



THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A DRIVEWAY PERMIT

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

FEE: \$ 0

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request.

GENERAL INFORMATION: (Indicate where correspondence should be sent)

Representative: _____

Address: _____

Day Phone: (____) _____

email: _____

Property Owner: _____

Address: _____

Day Phone: (____) _____

email: _____

PROPERTY DESCRIPTION:

Site Address: _____

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject to this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ _____ Date: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ 0
- 3. Site plan showing the proposed driveway location dimensioned from the property line.
- 4. A letter from a registered professional engineer providing the calculated size of culvert necessary to adequately convey the 10 year design storm.

ORDINANCE NO. 2022 - 07

CITY OF ELM SPRINGS, WASHINGTON AND BENTON COUNTY, ARKANSAS

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE CITY OF ELM SPRINGS ZONING ORDINANCE; AND FOR OTHER PURPOSES.

WHEREAS, the Elm Springs Planning Commission, after studying the application of its Development Code, has determined that portions of Chapter 7 of the City's Zoning Ordinance should be amended in the manner hereinafter set forth; and

WHEREAS, the City Council for the City of Elm Springs has heard the recommendations of the Planning Commission and agrees that these changes should be implemented.

NOW THEREFORE, BE IT ORDAINED:

Chapter 7 – STREETS AND SIDEWALKS

The following sections and/or subsections are amended as hereinafter set forth:

Section 1: *New Sub-Chapter 7.11(B) – Driveways, to provide as follows:*

(B) *Driveways*

- (1) *Driveway Permit.*** A driveway permit shall be required for all new driveways constructed that connect to a public right of way.
- (2) *Curb removal.*** Curb, if existing, shall be removed for full width of the drive approach.
 - (a) *Vertical curb cut.*** Vertical curb cutting along the flow-line of the gutter is allowed.
 - (b) *No vertical curb cut.*** If no vertical curb cut is made, complete curb and gutter removal is required.
- (3) *Concrete removal.*** All concrete to be removed shall be saw-cut.
- (4) *Driveway approach.*** The area remaining between the sidewalk and the flow-line of the gutter, called the approach to the driveway, shall slope up to the elevation of the sidewalk.
- (5) *Broken edges of saw-cuts.*** Broken edges of saw-cuts caused by demolition require a new saw-cut to a clean edge.

(6) *Driveway Width.* The maximum width of a residential driveway is 24' measured at the back of the apron. For commercial driveways, refer to Chapter 8, Parking and Loading.

(9) *Driveway Culverts.*

(a) *Determining Size.* Driveway culverts, whether located within the public right of way or on private property shall be designed by a registered professional engineer. The Building Inspector may waive this requirement if they determine that the area draining to the culvert is small enough, or if the location of the driveway culvert would not cause any damage to adjacent property or public right of way in the event of a failure.


(b) *Minimum Size.* Driveway culverts shall be a minimum of 18" in diameter and shall have concrete surrounding the ends of the pipe to prevent crushing and erosion.

(c) *End Treatment.* Driveway culverts shall have concrete surrounding the ends of the pipe to prevent crushing and erosion.

Section 2: This Ordinance amends only those sections or portions of sections as set forth herein, and does not affect any other section or regulation of the City of Elm Springs Zoning Ordinance, unless any such section specifically conflicts with this amendment, in which case this amendment shall control.

Section 3: All previous ordinances in conflict herewith are hereby repealed to the extent of the conflict, and if any portion of this Ordinance is declared invalid for any reason, then that part shall be considered severed, and the remaining part of this Ordinance shall continue in full force and effect.

PASSED AND APPROVED THIS 25th day of August, 2022.


Harold Douthit, Mayor

ATTEST:


Twila Taylor, Clerk