



# MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue, Palmer, Alaska 99645

(907) 861-7822 Fax (907) 861-8158

E-mail: PermitCenter@matsugov.us

## Driveway Permit Application

Permit Fee \$200 (\$150 Refundable if completed within 3 years) PERMIT NO. \_\_\_\_\_

Property Owner: (Name)	Applicant/Agent: (Name)
Mailing Address	Mailing Address
City State Zip Code	City State Zip Code
Phone Cell (optional) Fax (optional)	Phone Cell (optional) Fax (optional)
E-mail (optional)	E-mail (optional)
Site Address:	Driveway Location Will Be Marked With:
Property Tax ID #:	Expected Completion Date Driveway Surface Type
Applying for Access Onto:	<b>IF ACCESS IS ONTO A PAVED ROAD, APRON LENGTH TO BE 2' MINIMUM</b>

### OFFICE USE ONLY

Driveway Inspector Approval Date:	Tax Map:	TRS	RSA
Right-of-Way Coordinator Approval Date:	/	/	/
Is Culvert Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Distances:		
Culvert Length: Size:	Left: Width: Right:		
Culvert Type: Ditch Depth:			

Special Provisions Upon Approval:	Inspection #'s

The Permittee certifies that he/she is the owner, lessee, or authorized agent of the property, that the conditions, restrictions and regulations of the borough will be complied with and that he/she will maintain the driveway in accordance with the provisions and standards attached to this permit, and any applicable code. I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the applicant or agent of the same as stated in the attached documentation. By signing this permit I acknowledge and agree to accept the Driveway Standards and Provisions attached to this permit..

PERMITEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature of Permittee

PERMIT GRANTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Borough Representative

## BOROUGH STANDARDS

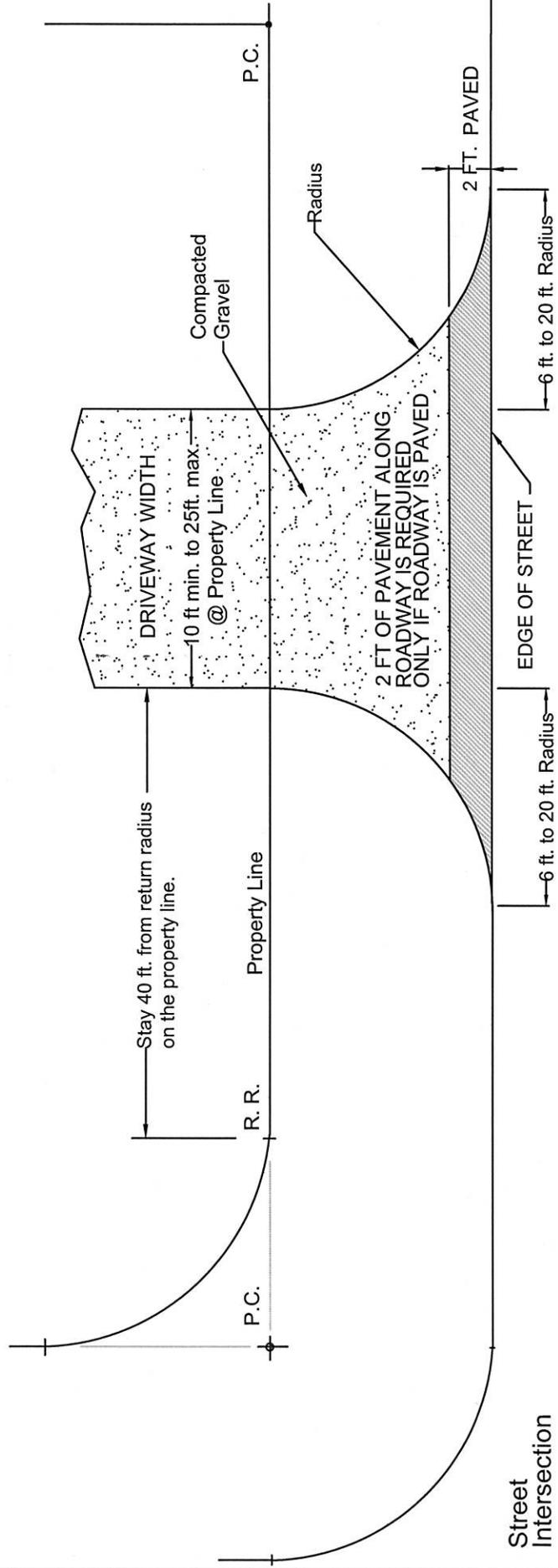
- A. Driveway width as measured at the property boundary or at the outside edge of the borough right-of-way should be a minimum of 10 feet wide and a maximum of 25 feet wide for a residential driveway. In addition, return curves with minimum 6 foot radii and maximum 20 foot radii for a residential driveway will complete the transition from borough maintained right-of-way to private access onto your property. Including the tangent length of the return curves, total driveway frontage intersecting the roadway will be from 22 feet to 65 feet.
- B. Driveways to corner lots shall be located not less than 40 (forty) feet from the point of curvature of the radius return on the property line.
- C. Driveways to corner lots or lots that border two roadways shall gain access from the street of lower classification when streets of two different classifications bound a lot.
- D. Driveways shall not drain onto the roadway. The first 10 (ten) feet from road shoulder shall be -2% (negative two percent) slope away from roadway.
- E. Unless otherwise specified, a minimum 12" (twelve inch) diameter corrugated metal pipe culvert shall be used, when needed, with at least one foot of culvert visible at the toe of the side slopes on each side of the driveway. Permittee shall be responsible for maintenance of the culvert, including thawing, to ensure proper drainage.

## DRIVEWAY PROVISIONS

The Permittee on signing this permit hereby acknowledges and agrees to accept the following provisions:

- 1. A driveway constructed within the right-of-way of a public roadway is an encroachment into that right-of-way and requires a written permit. This permit shall not grant the Permittee exclusive right to use the area encroached upon. All driveways or road approaches shall be constructed to Borough Standards, referenced below.
- 2. The Permittee is responsible for removal of snow berms placed in driveway during road maintenance activities. Snow removed from driveway by Permittee shall not be placed in the roadway so as to cause interference with road maintenance activities.
- 3. All driveways or road approaches constructed under this permit within any Borough lands or rights-of-way shall be the property of the Borough. All costs and liability in their connection or in connection with their maintenance shall be at the sole expense of those lands served and/or persons served.
- 4. Such facilities shall be constructed and maintained in such a manner that the highway and all its appurtenances or facilities including, but not limited to, all drainage pipe, culverts, utilities and their safety shall not be impaired or endangered in any way by the construction or maintenance of this facility.
- 5. The Permittee shall adjust, relocate or remove this facility without cost or liability to the Borough, if, at any time, or from time to time the use or safety of the roadway requires this to be done.
- 6. The Permittee shall assume all liability or costs in connection with the facilities and shall hold the Borough or its officers, agents, employees and contractors harmless in matters pertaining to the facilities.
- 7. The Borough has the right to inspect and/or reject materials or workmanship, to stop work until corrections are made or to require removal of the facility and to charge time and equipment to the Permittee to correct the facility if it is not installed to Borough Standards.
- 8. The Permittee certifies that the minimum clearance between the proposed finished driveway grade and the lowest aerial utility conductor is in accordance with the requirements of the National Electrical Safety Code (Sec. 23), but in no case is less than 18 (eighteen) feet.
- 9. This Driveway Permit shall belong to the property it serves and the terms and conditions shall be binding upon the Permittee, owner of the property, all new owners, and/lessee. It is the Permittee's responsibility to inform the property owner, new owner, or lessee of the Driveway Permit and conditions.
- 10. The Permittee agrees to post a surety bond, if required by the Borough, in the amount designated by the Borough. This assurance will be in the form of a check, which will be held by the Borough and released upon final acceptance and approval of the driveway. If the driveway is found unacceptable, the Permittee will forfeit the check, which will be used to correct any deficiencies of the driveway installation.

# Driveway Construction Example





# MATANUSKA-SUSITNA BOROUGH

## PERMIT CENTER

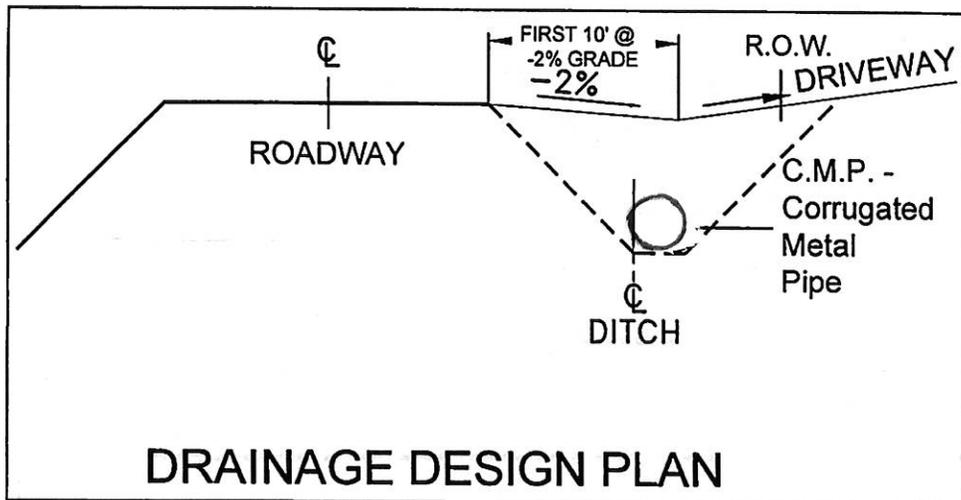
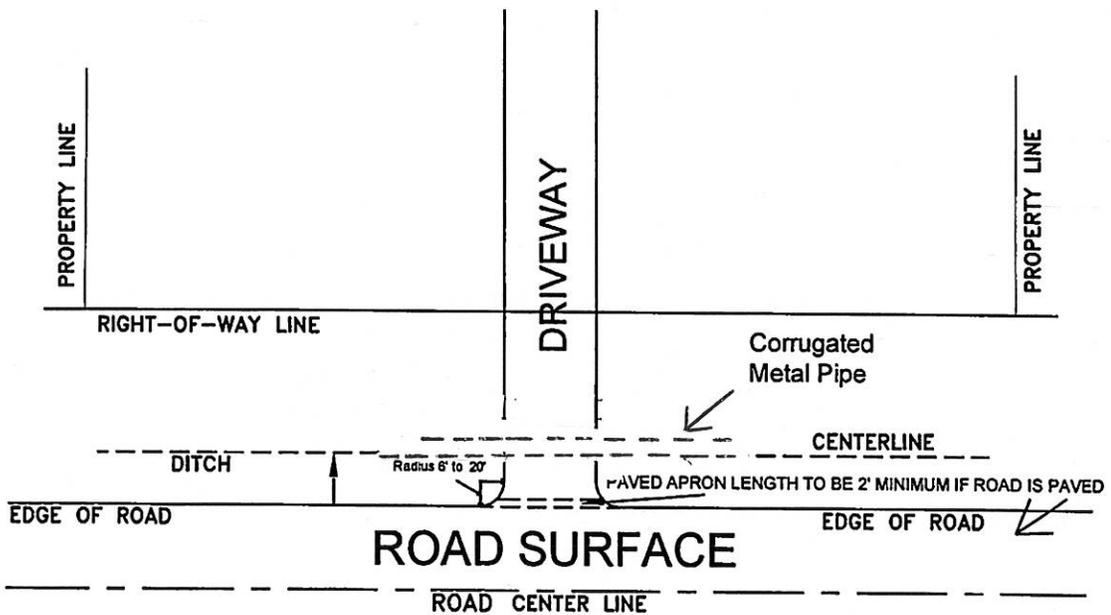
(907) 745-9822 FAX (907) 746-7407

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### Driveway Design

# Culvert Placement

Driveway must be installed in accordance with the below sketch and special conditions noted by the inspector.



DRAINAGE DESIGN PLAN