

City of Menlo

417 Sherman Street
PO Box 190
Menlo, Iowa 50164

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DRIVEWAY PERMIT APPLICATION

An application for a driveway permit must be approved prior to starting construction.

The undersigned owner of the property described herein requests permission to install a driveway in the location and manner as set forth in detail below. The owner agrees that the driveway will be in accordance with the Ordinances of the City of Menlo, Iowa and the laws of the State of Iowa which apply.

1. All driveways shall be of paving of a depth of not less than five and one-half inches (5 ½") of concrete or three and one-half inches (3 ½") of asphalt or five inches (5") of three-quarter inch (¾") gravel or lime rock and shall be at least ten feet (10') in width.
2. The driveway may be placed directly on compact and well drained soil. Where soil is not well drained, a six inch (6") sub-base of compact, clean, coarse gravel or sand shall be laid.
3. The maximum driveway width at the curb line shall be fifty-five feet (55') including three-foot (3') radius. All driveway tubes shall be steel not smaller than ten-inches (10") depending on need with a length up to fifty-five feet (55'). The longitudinal grade from the end of the tube shall be at a slope of one-quarter inch (¼") per foot to the opposite end of the tube, not to exceed existing grade of the ditch, unless ditch needs to be regraded for drainage. A three-quarter inch (¾") expansion joint shall be placed at the outside edge of the sidewalk. If existing curb and gutter are separated from the paving, it shall be removed and reconstructed as a part of the approach.

The owner subscribes to the statements herein as a basis for the issuance of a driveway permit.

Property owner _____ Date _____
(Please Print)

Application completed by _____

Property owner's address _____

Telephone Number _____ Contractor _____

Location of driveway: Lot _____ Block _____ Addition _____

Street address _____

Construction: Depth _____ Width _____ Surface Type _____

Sketch: Please draw a bird's eye view of the driveway showing its location in relation to all lot lines and buildings.

Applicant's Signature

Property Owner's Signature

Application: Approved Denied Dated _____

Maintenance Supervisor

City Hall

* * * * *

Final Inspection

Inspection on _____, 20____ by _____
Maintenance Supervisor

Approved Not Approved

Corrections needed: _____

(If city needs to finish or correct the work, the City shall assess the costs to the property owner. Such assessment shall be collected with the general property taxes.)

Permit Fee: \$25.00