

# ACCESS DRIVEWAY PERMIT APPLICATION FORM

Updated: October, 2018

Permit # \_\_\_\_\_



## CONTACT INFORMATION

<b>Applicant's Name</b>		<b>Property Owner</b>	
<b>Applicant's Mailing Address</b>		<b>Owner's Mailing Address</b>	
<b>Applicant's Phone #</b>		<b>Owner's Phone #</b>	
<b>Applicant's Email</b>		<b>Owner's Email</b>	

*Applicant = person or business responsible for construction. Owner = person or legal entity currently holding the title to the property.*

## PROPERTY INFORMATION

**Subject Property Address:** \_\_\_\_\_

**Legal Description:** Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

## DESCRIPTION OF REQUEST

**Contract Value:** \_\_\_\_\_  **Type I (Residential)**  **Type II (Non-Residential)**

## AUTHORIZATION

*All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. Further I understand the required inspections associated with this request.*

**Filing Fee \$30 Type I / \$58 Type II      Technology Fee \$12      TOTAL FEE ATTACHED \$ \_\_\_\_\_**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## PROCESS

- Driveway application and details may be found on the City of San Marcos web page: Permit Department: Applications / Forms or at the following link: <http://www.ci.san-marcos.tx.us/index.aspx?page=871>.
- Applicant may submit the permit online at [www.mypermitnow.org](http://www.mypermitnow.org)
- The applicant will receive comments and/or notification when the permit is ready to be issued.
- The applicant must collaborate with City inspectors for necessary inspections.

## CHECKLIST FOR ACCESS DRIVEWAY PERMIT

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Access Driveway Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$30 for Type I (residential) \$58 for Type II (commercial) Technology Fee: \$12	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner	<input type="checkbox"/>	
<input type="checkbox"/>	For Type I, Residential, a plan indicating: <ul style="list-style-type: none"> <li>• Width of proposed driveway</li> <li>• Type of pavement surface to be used</li> <li>• Location with respect to property lines</li> <li>• Any special conditions relative to the side</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	For Type II, Commercial, a scaled plan indicating: <ul style="list-style-type: none"> <li>• Drainage structures</li> <li>• Utilities</li> <li>• Driveways</li> <li>• Parking Layout</li> <li>• Sidewalks</li> <li>• Street Width</li> <li>• Trees greater than 15" in circumference</li> <li>• Distance to all intersecting public streets within 100 feet</li> <li>• Existing and Proposed Improvements</li> <li>• Median Opening and Locations, if applicable</li> <li>• All existing structures and buildings within 50' of common property line</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	Details on method of spoils disposal and location of the spoils disposal site	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate by the applicant that the proposed driveway approach will comply with the "City of San Marcos Standard Specifications"	<input type="checkbox"/>	
<input type="checkbox"/>	Approval from the Texas Department of Transportation (TxDOT) for proposed driveway approaches on state highways within the City Limits.	<input type="checkbox"/>	
<b>Additional information may be required at the request of the Department</b>			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Engineer     Architect/Planner     Surveyor     Owner     Agent

**SAN MARCOS LAND DEVELOPMENT CODE  
STANDARDS FOR DRIVEWAYS**

*Section 7.4.2.5 Driveway Site Layout and Construction Standards*

Driveway TYPE	Driveway Criteria USE	Driveway Width Feet		Radius Dim. (RAD) Feet		Wing Width (W) Feet		Spacing Between Driveway MIN. FEET
		MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	
I	SINGLE FAMILY	10	20	5	5	3	3	10
I	DUPLEX AND TOWNHOUSES	15	25	5	10	N/A	N/A	20
II	MULTI-FAMILY RESIDENTIAL	24	30	5	10	N/A	N/A	20
II	OFFICE COMMERCIAL AND PARKING LOTS	24	35	10	15	N/A	N/A	20
II	INDUSTRIAL	24	45	10	15	N/A	N/A	20
II	BANKS, SERVICE STATIONS, CONVENIENCE STORES WITH FUEL PUMPS FRONTAGE	24	45	10	15	N/A	N/A	1/3 FRONTAGE

Driveways will not take up more than 70% of lot frontage.

**Transportation Design Manual**

**Chapter 5 Table 5-1**

**Minimum offset from intersections and minimum spacing between driveways for adjacent commercial lots.**

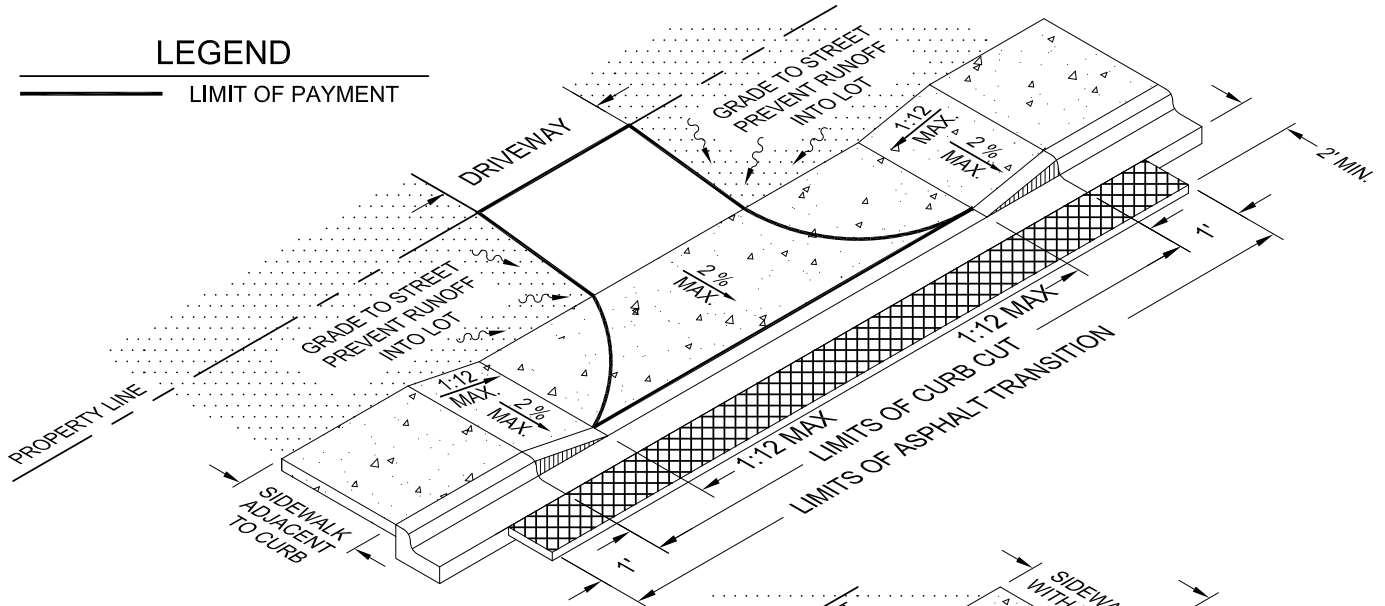
ROAD TYPE	RESIDENTIAL OR NEBORHOOD COLLECTOR	COMMERCIAL OR INDUSTRIAL COLLECTOR	MINOR ARTERIAL	MAJOR ARTERIAL
ONE-WAY	50 ft.	75 ft.	150 ft.	150 ft.
TWO-WAY UNDIVIDED	75 ft.	100 ft.	200 ft.	200 ft.
TWO-WAY DIVIDED	75 ft.	100 ft.	200 ft.	200 ft.

For frontage road and other State Highways see "Transportation Design Manual" chapter 5.  
For area zoned smart code see City Ordinance "SAN MARCOS SMARTCODE".

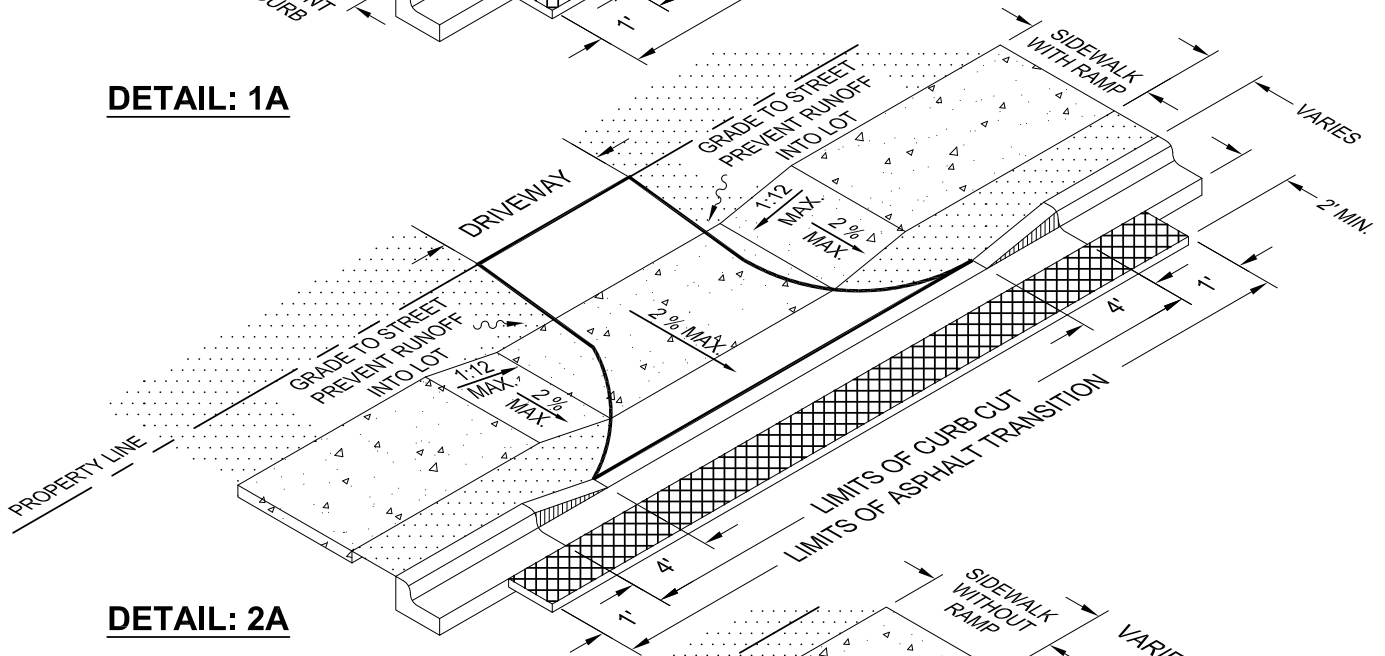
**CITY OF SAN MARCOS  
STANDARD  
SPECIFICATION  
(DETAILS)**

**LEGEND**

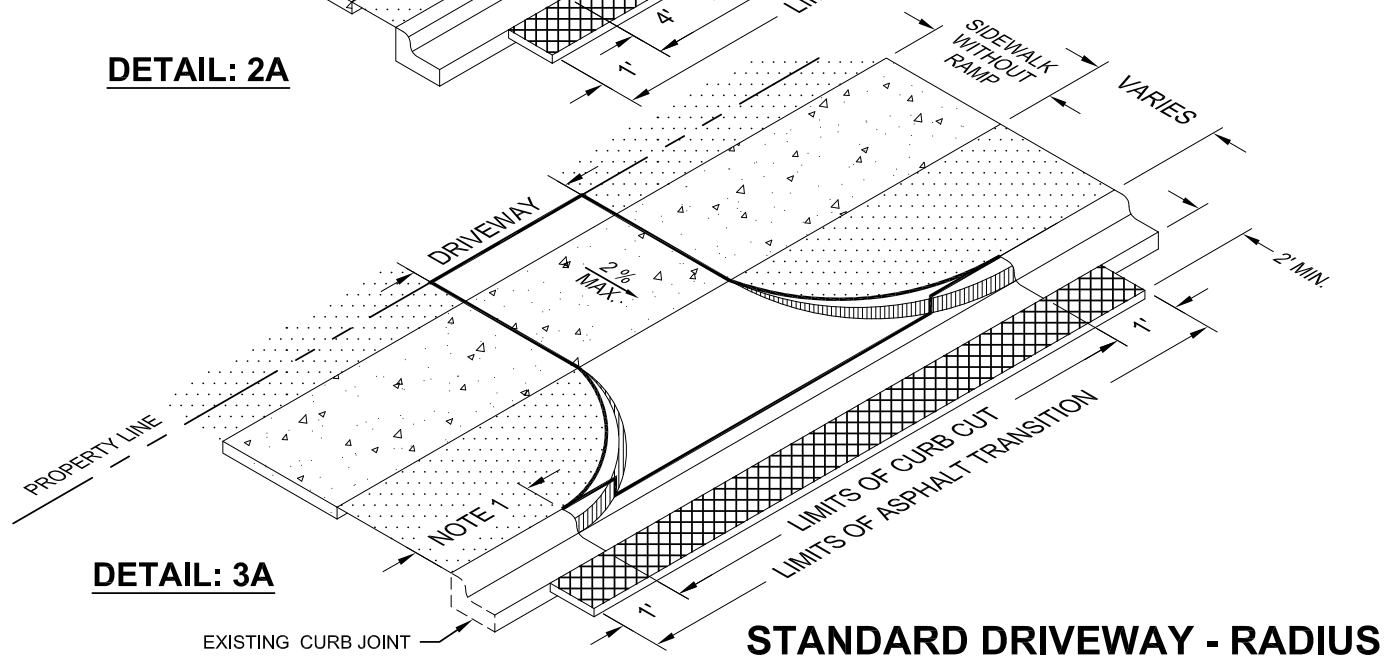
— LIMIT OF PAYMENT



**DETAIL: 1A**



**DETAIL: 2A**



**DETAIL: 3A**

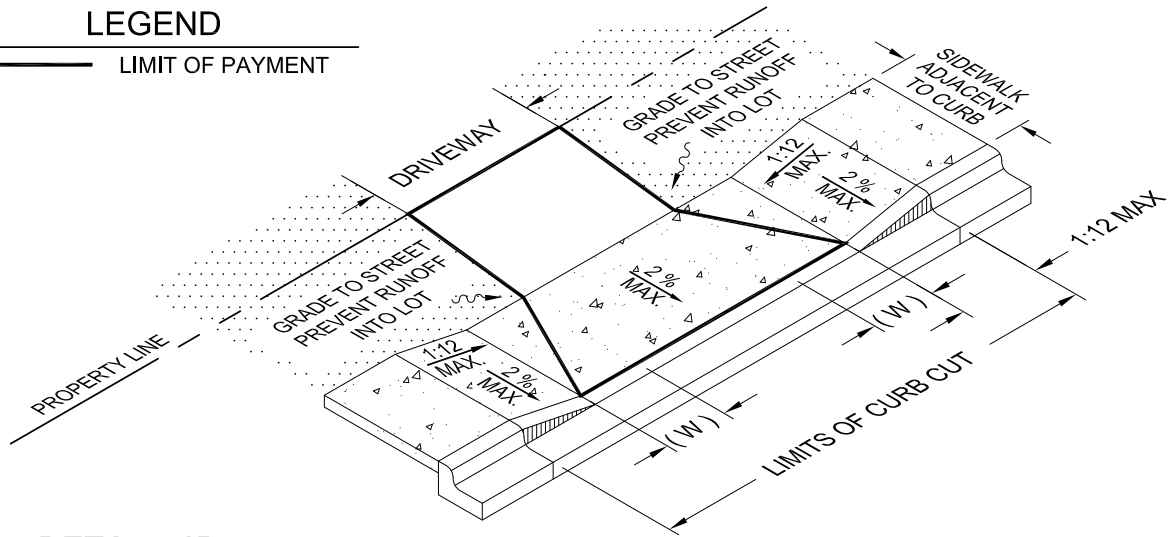
EXISTING CURB JOINT

**STANDARD DRIVEWAY - RADIUS**

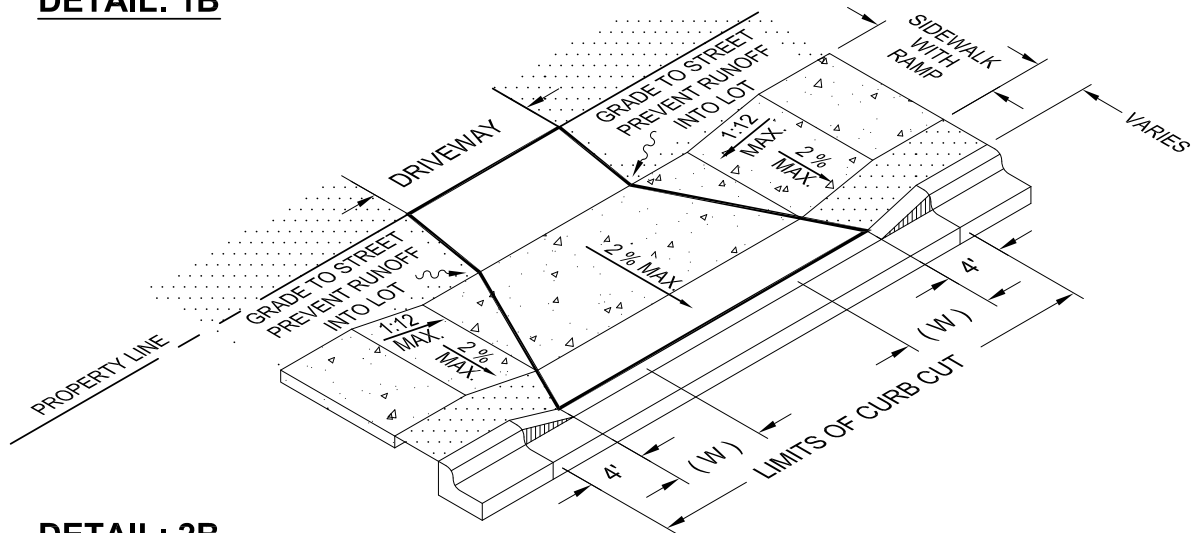
<p>The City of San Marcos Engineering and Capital Improvements</p>		<p><b>DRIVEWAY</b></p>	
<p>RECORD COPY SIGNED BY</p>	<p>1/27/2016</p>	<p>THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.</p>	<p>STANDARD NO. <b>433S-A-SM</b></p>
<p>Laurie Moyer, P.E.</p>	<p>ADOPTED</p>		<p>1 OF 6</p>

**LEGEND**

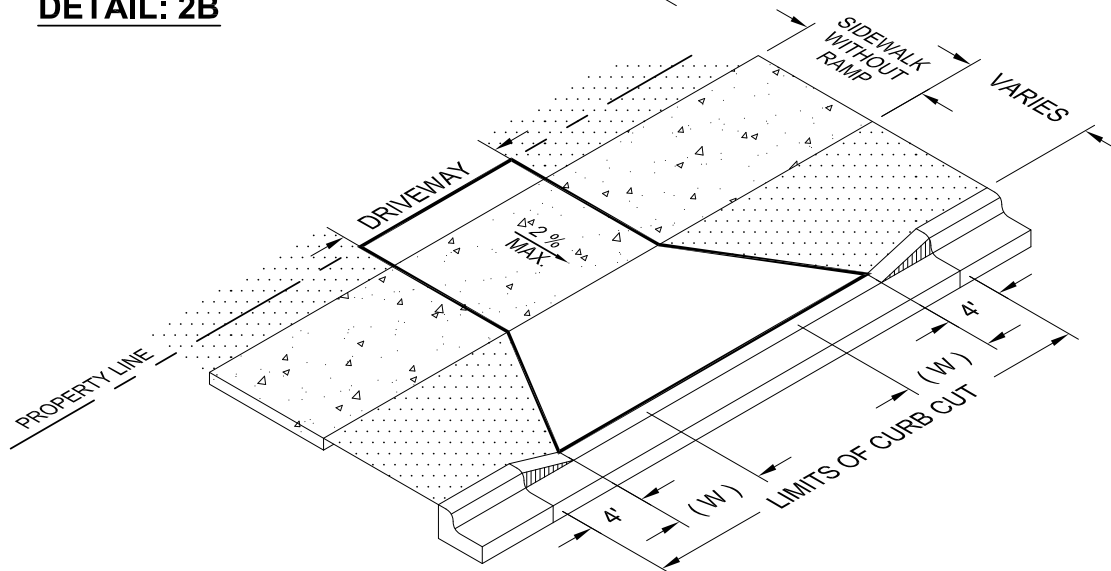
————— LIMIT OF PAYMENT



**DETAIL: 1B**



**DETAIL: 2B**



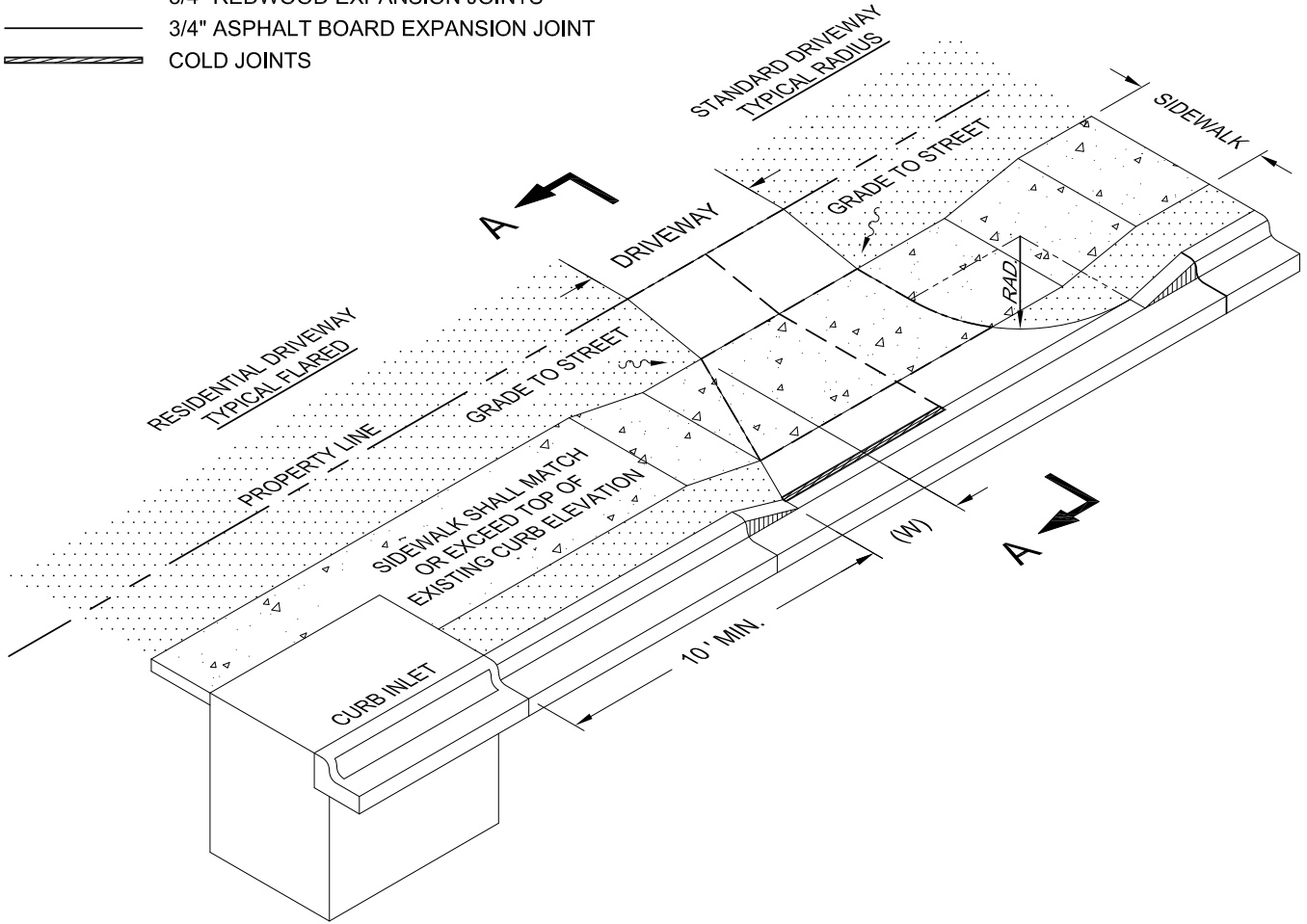
**DETAIL: 3B**

**RESIDENTIAL DRIVEWAY - FLARED**

<p>The City of San Marcos Engineering and Capital Improvements</p>		<p><b>DRIVEWAY</b></p>	
<p>RECORD COPY SIGNED BY</p>	<p>1/27/2016</p>	<p>THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.</p>	<p>STANDARD NO. <b>433S-A-SM</b></p>
<p>Laurie Moyer, P.E.</p>	<p>ADOPTED</p>		<p>2 OF 6</p>

## LEGEND

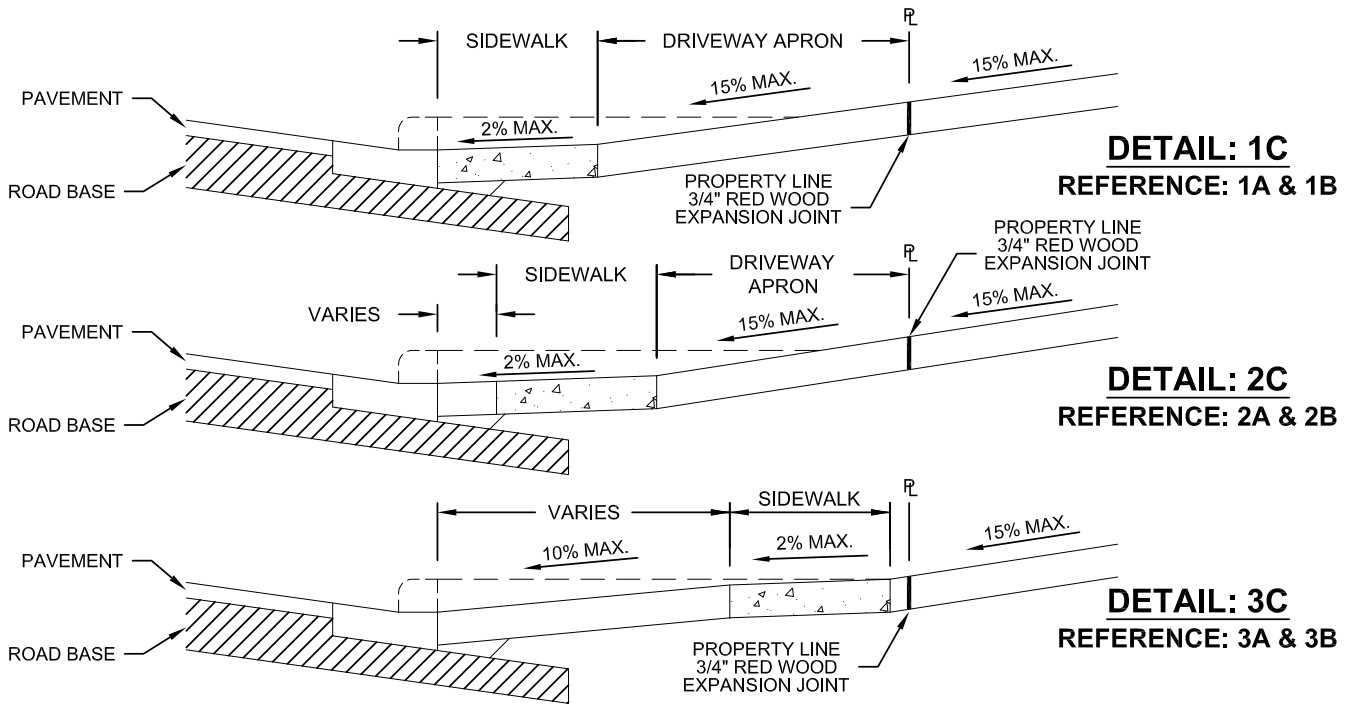
- CONTROL JOINTS - 3/4" DEEP x 1/4" WIDE
- 3/4" REDWOOD EXPANSION JOINTS
- 3/4" ASPHALT BOARD EXPANSION JOINT
- ===== COLD JOINTS



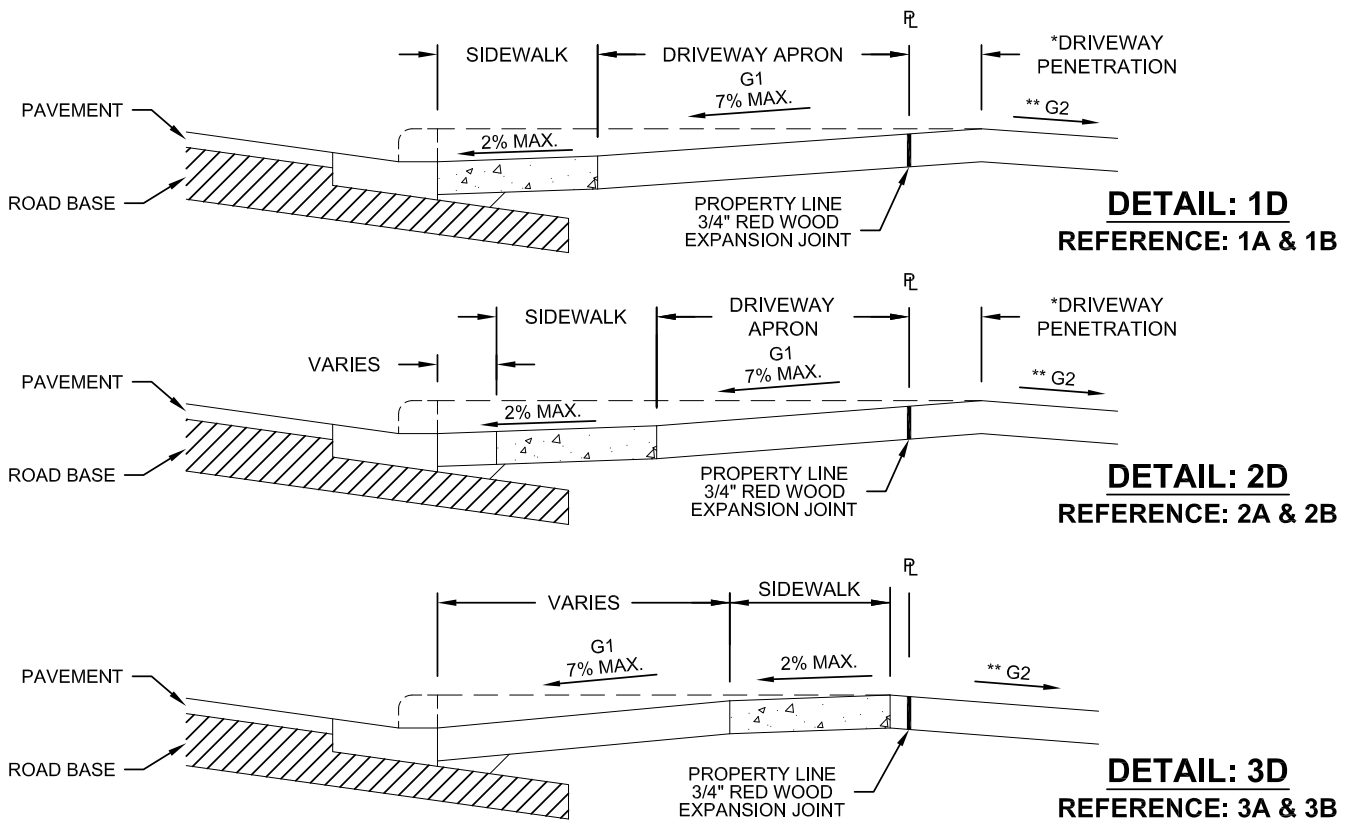
DRIVEWAY TYPE	DRIVEWAY CRITERIA USE	DRIVEWAY WIDTH FEET		RADIUS DIM. (RAD) FEET		WING WIDTH (W) FEET		SPACING BETWEEN DRIVEWAY
		MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN. FEET
I	SINGLE FAMILY	10	20	5	5	3	3	10
I	DUPLEX AND TOWNHOUSES	15	25	5	10	N/A	N/A	20
II	MULTI-FAMILY RESIDENTIAL	24	30	5	10	N/A	N/A	20
II	OFFICE COMMERCIAL AND PARKING LOTS	24	35	10	15	N/A	N/A	20
II	INDUSTRIAL	24	45	10	15	N/A	N/A	20
II	BANKS, SERVICE STATIONS, CONVENIENCE STORES WITH FUEL PUMPS FRONTAGE	25	45	10	15	N/A	N/A	1/3 FRONTAGE

## DRIVEWAY DIMENSION

<b>The City of San Marcos</b> Engineering and Capital Improvements		<b>DRIVEWAY</b>	
RECORD COPY SIGNED BY <hr/> LAURIE MOYER, P.E.	1/27/2016 <hr/> ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. <b>433S-A-SM</b> 3 OF 6



**SECTION A-A POSITIVE SITE DRAINAGE**



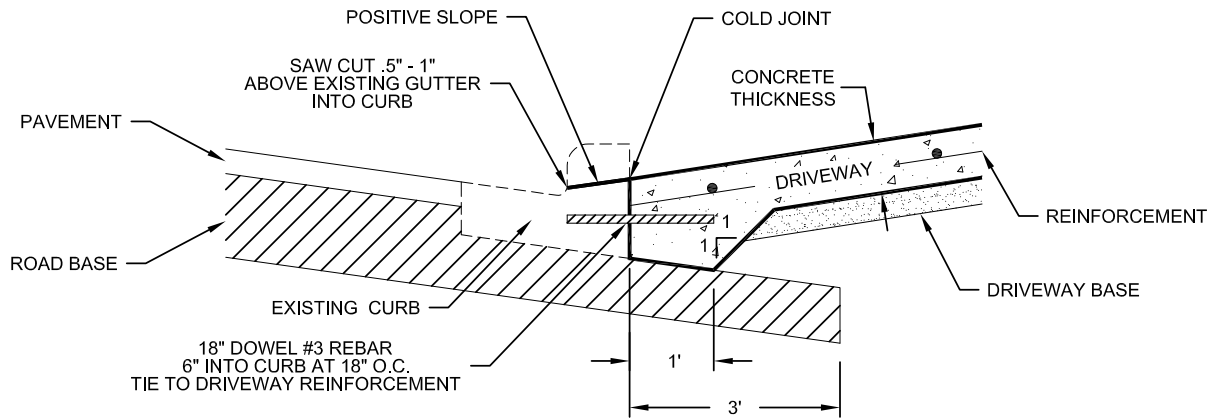
**SECTION A-A NEGATIVE SITE DRAINAGE**

\*DRIVEWAY PENETRATION WILL EXTEND INTO THE PROPERTY UNTIL GRADING IS HIGHER THAN THAT OF THE CURB AT THE MAXIMUM G1 SLOPE. LIMITS OF PAVEMENT WILL EXTEND TO LIMITS OF DRIVEWAY PENETRATION.

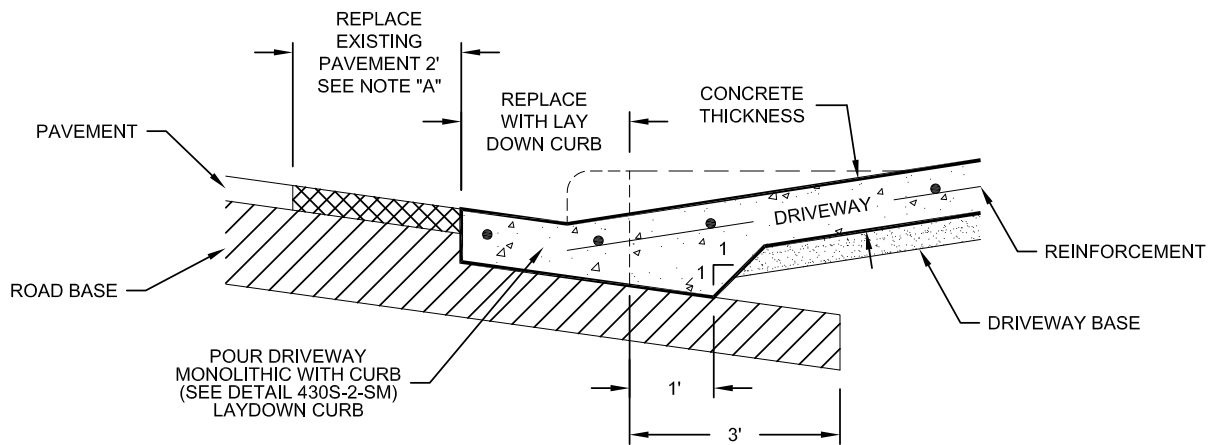
\*\* |G1 - G2| ≤ 15%

<p>The City of San Marcos Engineering and Capital Improvements</p>		<p><b>DRIVEWAY</b></p>	
<p>RECORD COPY SIGNED BY</p>	<p>1/27/2016</p>	<p>THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.</p>	<p>STANDARD NO. <b>433S-A-SM</b></p>
<p>Laurie Moyer, P.E.</p>	<p>ADOPTED</p>		<p>4 OF 6</p>





### FLARED CONNECTION



### CURB RADIUS CONNECTION

DRIVEWAY	CONCRETE THICKNESS	REINFORCEMENT	DRIVEWAY BASE
TYPE I	6" CLASS A 3,000 PSI	#3 BARS PLACED ON CHAIRS AT MID DEPTH OF SLAB AT NO MORE THAN 18" O.C. BOTH DIRECTIONS	2" COMPACTED SAND
TYPE II	7" CLASS C 3,600 PSI	#4 BARS PLACED ON CHAIRS AT MID DEPTH OF SLAB AT NO MORE THAN 18" O.C. BOTH DIRECTIONS	2" COMPACTED SAND

**NOTES:**

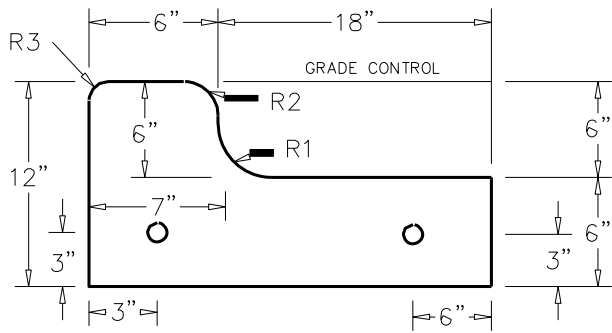
- A. NEW PAVEMENT WILL MATCH EXISTING PAVEMENT THICKNESS AND TYPE.
- B. IN NO INSTANCE SHALL THE REBAR BE PLACED DIRECTLY ON THE SUBGRADE, SAND CUSHION LAYER OR CLOSER THAN 2" TO THE OUTSIDE EDGE OF THE CONCRETE.

<b>The City of San Marcos</b> Engineering and Capital Improvements		<b>DRIVEWAY</b>	
RECORD COPY SIGNED BY	1/27/2016	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO.
Laurie Moyer, P.E.	ADOPTED		<b>433S-A-SM</b>
			5 OF 6

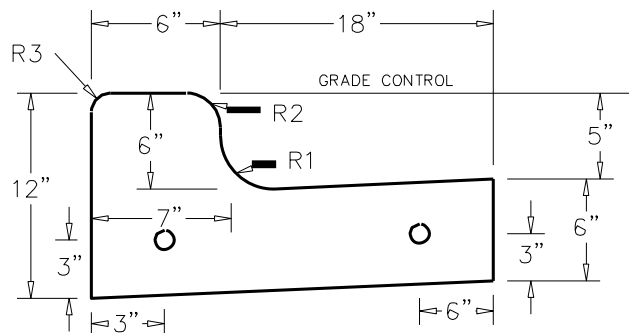
**NOTES:**

1. IF DIMENSION IS LESS THAN 5', REMOVE CURB AND GUTTER TO EXISTING JOINT AND POUR MONOLITHICALLY WITH DRIVEWAY. (SEE SHEET 1)
2. ALL DRIVEWAY WILL HAVE A CONTROL JOINT DOWN CENTER OF DRIVEWAY AND ON BOTH SIDES OF THE SIDEWALK PATH ACROSS THE DRIVEWAY. (SEE SHEET 3)
3. WHILE THE PROPERTY OWNER REMAINS RESPONSIBLE FOR GRADE BREAKS WITHIN PRIVATE PROPERTY, THE FIRE DEPARTMENT SHALL BE CONSULTED WHERE THE DRIVEWAY IS ESSENTIAL TO EMERGENCY VEHICLE ACCESS AND "G2 IS GREATER THAN 15%."
4. DRIVEWAY WIDTHS AND RADIUS DIMENSIONS, ONE/TWO WAY TRAVEL REQUIREMENTS, AND GEOMETRIC LAY-OUT ARE HIGHLY VARIABLE, SUBJECT TO SITE SPECIFIC CONDITIONS AND REQUIREMENTS. SEE TRANSPORTATION CRITERIA MANUAL. SECTION 5 "DRIVEWAYS" IF CONFLICT WITH DETAIL.
5. IF THE BASE IS OVER-EXCAVATED WHERE THE CURB AND GUTTER WERE REMOVED, BACKFILL WITH CONCRETE MONOLITHICALLY WITH THE DRIVEWAY.
6. DRIVEWAY SHALL NOT BE CONSTRUCTED WITHIN THE CURB RETURN OF A STREET INTERSECTION.
7. WATER METER BOXES AND WASTEWATER CLEAN OUTS ARE PROHIBITED FROM BEING LOCATED IN DRIVEWAY AREAS.
8. PAY ITEM: LAYDOWN CURB AND GUTTER WILL BE PAID FOR AS SEPARATE LINE ITEM. CURB AND GUTTER INSTALLED ON THE RADIUS OR ALONG THE RAMPS WILL BE SUBSIDIARY TO DRIVEWAY LINE ITEM.

<b>The City of San Marcos</b> Engineering and Capital Improvements		<b>DRIVEWAY</b>	
RECORD COPY SIGNED BY	1/27/2016	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO.
Laurie Moyer, P.E.	ADOPTED		<b>433S-A-SM</b> 6 OF 6

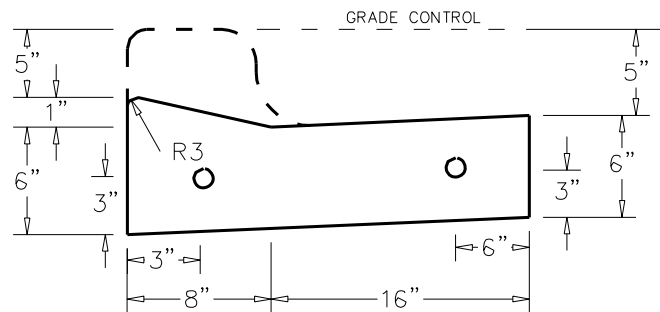


**SPILL**



**CATCH**

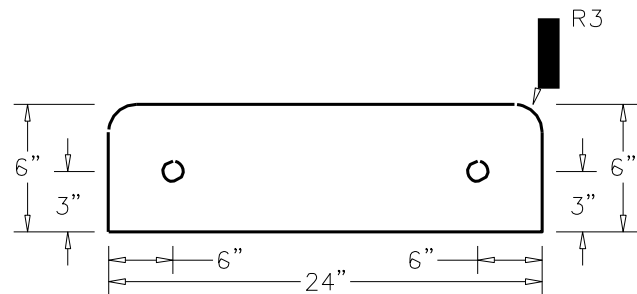
LABEL	RADIUS
R1	3 1/2"
R2	2 1/2"
R3	1/4"



**LAY DOWN CURB**

NOTES:

1. CONSTRUCTION CONTROL JOINTS AT 10' - 0" SPACING ALONG LENGTH OF CURB.
2. REINFORCING STEEL SHALL BE #3 BARS.
3. NO REBAR WILL BE ALLOWED IN CURB HEAD
4. CONCRETE WILL BE 3000 PSI VIBRATED IN PLACE
5. CONSTRUCT EXPANSION JOINTS AT A MAXIMUM OF 40'-0" ALONG THE LENGTH OF CURB. SEE DETAIL 430-3-SM



**RIBBON CURB**

REFERENCES  
 DETAIL 430-3-SM

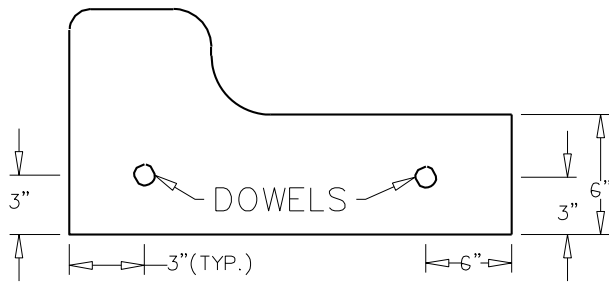
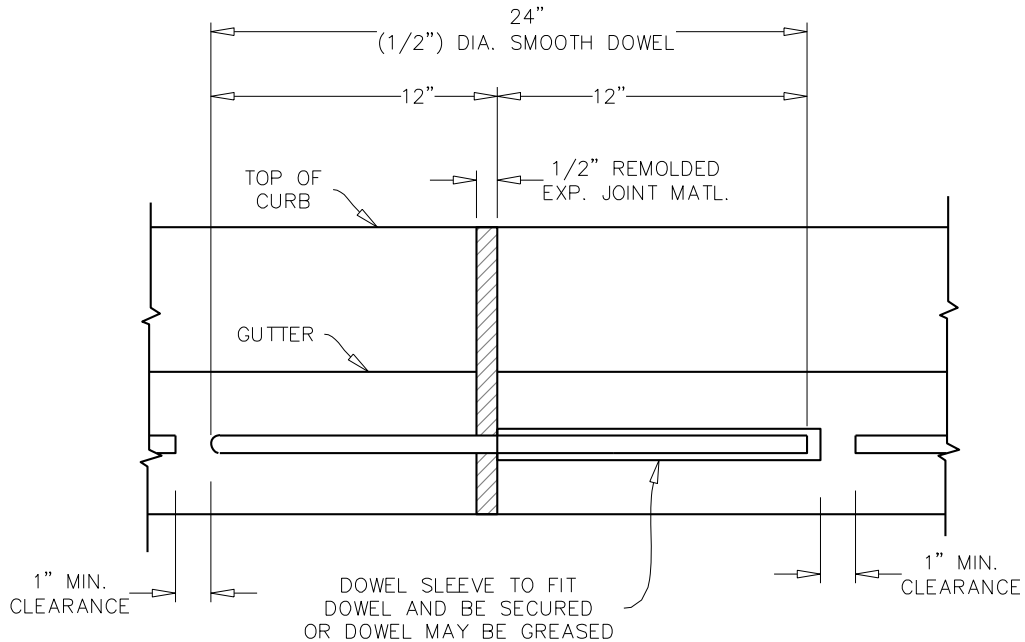
The City of San Marcos  
 Engineering and Capital Improvements

**REINFORCED CURB AND GUTTER SECTIONS**

6/30/2014  
 LAURIE MOYER, P.E. ADOPTED

THE ARCHITECT/ENGINEER ASSUMES  
 RESPONSIBILITY FOR APPROPRIATE  
 USE OF THIS STANDARD

430S-2  
 N.T.S. STANDARD DETAIL



## CROSS SECTION

**NOTES:**

1. CONSTRUCT EXPANSION JOINTS AT A MAXIMUM OF 40'-0" ALONG THE LENGTH OF CURB.
2. PLACEMENT OF DOWEL WILL MATCH REBAR PLACEMENT FROM CURB TYPE DETAIL 430-2-SM

REFERENCES  
 DETAIL 430-2-SM

The City of San Marcos Engineering and Capital Improvements		<b>CURB EXPANSION JOINT DOWEL DETAIL</b>	
RECORD COPY SIGNED BY <hr style="width: 100%;"/> LAURIE MOYER, P.E.	6/30/2014 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD	<b>430S-3</b> N.T.S. STANDARD DETAIL