

DRIVEWAY PERMIT APPLICATION PROCESSING INSTRUCTIONS

Preparation of Application Package

1. Type or neatly print all information in blanks on attached DRIVEWAY PERMIT APPLICATION form.
2. Prepare a site plan that is neat, legible, fully dimensioned and inclusive of all site conditions and nearby obstructions (Utility Poles, Fire Hydrants, Mailboxes, Fences, Gates, Speed Lumps, etc). See Site Plan Requirements page in this package.
3. Prepare a Traffic Control Plan showing the traffic control measures that will be put in place during construction. A sample/template is included which may be used if applicable, and if filled out for the specific site.
4. Provide proof of liability insurance as directed by attached "REQUIREMENTS FOR CERTIFICATES OF INSURANCE" or for more information contact the City of Sacramento, Risk Management Office at (916) 808-5556. Insurance requirements and a sample of insurance are available at the end of this document.

Submittal Requirements

- Completed "Driveway Permit Application" form
- Site Plan - 8 1/2" x 11" Minimum Page Size. Full size plan sheets printed on letter sizes pages are not considered legible and must be printed on 11" x 17" pages at a minimum.
- Traffic Control Plan – 11" x 17" page size (minimum).
- Proof of insurance (ACCORD & ADDITIONAL INSURED ENDORSEMENT)
- Application Fee:

<u>Fee</u>	<u>Width of Driveway</u>
\$250	23' and Below
\$325	24' to 35'
\$400	36' to 45'
\$175	Unimproved / Asphalt Concrete

Note: If submitting via email, the fee will be invoiced once the application package has been intaken.

Submittal Instructions

Electronic Submittal: Email the submittal documents to DE@cityofsacramento.org

Physical application packages can be submitted at our Development Engineering Public Counter located at the following address. During COVID-19 the counter may have limited hours or be by appointment only. Please see: [Public Counter Hours and Contact Info](#) for more information.

Development Engineering
300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

Please do not mail in applications. If incomplete, they will be mailed back.

Work may begin only AFTER the City has issued the building or driveway/encroachment permit.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED.

eCAPS #

DRIVEWAY PERMIT APPLICATION

Permit # DRV

O W N E R	NAME / POINT OF CONTACT	PHONE	EMAIL		
	BUSINESS NAME (IF APPLICABLE)				
	MAILING STREET ADDRESS		CITY	STATE	ZIP

C O N T R A C T O R	BUSINESS NAME			LICENSE NO.	
	MAILING STREET ADDRESS		CITY	STATE	ZIP
	CONTRACTOR POINT OF CONTACT	PHONE	EMAIL		

S I T E	SITE ADDRESS		CONSTRUCTION START DATE (APPROXIMATE)	DURATION (DAYS)	COMPLETION DATE
	DRIVEWAY WIDTH		STREET NAME (STREET THAT DRIVEWAY CONNECTS TO)		
	_____ FEET WIDE	ON	_____		
	_____ FEET WIDE	ON	_____		
	_____ FEET WIDE	ON	_____		

RELATED BUILDING / PW PERMITS: _____

OWNER'S SIGNATURE: _____ **DATE:** _____

By signing this application, Owner agrees to comply with the requirements of Sacramento City Code Chapter 12.12. The Code can be found at: <http://www.qcode.us/codes/sacramento/>.

GRANT OF PERMIT:

It is agreed that the driveway(s) shall be constructed in a expedient manner and in strict conformance with the City's driveway standards, Standard Construction Specifications, special instructions of the driveway inspector, and the plans approved by City Transportation Engineer. It is further agreed that the curb section will be restored to original condition by the property owner if and when a driveway becomes unnecessary due to land use changes or this permit is revoked for any reason.

In the event of failure by the property owner to abide by the terms of this agreement, the City may proceed with corrections or restoration of the curb section and the work done shall be charged against the owner and a lien shall be placed on the property.

This permit and all of its attachments shall be remain available at the job site until final driveway inspection.

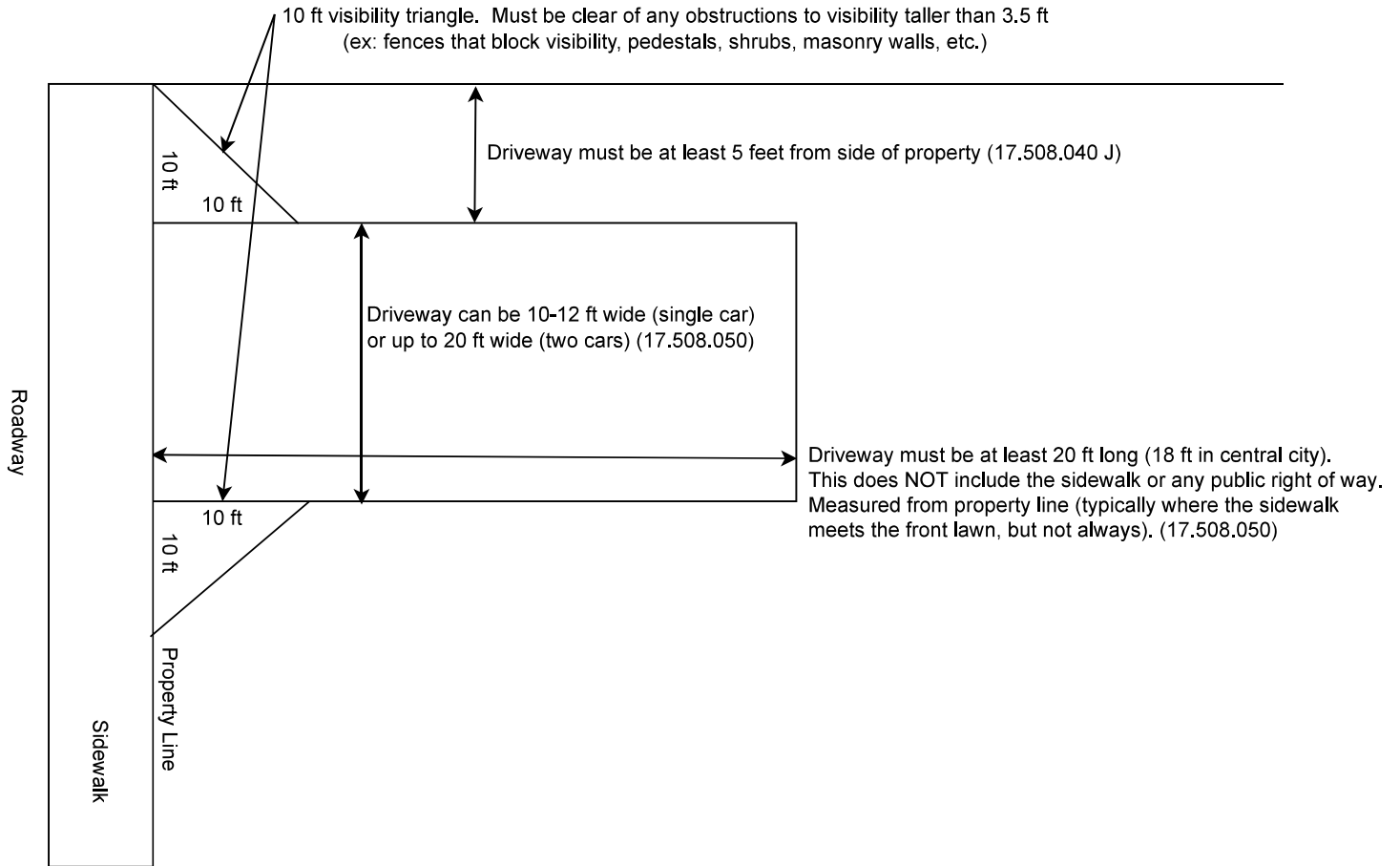
Removal or alteration of any part of this Permit renders the entire Permit null and void. Any errors and/or omissions on the plan or application are the responsibility of the applicant as are any and all costs incurred due to such omissions.

No deviations from or changes in the plans will be permitted without written permission from the City Transportation Engineer.

STAFF USE ONLY

PERMIT DEPOSIT \$	CITY APPROVER	RECEIVED DATE	APPROVED DATE
-----------------------------	----------------------	----------------------	----------------------

RESIDENTIAL DRIVEWAYS - COMMON QUESTIONS



When is a Permit Needed?

- No Permit - Driveway that abuts rolled (mountable) curb or an alleyway. However, the driveway must still meet Code Requirements.
- Driveway Permit - For a new or modified driveway that will need an inlet (does not abut rolled curb)
- Encroachment Permit - Reconstructing an existing driveway inlet but NOT changing its width (Ex: Repairing a cracked driveway)

Other Prohibitions (Less Common)

- Cannot install a driveway to service a vacant lot - 17.508.040 A
- Cannot install a driveway within the radius of an intersection - 17.508.040 B
- Cannot install a driveway within 10 feet of a pedestrian ramp - 17.508.040 E
- Cannot install a driveway at a location where it would create a hazard - 17.508.040 M
- Cannot install a driveway that backs onto a non-local street (typically a street is non-local if it has stripe markings) - 17.508.070 A

City Trees

If there are any city trees near the driveway, the plans must show how big the tree is (Trunk diameter or circumference) and how far away the tree is from the proposed driveway.

Fire Hydrants, Utility Poles, and other obstructions

If there are any fire hydrants, utility poles, or other obstructions near the driveway, they typically need to be at least 5 ft away from the edge of the proposed driveway so that vehicles backing out do not accidentally hit them. Show them on the plans and show how far away they are from the proposed driveway.

Secondary Driveways

Secondary driveways are typically only supported for lots that either:

1. Are of a substantial enough size to warrant a secondary driveway (Example: A 1/2 acre lot).
2. The driveway will service an additional dwelling unit (secondary residence) on the lot.

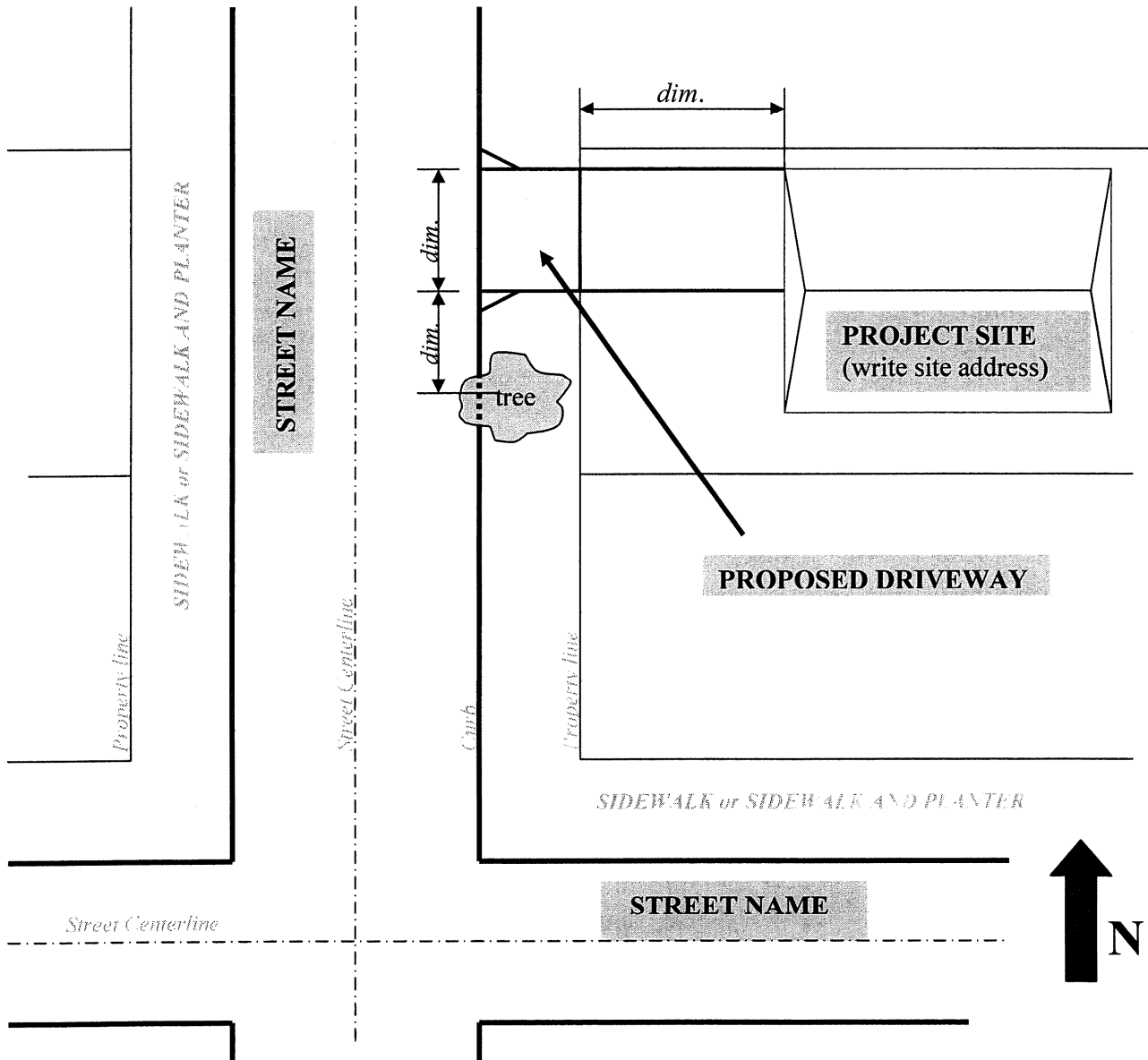
Gated Driveways

Any gates must be set back 20' from the property line. This is to allow vehicles to pull into the driveway fully before the pedestrian exits the vehicle to manually operate the gate. - 17.508.070 D

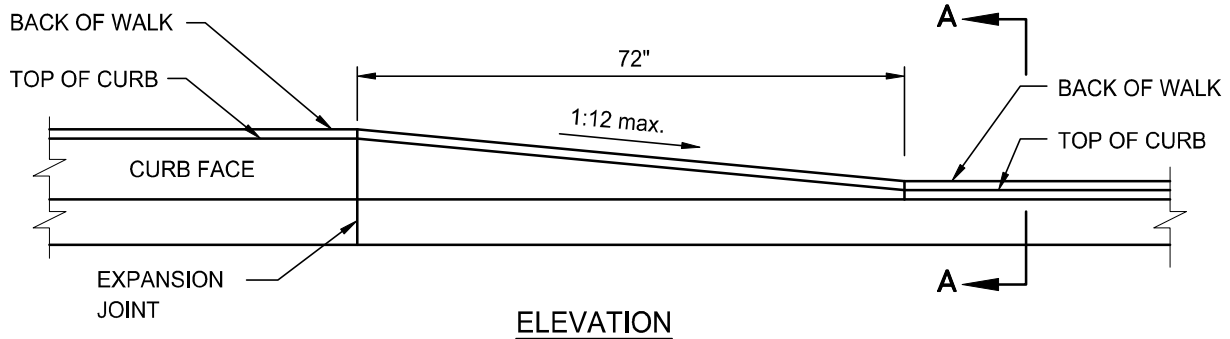
If a gate is desired within the first 20' of the driveway (such as right at its entrance), then a Driveway Variance is required. However, the variance will require that the gate be fully automated and remote controlled.

Site Plan Requirements (Driveway):

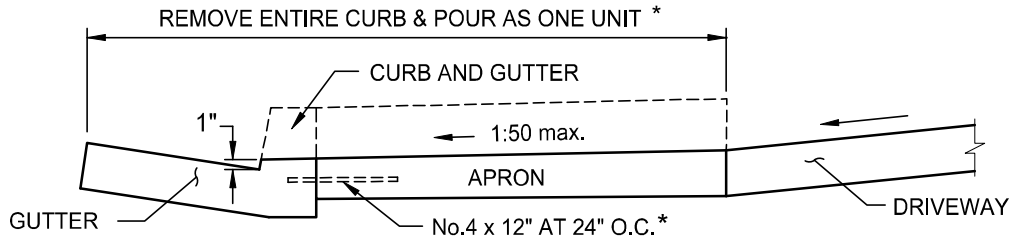
- North Arrow
- Dimension (*dim.*) of work
- Street Name (nearest cross street)
- Show Project Site (indicate address)
- Show features that might be impacted by construction activities, such as operation of equipment, utility installation, material storage, excavation, etc. show distance from the work site:
 - Fire Hydrant
 - Gates/Fences
 - Driveway Location/ramps/curb&gutter/sidewalk/planter
 - Utility Pole
 - Street Light
 - Parking Meters
 - Street Trees (indicate if to be pruned or removed)
 - Other structures that may affect the proposed work



DETAIL T-21 - DRIVEWAY ABUTS VERTICAL CURB (NO LANDSCAPE STRIP)



ELEVATION

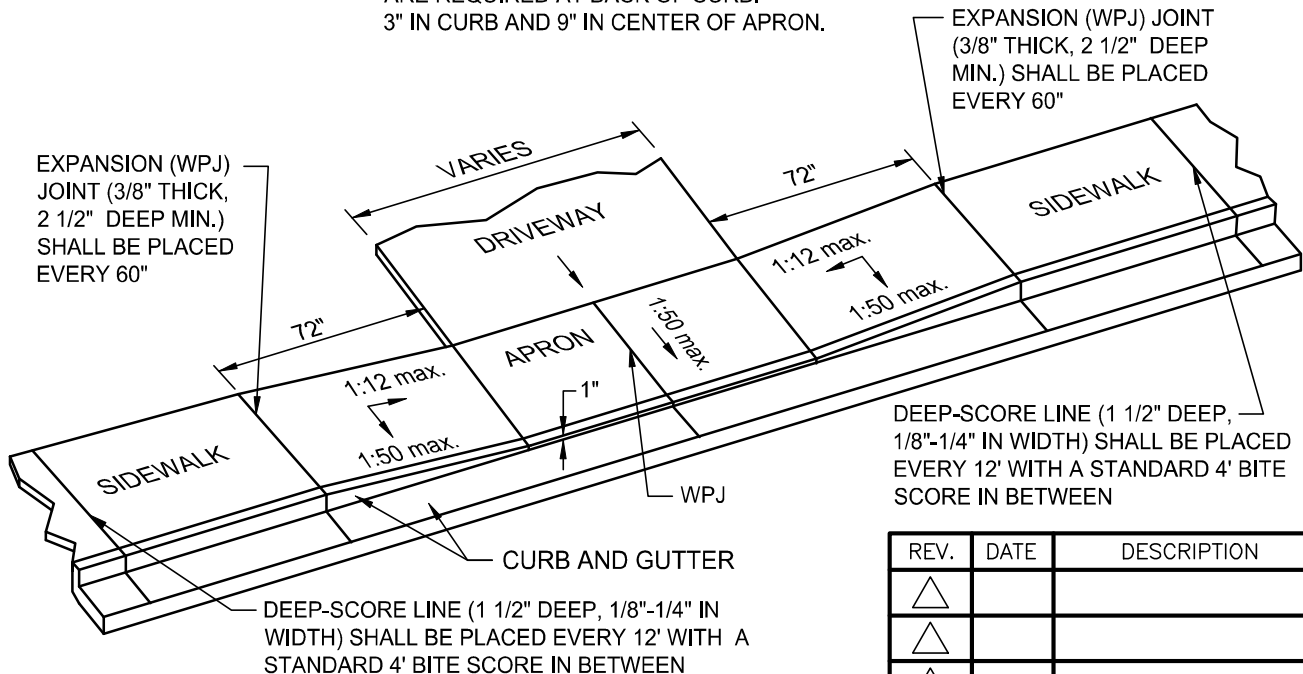


SECTION A-A

NOTES:

- A. DRIVEWAY WIDTH AS PER SEC. 18 CITY CODE.
- B. WEAKENED PLANE JOINTS (WPJ) REQUIRED ON CENTERLINE FOR DRIVEWAYS 10' TO 20' WIDE. DRIVEWAYS 22' TO 35' WIDE SHALL HAVE TWO WPJ EVENLY SPACED AT 1/3 AND 2/3 POINTS.
- C. ALL CONSTRUCTION AND MATERIALS IN CONFORMANCE WITH SECTION 24 OF STANDARD SPECIFICATIONS.
- D. THICKNESS OF APRONS SHALL BE 4" ON RESIDENTIAL DRIVEWAYS AND 6" ON COMMERCIAL DRIVEWAYS. ON COMMERCIAL DRIVEWAYS SIDEWALK SHALL BE REMOVED AND REPLACED WITH 6" OF CONCRETE.
- E. APRON WILL BE DEPRESSED ON CURB AND GUTTER No.13 WHEN RECONSTRUCTING EXISTING COMMERCIAL DRIVEWAYS.

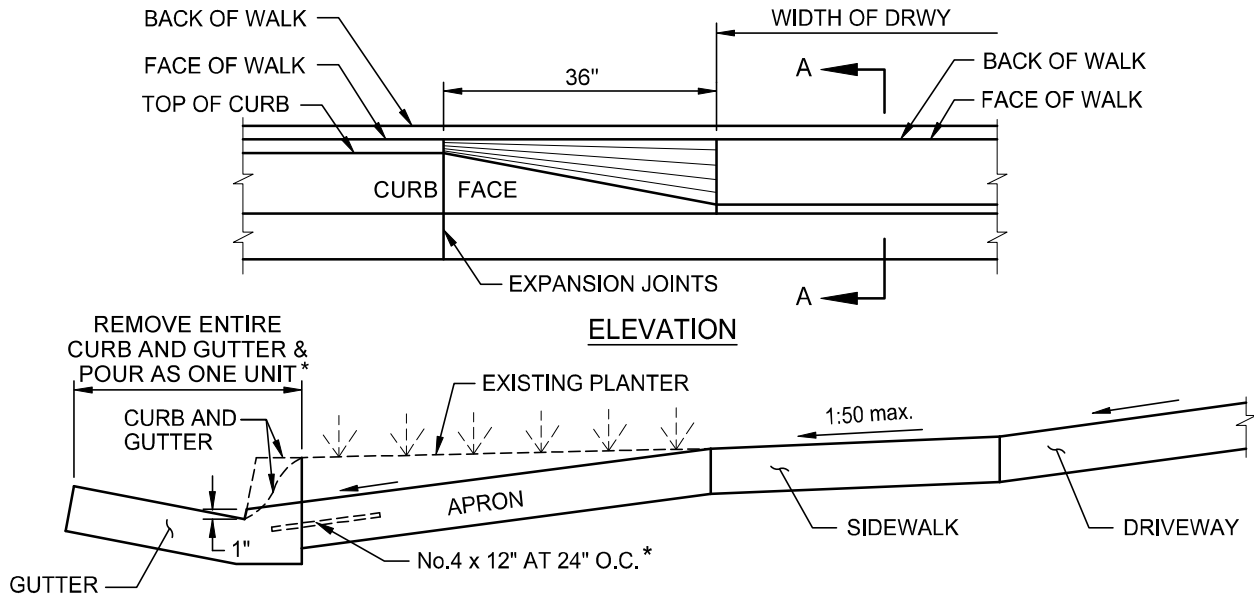
* IF CURB & GUTTER ARE POURED SEPARATE OF APRON THEN DOWELS ARE REQUIRED AT BACK OF CURB. 3" IN CURB AND 9" IN CENTER OF APRON.



DEEP-SCORE LINE (1 1/2" DEEP, 1/8"-1/4" IN WIDTH) SHALL BE PLACED EVERY 12' WITH A STANDARD 4' BITE SCORE IN BETWEEN

REV.	DATE	DESCRIPTION
△		
△		
△		

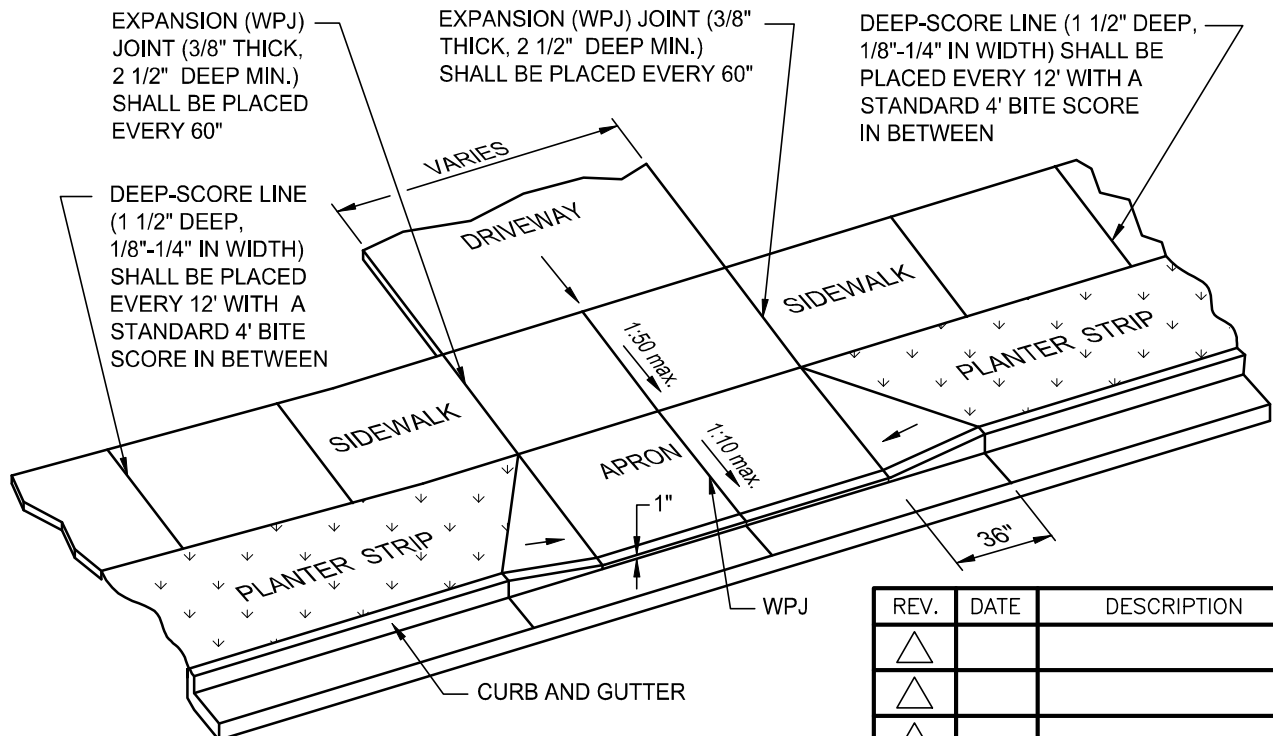
DETAIL T-22 - DRIVEWAY CROSSING LANDSCAPE STRIP



SECTION A-A WITH VERTICAL CURB

NOTES:

- A. DRIVEWAY WIDTH AS PER SEC. 18 CITY CODE.
- B. WEAKENED PLANE JOINTS (WPJ) REQUIRED ON CENTERLINE FOR DRIVEWAYS 10' TO 20' WIDE. DRIVEWAYS 22' TO 35' WIDE SHALL HAVE TWO WPJ EVENLY SPACED AT 1/3 AND 2/3 POINTS.
- C. ALL CONSTRUCTION AND MATERIALS IN CONFORMANCE WITH SECTION 24 OF STANDARD SPECIFICATIONS.
- D. THICKNESS OF APRONS SHALL BE 4" ON RESIDENTIAL DRIVEWAYS AND 6" ON COMMERCIAL DRIVEWAYS. ON COMMERCIAL DRIVEWAYS SIDEWALK SHALL BE REMOVED AND REPLACED WITH 6" OF CONCRETE.
- * IF CURB AND GUTTER ARE Poured SEPARATE OF APRON THEN DOWELS ARE REQUIRED AT BACK OF CURB. 3" IN CURB AND 9" IN CENTER OF APRON.



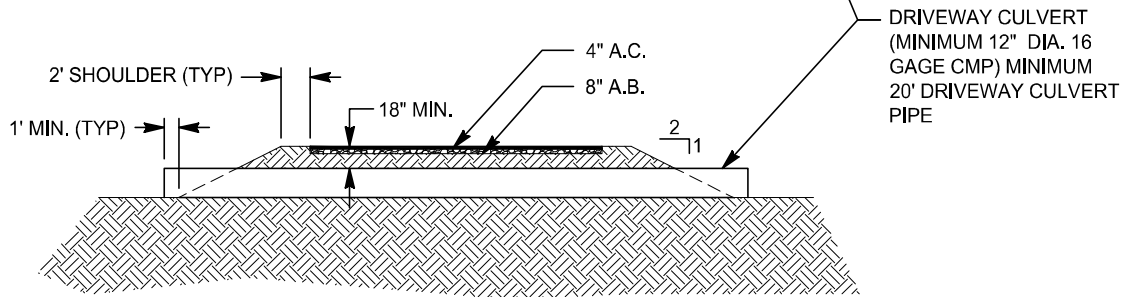
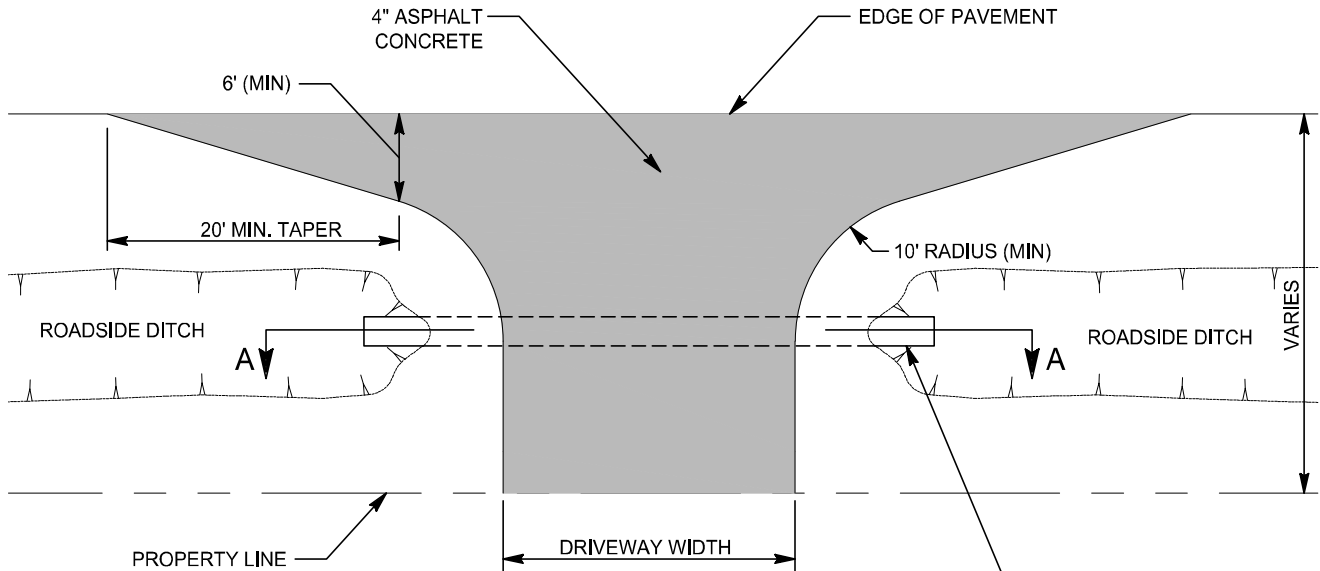
REV.	DATE	DESCRIPTION
△		
△		
△		

CITY OF SACRAMENTO
DEPARTMENT OF PUBLIC WORKS

PLANTER STRIP DRIVEWAY
DETAIL

APPROVED BY: *Nadel Kamal*
DATE: APRIL 2020 DWG. NO. T - 22

DETAIL T-23 - UNIMPROVED DRIVEWAY (NO CURB / GUTTER / SIDEWALK EXISTS)



SECTION A-A

NOTES:

1. MINIMUM DRIVEWAY PAVEMENT SECTION SHALL CONSIST OF 2" ASPHALT CONCRETE OVER 4" AGGREGATE BASE OR 4" ASPHALT CONCRETE OVER NATIVE.
2. FURNISH AND PLACE CULVERT AS REQUIRED BY CITY OF SACRAMENTO, DEPARTMENT OF PUBLIC WORKS, STREET DIVISION.
3. MINIMUM 18" COVER FROM TOP OF PIPE UNLESS OTHERWISE APPROVED BY CITY ENGINEER.

REV.	DATE	DESCRIPTION
△		
△		
△		

CITY OF SACRAMENTO
DEPARTMENT OF PUBLIC WORKS

DRIVEWAY DETAIL
UNIMPROVED STREET

APPROVED BY: *Nadel Kamel*
DATE: APRIL 2020 DWG. NO. T - 23

Posted Speed	Formula	Buffer Space	Minimum Taper Lengths									Maximum *Cone Spacing		Sign Spacing ⚠	LIDG (Ft) ⚠
			10' Offset			11' Offset			12' Offset			Long.	Taper & LIDG		
			L	½ L	1/3 L	L	½ L	1/3 L	L	½ L	1/3 L				
			Merge	Shift	Shoulder	Merge	Shift	Shoulder	Merge	Shift	Shoulder				
25	$L = \frac{WS^2}{60}$	155'	104'	52'	35'	115'	57'	38'	125'	63'	42'	25'	13'	100' To 200'	94'
30		200'	150'	75'	50'	165'	83'	55'	180'	90'	60'	30'	15'	120' To 250'	113'
35		250'	204'	102'	68'	225'	112'	75'	245'	123'	82'	35'	18'	140' To 280'	131'
40		305'	267'	133'	89'	293'	147'	98'	320'	160'	107'	40'	20'	160' To 320'	150'
45	$L = WS$	360'	450'	225'	150'	495'	248'	165'	540'	270'	180'	45'	23'	360' To 540'	169'
50		425'	500'	250'	167'	550'	275'	183'	600'	300'	200'	50'	25'	400' To 600'	197'
55		495'	550'	275'	183'	605'	303'	202'	660'	330'	220'	50'	28'	440' To 660'	210'
60		570'	600'	300'	200'	660'	330'	220'	720'	360'	240'	50'	30'	480' To 720'	225'
65		645'	650'	325'	217'	715'	358'	238'	780'	390'	260'	50'	33'	520' To 700'	244'
70		730'	700'	350'	233'	770'	385'	257'	840'	420'	280'	50'	35'	560' To 820'	263'



Both are based on:

- 1.) 85th % or if not available, then use
- 2.) Posted Speed Limit (PSL)

L = Taper Length

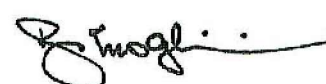
S = Speed

W = Width (Offset from path of travel)


LIDG = Lateral Intrusion Deterrence Gap (Ref: Ontario Traffic Manual -Book 7)

* Cones shown on templates are illustration purposes only. Exact number of cones required shall be based on cone spacing, taper lengths, actual field conditions, etc...

REVISIONS			
REV.	DESCRIPTION	BY	DATE
1	-Delete Low/High Spd / Add LIDG / Revise Sign Spacing	GDK	2/14



REZA MOGHISSI, CHIEF
DEPARTMENT OF TRANSPORTATION

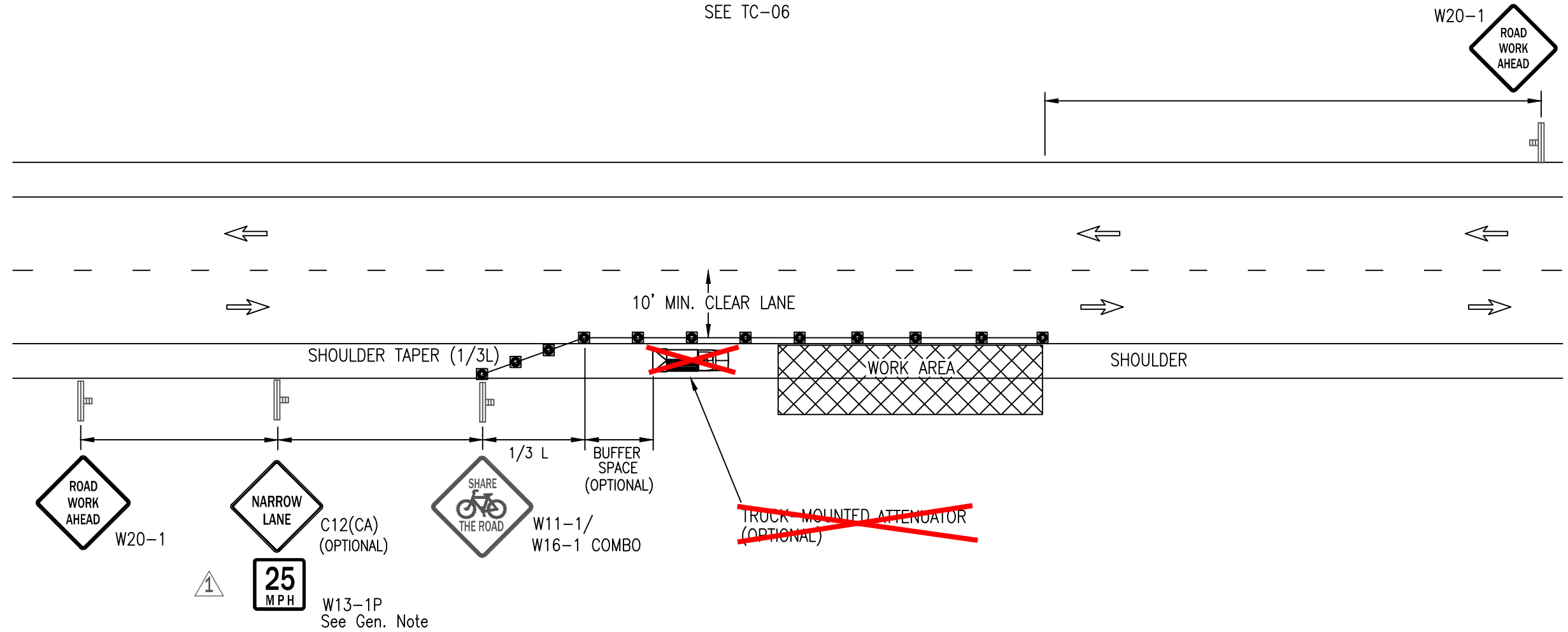


M & O TYPICAL TRAFFIC CONTROL PLANS
DEVICE SPACING TABLE
SIGN SPACING, TAPER LENGTH AND CONE SPACING TABLE

JOB NO. _____	SCALE HOR: N/A VER: N/A
TEMPLATE NAME TC-06	SHEET
DRAWN LB	TC-06
DESIGNED _____	
CHECKED SU/GK	OF 50 SHEETS
SHEET DATE 7/1/2010	

Sample / Template Traffic Control Plan for Driveway Installation (Shoulder Work).
 Include North Arrow, Site Address, Street Name, and fill out the table at the bottom right of this page.

FOR
 SIGN SPACING
 SEE TC-06



LEGEND

- CONE
- ARROW PANEL
- CHANGEABLE MESSAGE SIGN
- BARRICADE
- WORK AREA
- FLAGGER
- TRAFFIC DIRECTION
- SIGN

GENERAL NOTES

- See TC-05 for sign description. All warning signs shall have a black legend and border on an orange background unless otherwise noted on the drawing.
- See TC-06 for sign spacing, spacing of cones, taper and buffer lengths. Sign spacing may be increased and cone spacing may be decreased.
- Signs may not be substituted.
- Signs and Devices must be visible at 1000'.
- See Sheet TC-45 for pedestrian mitigation.
- Share The Road signage required when outermost lane plus paved shoulder is less than 14'.
- The W13-1P(25) shall be used when the lane adjacent to work is less than 11 feet and when the work is not protected by a fixed barrier.

COMPETENT PERSON

NAME _____

PHONE _____

POSTED SPEED LIMIT	*TAPER LENGTH	*SPACING OF CONES	*SIGN SPACING	*BUFFER LENGTH

* REFERENCE TABLES ON TC-06

Ensure this table is filled out.

REVISIONS			
REV.	DESCRIPTION	BY	DATE
1	-Revise Gen Note	GDK	2/14

Reza Moghissi

REZA MOGHISSI, CHIEF
 DEPARTMENT OF TRANSPORTATION

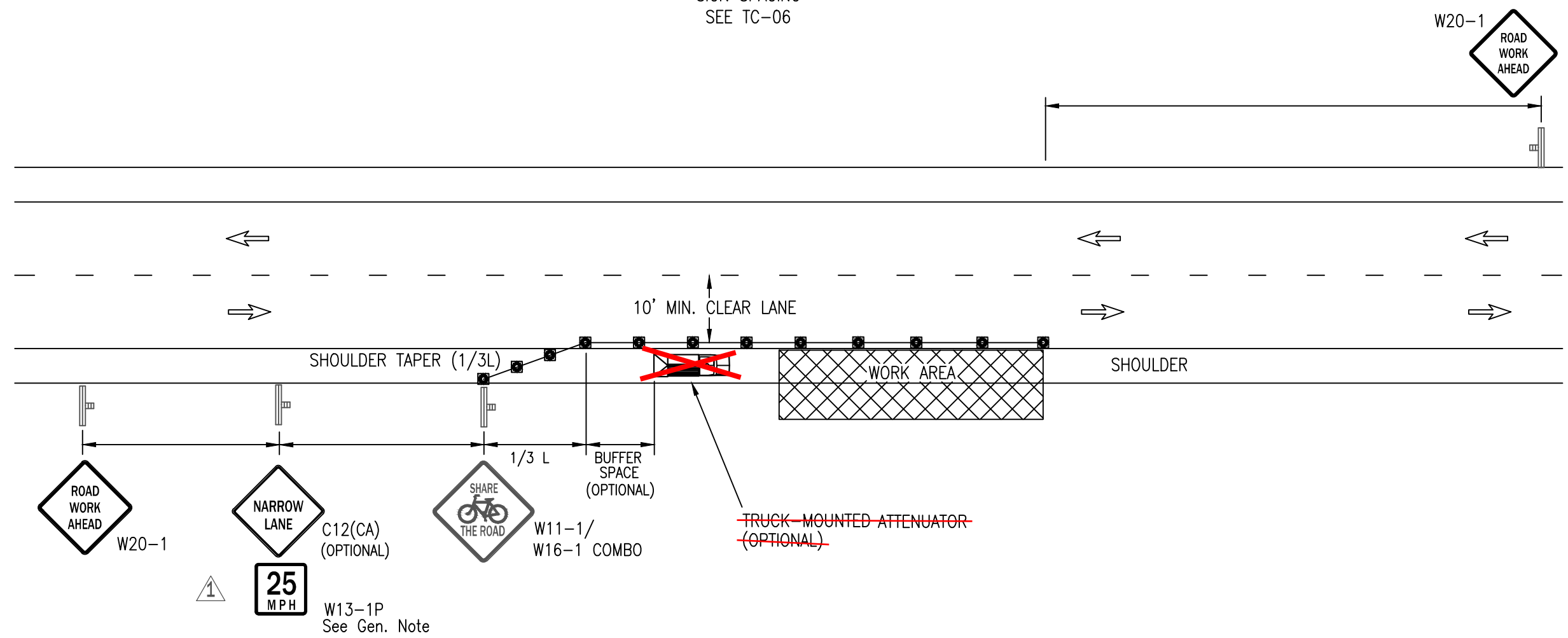
M & O TYPICAL TRAFFIC CONTROL PLANS

SHOULDER WORK
 WITH MINOR ENCROACHMENT

JOB NO. _____	SCALE
TEMPLATE NAME TC-26	HOR: N/A
DRAWN LB	VER: N/A
DESIGNED _____	SHEET
CHECKED SU/gk	TC-26
SHEET DATE	OF 50 SHEETS
7/1/2010	

TRAFFIC CONTROL PLAN FOR 25 MPH STREETS.
 Include North Arrow, Site Address, and Street Name.

FOR
 SIGN SPACING
 SEE TC-06



LEGEND

- CONE
- BARRICADE
- FLAGGER
- SIGN
- ARROW PANEL
- WORK AREA
- TRAFFIC DIRECTION
- CHANGEABLE MESSAGE SIGN

GENERAL NOTES

- See TC-05 for sign description. All warning signs shall have a black legend and border on an orange background unless otherwise noted on the drawing.
- See TC-06 for sign spacing, spacing of cones, taper and buffer lengths. Sign spacing may be increased and cone spacing may be decreased.
- Signs may not be substituted.
- Signs and Devices must be visible at 1000'.
- See Sheet TC-45 for pedestrian mitigation.
- Share The Road signage required when outermost lane plus paved shoulder is less than 14'.
- The W13-1P(25) shall be used when the lane adjacent to work is less than 11 feet and when the work is not protected by a fixed barrier.

COMPETENT PERSON

NAME _____
 PHONE _____

POSTED SPEED LIMIT	*TAPER LENGTH	*SPACING OF CONES	*SIGN SPACING	*BUFFER LENGTH
25	42'	13'	100'	155'

* REFERENCE TABLES ON TC-06

REVISIONS			
REV.	DESCRIPTION	BY	DATE
1	-Revise Gen Note	GDK	2/14

REZA MOGHISSI, CHIEF
 DEPARTMENT OF TRANSPORTATION

M & O TYPICAL TRAFFIC CONTROL PLANS

SHOULDER WORK
 WITH MINOR ENCROACHMENT

JOB NO. _____
 TEMPLATE NAME TC-26
 DRAWN LB
 DESIGNED _____
 CHECKED SU/gk
 SHEET DATE 7/1/2010

SCALE
 HOR: N/A
 VER: N/A
 SHEET
TC-26
 OF 50 SHEETS



ENCROACHMENTS & DRIVEWAY PERMITS
REQUIREMENTS FOR
CERTIFICATES OF INSURANCE

- 1) The City of Sacramento requires all certificates of insurance to be submitted on a standard Accord form or on the insurance company's letterhead. The City does not accept declaration pages. The certificate of insurance must be signed by a legitimate agent.
- 2) The amount of insurance must meet the minimum limits of liability coverage, **General Liability - \$500,000 Combined Single Limit**, set forth in Resolution 81.845.
- 3) The City of Sacramento must be listed as a certificate holder.
- 4) "The City of Sacramento, its officials, agents, employees & volunteers" must be named additional insured with respects to general liability. An additional insured endorsement must accompany the certificate of insurance.
- 5) The insurance company must have an A.M Best Guide rating of A-VII or better.
- 6) The City of Sacramento requires a valid policy number to be provided by an insurance company that meets the requirements listed above. The City does not accept "binder numbers", "pending", "TBD", "to follow", "to be announced".
- 7) The City requires a 30 day written notice of cancellation to be designated on the certificate of insurance.
- 8) The issue date must be provided on the certificate of insurance as well as the policy's effective and expiration dates.
- 9) For businesses, the company name must be listed. (For example, Smith's Construction or John Smith, Doing Business As Smith's Construction)

If you have any questions on the above, please contact the Risk Management Office at (916) 808-5556.

05/22/07 ml

915 "I" Street, 4th Floor • Sacramento, CA 95814-2604 • Phone 916.808.5278 • Fax 916.808-5160

www.cityofsacramento.org

An Equal Opportunity Employer

EXAMPLE: ADDITIONAL INSURED ENDORSEMENT

Policy Number: 00000001X

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Policy number
matches Acord Form

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
ALL PERSONS OR ORGANIZATIONS WITH WHOM YOU HAVE ENTERED INTO A WRITTEN CONTRACT OR AGREEMENT, PRIOR TO AN "OCCURRENCE" OR OFFENSE, TO PROVIDE ADDITIONAL INSURED STATUS	ALL LOCATIONS AS REQUIRED BY A WRITTEN CONTRACT OR AGREEMENT ENTERED INTO PRIOR TO AN "OCCURRENCE" OR OFFENSE

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or