



DRIVEWAY APPLICATION

(PLEASE PRINT CLEARLY)

Permit #:

Project Information

Street Address: _____

Subdivision Name: _____ Section: _____ Lot: _____ Block: _____

Sq. Foot: _____ Dimension: _____ Project Value: _____

Brief Summary of Work: _____

Circle One: _____ New Driveway Additional Driveway Repair/Replacement to Existing Driveway Widen

Property Use: Residential Commercial Other

If Other Explain: _____

Driveway Type (Circle One) Type I Driveway (Single or Two Family Residential)

Type II Driveway (Commercial, Multi Family, Institutional)

Property Owner Information

Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Contractor: _____

Address: _____ City: _____ State: _____ Zip _____

Contact Person: _____ Phone: _____ Fax: _____

**Permits Division, P.O. Box 319, Leander, Texas 78646-0319
Ph. (512) 528-2752, fax (512) 259-0660, <http://www.leandertx.gov>**

Signature: _____ Date: _____

Office Use Only

Approved Rejected By: _____ Date: _____

Resubmitted and Reviewed

Approved Rejected By: _____ Date: _____

Comments:

Total permit fee: _____

Submittal Requirements

1. A completed application
2. Driveways proposed on state roads are required to submit a copy of an approved permit from Texas Department of Transportation.
3. Submit two (2) copies of a scaled drawing showing the following:

Type I Driveway

- Name of street driveway will access
- Location of proposed driveway
- Width of proposed driveway
- Distance from driveway to property lines
- Type of pavement surface to be used
- Curb radius on driveway entrance
- Location of streets/driveways within 100 ft.
- Existing or proposed sidewalks
- Type and size of proposed drainage culvert
- Location of existing inlets
- Location of utilities and/ or utility easements
- Location of trees > 8 caliper inches
- Any special site conditions
- Other information as needed to complete review

Type II Driveway

- Name of street driveway will access
- Location of proposed driveway
- Width of proposed driveway
- Throat length of proposed driveway
- Distance from driveway to property lines
- Type of pavement surface to be used
- Curb radius on driveway entrance
- Proposed slope of driveway
- Width of street to be accessed
- Location of street/driveways within 300 ft.
- Existing parking layout
- Existing or proposed sidewalks
- Type and size of proposed drainage culvert
- Location of existing inlets
- Location of utilities and/or utility easements
- Location of medians/median openings, if any
- Location of trees > 8 caliper inches
- Any special conditions
- Other information as needed to complete review

Driveway design and construction must comply with the City of Austin standard specifications and all other applicable City of Leander ordinances. All traffic control shall be in accordance with the **Texas Manual on Uniform Traffic Control Devices**.

It is the applicant's responsibility to contact all utility companies for the location of underground utilities. The applicant is responsible for any damage to existing utilities.