

SUBJECT	ISSUED BY	EFFECTIVE DATE
<b>RESIDENTIAL DRIVEWAY ENTRANCE POLICY</b>	<b>CITY COUNCIL</b>	<b>SEPTEMBER 3, 2013</b>

**POLICY STATEMENT:**

This policy is designed to establish guidelines and rules for city staff and property owners concerning new and replacement of residential driveway entrances.

**STREETS WITHOUT CURB & GUTTER:**

1. Property owner is responsible for original and/or replacement cost of road tube. Tube must be approved and size required determined by City Administrator or his/her designee.
2. City will supply at no charge equipment, labor, and manpower to cut to grade and install or replace road tube.
3. Property owner is responsible for the cost of all fill material and road surface material from edge of the tube to property line.

City is responsible for fill material and road surface material from the edge of the tube to the road/street surface edge.

4. Hard surfacing of driveways, such as asphalt and concrete, is allowed. However, this type of surfacing is the total responsibility of the property owner and city equipment and labor will not be utilized or permitted. These types of surfaces must be approved by the City prior to installation. The top of the finished surface is to remain at or below street grade for a distance away from the street's gravel edge a minimum of four (4) feet.
5. Property owner is responsible to maintain driveway, as to not allow water to enter onto a street surface. Driveway shall have side drainage sloped to meet existing street gutter line at both sides of road tube.
6. If driveway entrance surface is damaged due to property owner's neglect, poor driveway drainage maintenance, or abuse, the resurfacing of the driveway will be solely at property owner's expense. If driveway surface should be damaged due to excessive street draining and street water run-off the city will replace the surface washed out at the city's expense.

**STREETS WITH CURB & GUTTER:**

1. New Driveway: Driveway location and plans must be approved by the City prior to any work. Property owner is responsible for original cut and installation of

driveway radius curb and driveway surfacing to match existing gutter line.  
Driveway gutter line must be laid with reinforced concrete per City specifications.

Approved By: \_\_\_\_\_  
Ryan W. Kern, Mayor