Process for Driveway Permit Requests
Planning and Zoning Department
A Step-By-Step Guide

1 **INTRODUCTORY MEETING WITH PLANNING STAFF -** Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.

2 **SUBMISSION OF APPLICATION -** Applicant will submit application to the Zoning Administrator for review. ***Fee must be received before any requests are processed.***

2a **APPLICATION/SITE PLAN IS INCOMPLETE –** Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.

2b **APPLICANT SUBMITS REVISIONS –** Staff reviews for completeness. If application is complete and the request meets the requirements of the Zoning Ordinance request will be forwarded to the Department of Public Works (DPW).

3 **DPW REVIEW –** Staff in the DPW will review the request

3a **DPW HAS CONCERNS –** Staff in the DPW will contact the applicant to discuss the concerns they have regarding the placement of the driveway

3b **DPW APPROVAL –** If no additional information is needed a land use permit will be issued.

4 **STAFF ISSUES PERMIT –**A copy of the application is given to the applicant along with a copy of the permit for their file.

5 **SITE VISIT TO CLOSE OUT PERMIT –** Staff will go out to perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues, letter of compliance is prepared and mailed to applicant, permit is closed.

If there are issues, staff will work with the applicant to see corrections are made and the requirements of the ordinance are met. All of the standards are on page 3 of the Driveway Permit Application.

NOTES - Driveways must be 3 feet from a side yard property line – unless recommended by the ZA & approved by the PC. All driveways must be paved with asphalt or concrete and connect to the public right-of-way.

A license agreement can be prepared by the City Attorney for a driveway on an undeveloped public street, requires City Council approval. If a second driveway is installed on the same street, than the street must be developed.

(6/30/15)

Planning & Zoning Department
City Hall
70 Maple Street
Manistee, MI 49660
231.398.2805 (phone)
231.723.1546 (fax)

Driveway Permit Application

Please Print

Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Project Information		
Total area of Proposed Project:		
Authorization		

By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Further if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion.

Signature: _____ Date: _____

❒ **$25.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan)**

Office Use Only		
Zoning Review		
Fee: ❒ $25.00	Receipt #	
Zoning District:	Notes:	
Signature: _____	Date: _____	
Department of Public Works Review		
❒ Approved	Notes:	
Signature: _____	Date: _____	

For simple site plans this sheet is provide for convenience.
Other site plans containing all required information may be submitted.

SITE PLAN SCALE: ¼ inch (one square) equals ___feet

DRAW ARROW THAT INDICATES DIRECTION OF NORTH

Address of proposed Development:

Type of Improvement:

Name of Preparer:

Address of Preparer:

Date: | **Parcel Area:**

Site Plan Requirements	
❒ Included	1. A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer, parcel lines and parcel area.
❒ Included	2. The scale of the drawing and north arrow which shall be not less than 1" = 200' nor greater than 1" = 20'.
❒ Included	3. Location of existing and proposed driveways and curb cuts, if any.
❒ Included	4. Location of existing public and private rights-of-way and easements contiguous to and on the property
❒ Included	5. Location of driveway located on property across the Street

Zoning Requirements

SECTION 511 DRIVEWAYS AND CURB CUTS

A. In the **P-D, R-4, C-1, C-2, W-F, L-I and G-I** Districts, driveway entrances and exits to a property shall comply with the following standards unless superseded by State or Federal statute or rule.

1. The location of a driveway curb cut to any street shall be a minimum of fifty (50) feet from an intersection of any two streets, measured from the edge of the respective rights-of-way. Provided that, parcels greater than one hundred (100) feet in width, which shall have driveways curb cuts at least sixty (60) feet from an intersection measured at the edge of the public right-of-way.
2. Driveway curb cuts shall be aligned with driveways on the opposite side of the street or offset a minimum distance of thirty (30) feet, measured from centerline to centerline.
3. Driveways on the same side of a local street shall be separated by at least thirty (30) feet, measured from centerline to centerline. Provided, that common or shared drives shall have zero distance between them but shall comply with required distances from intersections and other driveways as set forth in this section.
4. Exit-only or entrance-only driveways and driveways for dwellings and duplexes, shall be a minimum of ten (10) feet, and no more than twenty (20) feet in width. All other driveways shall be a minimum of twenty (20) feet but no more than thirty five (35) feet in width.

B. In the **G-C, R-1, R-2 and R-3** districts, driveway curb cuts shall be placed at least thirty (30) feet from an intersection.

C. All driveways in every district shall be located at least three (3) feet from a side yard property line.

D. A driveway curb cut shall not be constructed into a city-owned street unless a driveway is also being constructed.

E. In those areas without curbs and gutters, the requirements of this section shall apply and be administered as if the curb and gutters were present.

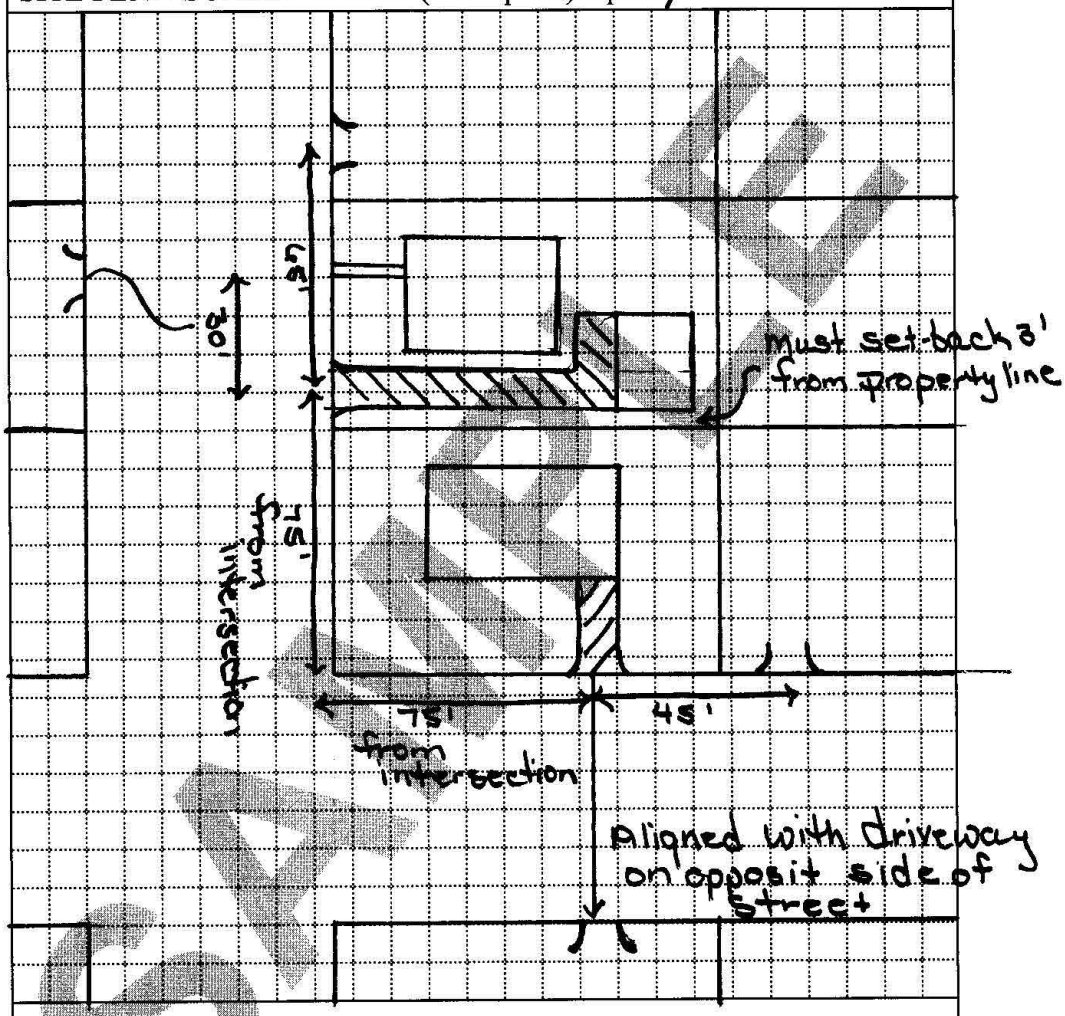
F. All driveways shall be paved with asphalt, concrete, or pervious paving and connect to the public right-of-way.

G. Upon the recommendation of the Zoning Administrator, the Commission may approve a site plan that does not comply the requirements of this section where local conditions make full compliance impossible, providing the distances between the new driveway from street intersections and other driveways is the greatest possible.

Example of driveways on corner lot and one lot in from corner

For simple site plans this sheet is provided for convenience.
Other site plans containing all required information may be submitted.

SITE PLAN SCALE: 1/4inch (one square) equals ~~5~~ 10 feet



DRAW ARROW THAT INDICATES DIRECTION OF NORTH:

Proposed Development: Driveway

Name and Address of Preparer: _____

_____

Date: _____ Parcel Area: _____

Sample Site Plan