



## **Driveway Access and Paving Application**

Submit to Administrative Services Division

Address: 515 Clark Ave, Room 214, Ames, IA 50010

Phone: 515-239-5153

Email: [inspections@cityofames.org](mailto:inspections@cityofames.org)

The City of Ames requires a permit for all paving of a new on-site driveway, replacement of an existing on-site driveway, expansion of a driveway, or construction of a driveway approach or replacement of an existing driveway approach in the right-of-way. Paving of a driveway in the rear yard from an alley does not require a permit, but is subject to zoning standards.

All paving is subject to standards, regardless of requiring a permit, of the Ames Municipal Code for minimum and maximum dimensions and locations of driveways and parking. An inspection of the driveway installation is also required to close out the permit as completed and receive a certificate of occupancy if applicable.

Routine maintenance and repair of a portion of a driveway are exempt from requiring a permit prior to paving. However, replacement or reconstruction of a driveway is not maintenance and requires conformance to current standards and requires a permit. Paving of a gravel driveway will also require paving of the driveway approach.

A complete application form with a dimensioned sketch of the proposed driveway configuration shall be included with this application. See detail requirements for the driveway sketch below.

## **Access and Paving Permit Submittal Guidelines**

1. Application Form
2. Dimensioned Site plan showing:
  - a. All buildings on the property
  - b. Location and dimensions of the proposed driveway with distances from lot lines
  - c. Location and dimensions of all existing driveways on the property
  - d. Driveway width at sidewalk
  - e. Driveway access width at the curb, edge of flare to property line
  - f. Any fire hydrants, manholes, or utility located within 5' of the proposed location.

# Application Form

Project Address \_\_\_\_\_

Applicant is:     Property Owner     Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

If contractor, provide the property owner's name \_\_\_\_\_

If contractor, provide State of Iowa Contractor Registration # \_\_\_\_\_

Application is for:

Driveway and Approach

Driveway On-Site only

Driveway Approach Only

Scope Of Work (Replace existing, modifying existing, new driveway, new paving of gravel, addition to existing driveway):

\_\_\_\_\_

Site Plan Attached

The permit fee is \$100.00 for review of the application and an on-site inspection of the paving. Payment of the fee is required prior to issuance of the permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Site Plan Example

An example of a Complete Site Plan is shown below – Please show dimensions for measurements marked with an 'x' with the submittal. A complete application will be reviewed by the Planning Division and Transportation Division within 5 working days.

The applicant may use an aerial photo with a scale or annotated dimension to sketch proposed driveway paving.

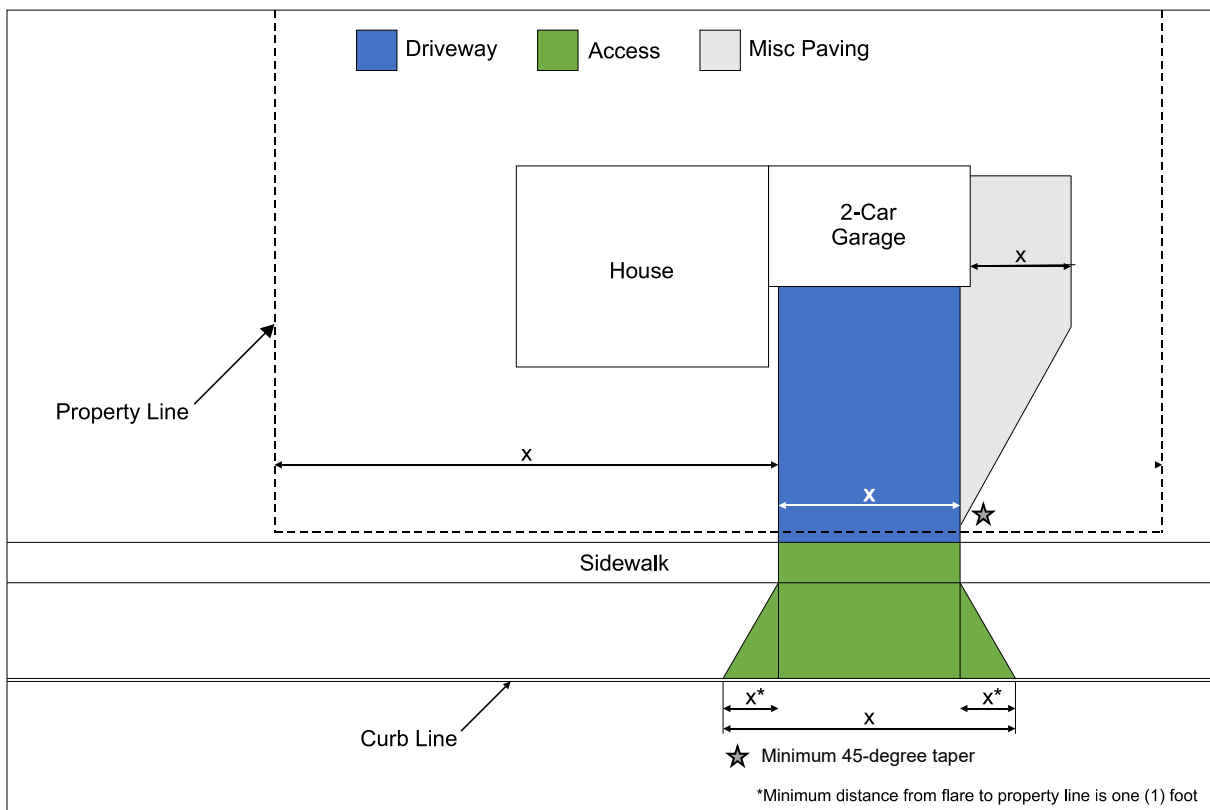


Figure 1 Example Site Plan to be Submitted with the Application. Required dimensions include driveway and flare widths, setback of driveway from side property lines, and width of taper if applicable.

## **Paving Inspections**

To complete the driveway permit process, an inspection of the driveway is required. A final inspection is required within 48 hours of the driveway being poured.

Inspections may be requested by calling Administrative Services at 515-239-5153 or through our online permitting portal here at [City of Ames Self Service Permit Portal](#).

If you would like an inspector to look at the framing of the driveway before pouring, you may request a code consultation in the same manner you would an inspection. The code consultation will be scheduled between 9:30-11:30 and 1:30-3:30 M-F subject to standard scheduling policies of the Inspection Division.

If there is no inspection request or the paving does not comply with the permit upon inspection, the City may withhold Occupancy Permits until a site is in compliance and/or issue a municipal infraction for noncompliance.

## **Summary of Standards (See Chapter 29 of Ames Municipal Code for Full Zoning Standards)**

Paving is only permitted in the front yard if it leads to an attached garage or to uncovered parking in the side or rear yard. The front yard extends for the full width of the lot along all street frontages Chapter 29 (Zoning Ordinance) and City adopted standards of the Statewide Urban Design & Specifications (SUDAS) include standards for the dimensions, design, and location of driveways. All driveways, including approaches, will be reviewed and inspected for conformance to these standards. All sites are subject to conformance to maximum impervious coverage limits based upon zoning.

## **Driveway Width**

Driveways on-site are limited in width to matching the width of the garage up to a maximum of 28 feet. The width is measured at the property line/back edge of the sidewalk.

A maximum of 12 feet of width is allowed for a driveway that does not lead directly to a garage and for loop driveways, see additional driveway standards below.

At the curb line, the maximum width of a driveway approach shall correspond to the on-site driveway dimensions and cannot exceed 34 feet inclusive of required flares. For example, a 28-foot-wide driveway would be required to have 3-foot flares for a total width of 34 feet. A driveway that is 24 feet in width could have 5-foot flares for a total width of 34 feet.

## **Exceptions For Front Yard Parking and Driveways**

An exception to exceed the maximum width on site is allowed for the addition of an angled or “flared” parking area located to outside edge of the driveway and in conformance with the other standards. Flares require generally a 45-degree taper extending out 5 feet from the driveway.

Paving a driveway in front of a home is prohibited. An exception of up to four feet for a 1-car garage site may be approved by the Planning Division when no other option to widen a driveway exists.

On-site turnarounds may be permitted for certain high-volume streets or lengthy driveways as an exception to the width and location requirements.

## **Driveway Approach Width in the ROW**

The width of the approach must align with the on-site driveway width. The minimum width is 10 feet. In addition to the width of the approach, flares of 3-5 feet are required. Flares must be a minimum of 1-foot from the property line.

The total width inclusive of flares must match the width of the on-site parking, but in no event exceed 34 feet at the curb line.

## **Number of driveways**

A property may have only one driveway unless there is 100 linear feet of frontage along a street. Specific width and spacing requirements apply to having two driveways along the same frontage. The maximum width of each driveway is 12 feet at the sidewalk and 16-22 feet at the curb line inclusive of flare widths. There must be a minimum of a 34-foot separation between driveways as measured at the curb line.

## **Sidewalks Across Driveways and Approaches**

All sidewalks crossing a driveway in the Right-of-Way are subject to SUDAS for design specifications. Special attention shall apply to conformance with cross slope requirements of a maximum of 2.0%. The City of Ames recommends that a sidewalk be poured separately from the approach and driveway to more easily meet the cross-slope standard and to design the sidewalk with a 1.5% cross slope to address construction tolerances. No sidewalk in excess of 2.0% will be accepted by the City of Ames as compliant. Removal of driveways and sidewalk and a new pour of concrete will be required to make a sidewalk conforming.

## **Additional Information**

All driveways are subject to Public Works design requirements based upon SUDAS. The following are standard details for conformance to these standards. The City's Traffic Engineer can consider unique conditions for deviations to these details, i.e. significantly curved lot frontages on cul-de-sacs.

Driveway approaches and sidewalks must be concrete in accordance with City of Ames Supplemental standards and SUDAS specifications.

Driveway Approaches must be a minimum of six (6) inches thick and have an expansion joint between the back of curb and the approach.

On-site driveways and sidewalks may be a minimum of 5 inches thick.

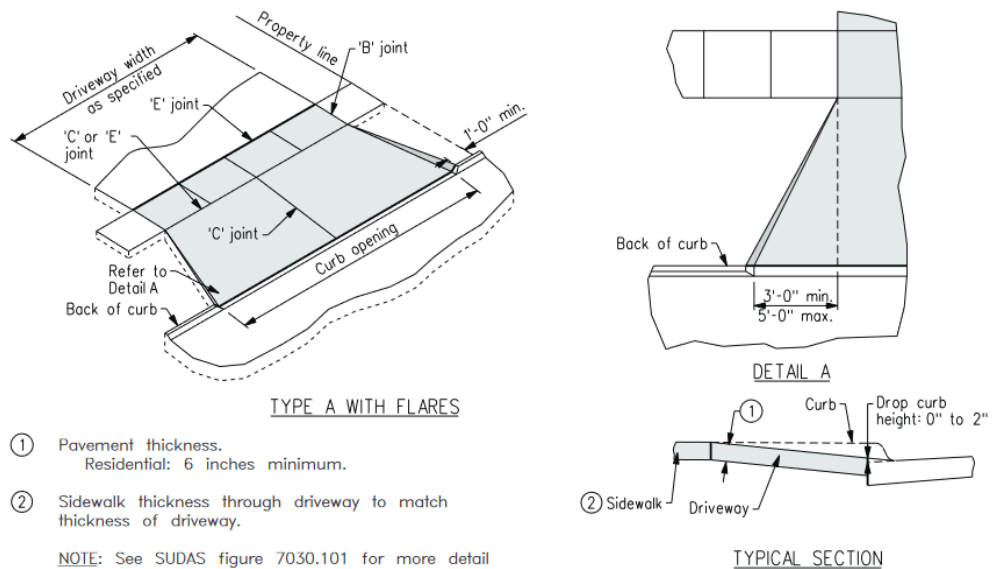


Figure 2 Driveway flares are required to be a minimum of 3 feet and a maximum of 5 feet. Pavment thickness for the driveway approach and sidewalk required to be 6 inches.