

Date: _____

Number _____

APPLICATION TO CONSTRUCT A DRIVEWAY ENTRANCE AND APPROACH

TO THE CITY OF FORT WAYNE, BOARD OF PUBLIC WORKS
Division of Engineering – Right of Way Permit Department
Fort Wayne, Indiana

Special Provisions Apply. Yes [] No []

I hereby make application for a permit to construct a driveway entrance and approach at the following described location:

On which side of street? North [] South [] East [] West []

Is it necessary to make any cut in the right of way outside the driveway limits? Yes [] No []

If yes, give exact LENGTH _____ WIDTH _____ DISTANCE FROM STREET SURFACE EDGE _____

Is entrance 5 feet from adjacent property line? Yes [] No []

Width of street surface. _____ feet. Width of right of way. _____ feet.

Type of street surface: Asphalt [] Concrete [] Other _____

Is there a street intersection within 50 feet? Yes [] No []

Is there a railroad crossing within 500 feet? Yes [] No []

Is drain tile required? Yes [] No [] If yes, indicate size (diameter _____, Length _____)

Type: Reinforced Concrete – Class IV [] Corrugated Metal – Gauge 12 []

Proposed type material to be used in constructing driveway: 4000 psi concrete [], asphalt []

Proposed type of material to be used in constructing acceleration and deceleration lanes if required: asphalt [], 4000 psi concrete []

Grade of approach _____ %

Is angle of approach greater than 45 degrees? Yes [] No []

If this application to construct a driveway entrance and approach is granted, the applicant agrees to the applicable provisions of the General Ordinance No. G-06-74 which states in part:

C) CLASSES. All entrances and approaches shall be divided into five classes as follows:

- Class I Single Family Residence Access – raised curb used.
- Class II Single Family Residence Access – shoulder only, no raised curb.
- Class III Commercial Access – raised curb used.
- Class IV Commercial Access – shoulder only, no raised curbs.
- Class V Field Access – either raised curb or shoulder only.

Crossovers shall be classified in accordance with current Access Standards Manual.

D) APPLICATION – FORMS REQUIRED AND FEE

1) Application – Form Required: Application to the Right-of-Way Permit Department, Room 720, City-County Building, for permits to construct any entrance, driveway or approach connecting with any City street, alley, or to cut any curb along said street or to construct a crossover on said street shall be made on the form as prescribed by the Board of Public Works.

2) Application Fee: There shall be an application fee submitted with each application in the following amounts:

- 1) Residential (Class I, II, or V Access) \$30.00 Each Entrance
 - 2) Commercial (Class III, IV or V Access) \$200.00 Each Entrance
 - 3) Commercial (Class III, IV or V Access) \$400.00 Each Entrance
- (With Taper or Passing Lanes)

Such application fees represent a processing charge and are non-refundable.

E) NEW APPLICATION – WHEN REQUIRED: A new application shall be required for the construction, remodeling, alteration, or relocating of an entrance approach, driveway or cross-over. Any change in the character and entrance of the land use of the real estate, no matter how slight, shall be reviewed to determine if any alteration, relocation, or remodeling of the existing entrance, approach(s), driveway(s), or cross-over(s) or new construction is required. In the event it is determined that relocation, alteration, or modification of the existing entrance approach(s), driveway(s) or cross-over(s), or new construction is required; a new application shall be governed by the same rules and judged by the same standards as an application for a permit for a wholly new entrance approach, driveway and/or cross-over.

H) APPLICATION – DRAWINGS AND INFORMATION REQUIRED: All application for permits under these regulations shall be accompanied by clear drawings. One (1) drawing to accompany each application form. Information to be shown on drawings shall include the following as applicable:

- 1) Driveway and approaches.
- 2) A legal description of the property to be served by the permit together with a legal description of adjoining land owned or controlled by the applicant.
- 3) Right-of-Way lines and property lines.
- 4) Site plan showing parking, interior drives, buildings, existing and proposed TOPOGRAPHICAL OR DRAINAGE ARROWS.
- 5) Distance to intersecting roads, streets, railways, or cross-overs within five hundred (500) feet.
- 6) Width of right-of-way.
- 7) Width and type of road surface.
- 8) Necessary and existing pipe, tile, or other drains stating size and kind.
- 9) Distance from right-of-way line to gasoline pumps.
- 10) Type of surface and construction (base, surface, etc.) of driveways.
- 11) Type of surface and construction (base, surface, etc.) of approaches.
- 12) Proposed turning radii.
- 13) Proposed treatment of right-of-way adjacent to and between approaches.
- 14) Rate of slope or grade of approaches and driveways.
- 15) Show distance to and design of next drives on both sides of street (both directions) if within five hundred (500) feet.
- 16) All adjacent parcels owned or controlled by the applicant and whether the same are intended for use with access requested or not.
- 17) All parcels intended for use with requested access.
- 18) Resolution (59-80-11) effective December 7, 1972 – All driveway approaches shall have a two inch conduit placed one foot from the inside sidewalk edge, length of which shall be the width of the driveway plus two feet on each side.

I) APPLICATION – STANDARDS: All construction and materials used within the street right-of-way must conform to the City of Fort Wayne “Standard Specifications” which shall be kept on file in the Right-Of-Way Permit Engineer’s Office.

J) APPLICATION – DESIGNS: All applications shall be filed in accordance with the Driveway Access Standards Manual Requirements of the City of Fort Wayne. The permittee agrees to make the improvements in accordance with such standards, specifications, and design requirements of the City of Fort Wayne.

L) COMPLIANCE – OTHER LAWS: Approval of a permit application shall be subject to the permittee obtaining all necessary approvals involving land use from the Zoning Board and/or Plan Commission having jurisdiction and local authorities and complying with all applicable laws. The issuance of any permit shall in no way imply Board of Works approval of, or be intended to influence any action pending before any local board or commission.

M) BOND REQUIRED: The City of Fort Wayne shall require a Permit Bond and liability insurance to be filed along with each application to do any type of construction work within the right-of-way.

- 1) Contractors – a) Permit Bond - Minimum \$5,000. b) Liability Insurance – Minimum 50,000.
- 2) Private Property Owners: a) Permit Bond – Minimum \$1,000 (Single Address) b) Liability Insurance – Minimum, a rider to the Homeowner’s Policy naming the City of Fort Wayne as additional insured.

Such bonds are required to insure compliance with all terms of the permit and shall in the case of noncompliance, provide in addition to any damages suffered thereby, all witness and court costs in collecting the same, together with any attorney’s fees reasonably due, and shall be released only when the work described on the permit has been completed to the satisfaction of the Right-Of-Way Permit Engineer or his representative.

This bond is required for a period of one year, and shall be considered as continuous bond. This bond and liability insurance must be on file in the Right-Of-Way Permit Department before any R/W permits will be issued.

The proper bond forms may be obtained from the Right-Of-Way Permit Department, Room 720, City/County building.

P) LOCATION – VISIBILITY: All entrances and approaches shall be located so as to provide adequate sight distance in both directions along the street for safe access to the street without interfering with traffic.

Q) LOCATION – TRAFFIC DEVICES: No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location of necessary street signs or other traffic control devices.

R) LOCATION – PROPERTY LINE: No approach radii shall be so constructed that any part of the same extends in front of property belonging to persons other than the permittee unless both property owners sign a joint application for a permit.

S) DRAINAGE REQUIREMENTS: All improvements authorized by the permit shall not interfere with drainage of the street or right-of-way, nor cause additional area to drain onto the right-of-way, nor shall they be constructed so as to cause drainage on to the roadway.

All drainage pipes or tile used in the construction of driveways and approaches, shall be a MINIMUM OF TWELVE (12) INCHES IN DIAMETER and as much larger as the Department shall deem necessary for proper drainage, and all new driveways and approaches shall be furnished by the permittee, all pipe or tile and other drainage structures used shall meet the approval of the Department as to type quality, size and length.

T) PERMIT – FOR CONSTRUCTION: Upon receipt of such permit, the permittee is authorized to proceed with the work covered by it, subject to the conditions imposed by the Board of Public Works and these rules. If the application is approved with conditions, or special provisions, all of the signatories to the original application should indicate their consent to the conditions, or special provisions in writing.

U) FINAL PERMIT – INSPECTION: A final approval of the permit shall be issued upon completion of construction: provided, however, that no approval will be issued until the work covered by the permit to construct is inspected and found to be in accordance with the plans and specifications filed in the application as amended by the Engineering Departments, together with any special conditions noted therein, and approved by the Board of Public Works.

Y) PERMIT – VALIDITY – COMPLETION OF CONSTRUCTION: All improvements authorized by a permit must be completed within one (1) year after the permit is issued; otherwise, the permit will be cancelled unless an extension is requested, in writing, by the applicant, and said request is approved by the Board of Public Works. However, all construction authorized by the permit on the right-of-way must be completed within thirty (30) days after starting said construction, unless otherwise expressly approved as a special condition.

Z) PERMIT – LIABILITY DURING CONSTRUCTION: The permittee shall assume all responsibility (during the time from the beginning of the work covered by any permit until final approval of the work), and shall furthermore be obligated to save harmless the City of Fort Wayne for any and all injury, loss or damage occasioned to or by persons or property resulting directly or indirectly from such work; the Board of Public Works shall require the permittee to provide liability and indemnity insurance as described by subsection “M”.

CC) PERMIT – EXISTING ACCESS – SUBJECT TO NEW RULES: Any person who by law, has an existing legal right of access to a City of Fort Wayne street, shall if he desires to improve, relocate, alter or model the same, or if he has applied for and been issued final approval of a permit under said Ordinance if he desires to make any change in the character of the use of such rights of access, then existing or granted thereafter with respect to such real estate shall be subject to these rules as the same may from time to time be amended by the Board of Public Works.

APPROVED

Board of Public Works.

Special Ordinance No. S-193-69 – “Every driveway entrance and approach leading from any street to the lot line of any lot shall hereafter be constructed only in accordance **with the current Fort Wayne, New Haven, Allen County Area Transportation Study Access Standards Manual and with the following requirements.**”

SPECIAL REQUIREMENTS:

Parking Lots – All parking lots, new or improved must comply with the Z-10-74 parking lot ordinance.

Is sketch attached in accordance with Section 3 (p)?

Final approval will not be given until work as outlined above is completed to the satisfaction of the Fort Wayne Permit Department. Applicant will notify Permit Engineer when said work is completed and ready for inspection.

Approved: Planning Director	Date
Traffic Engineer	Date
Street Engineer	Date
Permit Engineer	Date

Print _____
Name of Applicant or Name of Company

Signature of Applicant or Company Representative

Address _____
(Give Complete Post Office Address for Mailing Purposes)