

DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

CASE # _____

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

City _____ State _____ ZIP _____ State General Contractor License # _____

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 a copy of the applicable requirements as set forth in the Zoning Ordinance and the 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 _____

Please Print Name _____

Office Use Only

Amount Paid _____ Receipt No. _____ App. Date _____ Received By _____

Planned Road(s) Yes No Planned R.O.W. width _____ Additional Conditions _____

Approved by _____ Date of Approval _____

DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

CASE # _____

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.).

FEE SCHEDULE

Driveway Application / Permit	\$50.00
Grading Application / Permit	\$50.00 per acre/disturbed
Minimum Permit Fee	\$50.00

Make check payable to "Town of Westover".