of the Board shall accompany the application. The fee schedule is available at the Office of the County Engineer.
  - (3) A driveway location and construction plan shall be submitted with the permit application. Included on the plan shall be the driveway width, radius, location in relation to the property lines, road name, right-of-way line, north arrow and distance of the proposed driveway from other existing driveways and adjacent roads.
  - (4) In the case where roadside swales are the drainage conveyance system, information shall be submitted with the permit application minimally addressing culvert type, size, invert elevation, and direction of slope of culvert or the placement of ditch block.
- C. Review and approval procedures.
  - (1) Once the required submittal items are obtained, a site inspection shall be performed to verify that the location of the driveway and drainage conveyance system accommodations are acceptable.
  - (2) A permit shall be issued once all items are reviewed and approved.
  - (3) When applicable, a driveway culvert inspection shall be scheduled when notified by the applicant.
  - (4) A driveway form-up inspection shall be scheduled when notified by the applicant.
- D. Construction, completion, and close out.
  - (1) A notification of completion shall be submitted to the Office of the County Engineer so that a final inspection can be scheduled. At final completion, the right-of-way shall be restored to its original condition or better and the constructed driveway shall meet all requirements per the approved permit.
  - (2) Driveways must be found satisfactory before a Certificate of Occupancy can be issued.
  - (3) It is the property owner's responsibility to maintain the driveway for safety and proper drainage.

(Ord. No. 13-20, § 2, 7-11-2013)