



Commercial Driveway Application

Section 7.1.7 of the Unified Development Code.



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Project Name: _____

Project Address: _____

Subdivision: _____ LT _____ BLK_ _____

Property Tax ID _____ - _____ - _____

Associated Commercial Project Number: _____ City Project Manager : _____

Description of work in detail :

Area of Work	2nd DW Area of Work
Driveway Width at Property Line:	Driveway Width at Property Line:
Flare or Curb Return Width	Flare or Curb Return Width
Total Square Footage:	
<i>(Include additional driveways on a separate sheet)</i>	

Size of driveway allowable is determined by the property's zoning and adjacent street classification. UDC 7.1
Zoning _____ Street Classification _____

Unified Development Code:
www.cctexas.com/udc

Names	E-Mail	Address, City, Zip	Phone #
CONTRACTOR:			
PROJECT CONTACT:			
OWNER:			
ARCHITECT / ENGINEER / DESIGNER:			
CITY PROJECT MANAGER:			

Please provide Company Name and Contact Person for each field

Site Plan attached: _____

Print Signature Name

Phone Number

Signature of Contractor or Authorized Agent

Date

Signature of Owner (If Owner is Builder)

Date

Office Use:

Permit #: _____

Staff Initials: _____ Intake Date: _____

B. The application for a Driveway Permit shall include the following items of information:

1. The name and address of the applicant;
2. The name and address of the contractor or the person, firm or corporation that owns or manages the site for which the permit is requested;
3. The subdivision name, block and lot number and street address of the site;
4. A site plan shall be drawn to scale showing the location and dimensions of the existing and proposed driveways on the site; the number and layout of approved parking spaces; and location of existing or proposed sidewalks, curbs and pipe culverts;
5. The date and number of an approved Building Permit or evidence of application for such when development of the lot includes construction, alteration, enlargement or repair of a structure or when an existing parking lot is redesigned or reconstructed;
6. A copy of the application for a Permit to Construct Access Driveway Facilities for approval by the State Department of Highway and Public Transportation Texas Department of Transportation if such driveway approach is within the right of a way of a state highway;
7. The distance to the next adjacent existing driveway or street intersection on the same side of the abutting streets within the distances specified in [Subsection 7.1.7.A](#), Driveway Spacing;
8. The distance to any driveway on the opposite side of the street facing and within 125 feet of the property boundaries;
9. On divided roadways, median breaks shall be identified within 125 feet of the property boundaries;
10. The internal circulation system; and
11. The speed limits on adjacent roadways.

C. The Assistant City Manager of Development Services may inspect the site of proposed work or improvement and inform the applicant of any anticipated problems prior to the issuance of the Driveway Permit, which shall be within a 48-hour period from the date of the application.