

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.*