City of Foley Driveway Entrance Permit Application

	on of Property:							
•	- '							
	ng of Property:							
	•	_	way on Proper	_				
Purpose of Dr	riveway:		Residence		Commercial	ecify Type)		
Building to be	Constructed:		Yes		No(If yes, specify type	, ,,		
Land is:	☐ Higher		Lower		Level with Street	Show fe	et & inches:	
Attachments:			Site Plan (re	quired)	□ Narrative	(Explaining Deta	ils of Project)	
Number of Ex	isting Driveway	ys:		Loc	ation:			
Applicant:								
	Name						Phone	
	Address						Fax	
Property Own	er.							
rioporty our	Name						Phone	
	Address	S					Fax	
Type of Reque	est & Fee Amou	unt:						
			☐ Driveway/	Entrance)	\$50.00		
			☐ Other (Alte	r/Reconstr	uct Existing)	N/C		
				To	tal Fees Paid:			
requirements with included in the per application will be or restoration of the approval of the Ci with the rules and processed in my nof ownership (eith	regard to this reque rmit. It is agreed tha started until the app, he curb, gutter, and ity of Foley or Bento regulations of the Name and I am the pa	st. Sa at all wi lication street on Cou dinnesc arty wh Duplic	id driveway to be concork will be done to the is approved and the to its original or to not authorities having authorities having the City should come the City should cate Certificate of Tit.	nstructed to ne satisfact e permit iss a satisfacto g joint supo uality Cour contact reg	o conform with the reguion of the City of Foley. ued. It is expressly und ory condition. It is furtion ervision over said stree acil, and any other affect arding any matter perta	lations of the City It is further agre lerstood that this p her understood tl t or highway, and ted governmenta ining to this appli	e, and that I am responsible for all City of Foley and to any special provision, ed that no work in connection with this permit is conditioned upon replacement at this permit is issued subject to the I subject to the applicant's compliance I agencies. This application should be cation. I have attached a copy of proof m the authorized person to make this	
	Supporting Documents Attached				Application Fil	Application Filed:		
☐ Appropriate Fees Paid				Date Fees Paid:				
☐ Review by City Staff				Staff initials:				
	Completed Ap	plicat	ion Accepted		Date Applicati	on Accepted:		
Signature of Applic	cant		D	Date	Signature of Fee	Owner	Date	

City of Foley Guidelines for Preparing Driveway Entrance Permit Applications

This application must be completed in full, be typewritten or clearly printed, and must be accompanied by all information, supporting documents and plans as required by applicable City ordinance provisions.

NOTE Requests may be filed **only** by the Property Owner, or by an authorized person whereby the fee owner also signs the application form.

Name of Applicant: The name, address and phone number of the person making the request.
Name of Property Owner: The name, address and phone number of the person who owns the
property. If same as applicant, so indicate.
Legal Description: The legal description of the property as shown on the owner's deed or abstract.
Current Zoning: Note what the property is currently zoned.
Purpose of Driveway: Attach a narrative describing the details of the driveway request, specifically if residential or commercial, including construction of any buildings, and why this entrance is needed.
Elevation: Indicate if the land at the proposed driveway is higher or lower than the center of the roadway and if so the difference in feet and inches.
Existing Driveways: Show any existing driveways to the property, and exact location of proposed new driveway with respect to lot lines, road right-of-way and existing or proposed buildings on the lot.
Sign and date the application.
Supporting Documents: Attach all supporting documents to application and submit to the City
Clerk/Administrator Office 10 days prior to meeting date to be placed on the agenda.
Application Copies: The applicant must provide at least three (3) copies of the completed Driveway Entrance Application for City review unless otherwise designated By the Public Works Director or City Building Official.

In all instances, completed application forms and requests for review are to be submitted to the City Clerk/Administrator for acceptance. Essential staff, including but not limited to the Public Works Director, City Attorney, City Engineer, City Building Official, will review applications.

The City will consider the advice and recommendation of essential staff and the effect the proposed project will have on the health, safety, and general welfare of the residents of the City of Foley. In certain cases and providing that all required criteria has been met, an application may be approved with conditions attached to protect the best interests of the residents in the surrounding area and the City as a whole.

NOTE: This application is not considered complete until all required documents/forms are provided to the City Clerk/Administrator as indicated. It is the applicant's responsibility to assure that application is complete. When the application is complete, the case will be placed on the meeting's agenda. The City Clerk/Administrator shall make a determination of completeness of the application within ten (10) business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant.