



## CITY OF PATTISON DRIVEWAY/CULVERT PERMIT APPLICATION

### 1. OWNER/INSTALLER INFORMATION

(Fees Effective 3.1. 2024)

Property Owner's Name \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Installer Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### 2. LOCATION OF PROPERTY: (911 Address must be obtained prior to issuance of this permit.)

Prop ID # \_\_\_\_\_ Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### 3. GENERAL INFORMATION (Site Use and Proposed Construction)

☐ Single Family Residential      ☐ Multi-Family Residential/Commercial      ☐ Agriculture

### 4. DRIVEWAY / CULVERT INFORMATION

☐ Driveway (only)      ☐ Driveway with Culvert      ☐ Extension of Driveway      ☐ Circle Driveway

Culvert Length \_\_\_\_\_ Driveway Width \_\_\_\_\_ Type of Surface Material \_\_\_\_\_

Name of Nearest Cross Street \_\_\_\_\_ Distance from Cross Street \_\_\_\_\_

Direction from Cross Street (circle one) N S E W

**PERMIT TYPE** (Please check application block below)

#### ☐ APPLICANT WILL INSTALL/PRIVATE CONTRACTOR

The permit fee is **\$150.00 Initial Review and Site Visit, Plus \$100.00 Per Inspection Fee**. The City of Pattison will inform you of the proper size and grade requirements prior to installation. Applicant must notify the City of Pattison when pipe is set for inspection, before it is backfilled (before covering up). Only reinforced concrete pipe or HDPE, such as ADS N-12 @ pipe or equivalent is allowed. Culvert installations that are longer than 40 feet in length will require grate inlets be installed equally spaced along the run of pipe unless specified otherwise by the City Engineer.

#### ☐ COMMERCIAL/PRIVATE CONTRACTOR

The Permit Fee is **\$150.00 Initial Review and Site Visit, Plus \$100.00 Per Inspection Fee**. The City of Pattison will not install commercial driveways. Commercial driveways must be permitted under the same stipulations applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR" and the maximum length for commercial driveways is 100 feet. Also, commercial driveways must be designed by a professional engineer as part of the civil site plans.

#### ☐ ADD-ON TO EXISTING RESIDENTIAL DRIVEWAY

Add-ons permitted under the same stipulations as applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR", will be assessed the **\$150.00 Initial Review and Site Visit plus \$100.00 Per Inspection Fee**, to a maximum length of 40 feet.

#### ☐ ADD-ON TO EXISTING COMMERCIAL DRIVEWAY

Add-ons permitted under the same stipulations as applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR", will be assessed the **\$150.00 Initial Review and Site Visit plus \$100.00 Per Inspection Fee**, to a maximum length of 100 feet.

**All driveway and/or culvert construction must be completed in accordance with the City ordinances and standards adopted in Exhibit A and attached hereto and made apart hereof this application. Construction pursuant to the permit will be commenced within three (3) months and be completed within six (6) months from the date of the permit. Additional inspections are \$100.00 (Res. Agr.) or \$100.00 (comm./Industrial) per visit. Permit fees and inspection fees are not refundable.**

## 5. ACKNOWLEDGEMENTS

The City hereby authorizes you to construct a driveway on the City right of way for access to your property in adjoining City maintained road \_\_\_\_\_, provided you agree to and comply with the following conditions:

- All culverts shall be new reinforced concrete pipe or HDPE, such as ADS N-12 @ pipe or equivalent of size determined by the City, and to be purchased by the Owner.
- Maintenance of driveways constructed hereafter shall be the responsibility of the PROPERTY OWNER. Any future changes, required by the PROPERTY OWNER, will be at the owner's expense. The City reserves the right to require changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the City road. These changes shall be the responsibility of the City.
- The property owner shall hold harmless the City and it's duly appointed agents and employees from any action or personal injury or property damage sustained in the installation of this driveway.
- Mark the driveway on each side with a stake.
- Purchasing new approved culverts and all delivery fees.
- Payment of fees.
- Circular Driveways: feesdouble.
- Minimum culvert length: 20feet.
- Safety end treatments with pipe runners are required for all pipes larger than30".
- Once concrete is placed over the culvert the maintenance of this culvert becomes the full and total responsibility of the property owner. If at any time the City must remove the culvert it will be the responsibility of the owner for all replacements.
- The property owner shall keep the culverts open and free flowing.
- No alteration of the driveway (including pavement) shall be made without prior approval from the City.

The applicant (Owner/Installer) understands and agrees that the City Engineer may make scheduled or unscheduled inspections of the property upon the issuance of the permit. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the development and driveway permit.

The applicant (Owner/Installer) hereby acknowledges and agrees to be strictly bound to the City in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the ordinances of the City for the Construction of Driveways and/or Culverts will be faithfully complied with.

I, \_\_\_\_\_, the undersigned, have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct.

**CALL BEFORE YOU DIG – 811**

SIGNATURE of Applicant (Owner/Installer) \_\_\_\_\_ Date \_\_\_\_\_

Permit #:	Date Application Rec'd:	Rec'd by:
Plan Checker: DK Date Given:	Payment Method: Cash      Check      #	CC - ID#
Culvert Length:	Culvert Diameter:	Width:
Notified Owner of Culvert Size:	Completion Date:	
<b>PRIVATE INSTALLATIONS Inspection Log</b>		
Sized & Staked:	Bedding & Pipe Grade Checked:	
Backfill Checked:	Surface Checked:	
<b>CONCRETE SETS</b>		
Surface Checked:	Final Pour:	
Notes:		Set by:

**ACKNOWLEDGEMENT OF UNDERSTANDING DRIVEWAY/CULVERT  
PERMITTING-INSPECTION PROCESS**

(must be submitted along with application in order to obtain permit for construction)

Installer name \_\_\_\_\_

The Installer hereby acknowledge and agree to be strictly bound to the City of Pattison in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the City's ordinances regulating the Construction of Driveways and/or Culverts will be faithfully and fully complied with.

Construction pursuant to the permit must be commenced within three (3) months and be completed within six (6) months from the date of the permit.

Step 1 \_\_\_\_\_ (Initial)

Complete permit application and pay appropriate fee. Use stakes to identify desired location for driveway.

Step 2 \_\_\_\_\_ (Initial)

City Engineer will determine culvert size (if needed) and establish grades.

Step 3 \_\_\_\_\_ (Initial)

Installer begins construction: Install bedding and pipes at established grade.

Installer calls City Engineer to arrange inspection after installation of bedding and pipes at grade.

Step 4 \_\_\_\_\_ (Initial)

Upon successful inspection of bedding and pipe grades, Installer to place backfill. Installer calls City Engineer to arrange inspection after installation of backfill.

Step 5 \_\_\_\_\_ (Initial)

Upon successful inspection of backfill, installer to place surface material. If concrete is used, an inspection is required after form work and prior to pouring the concrete. Installer calls City Engineer to arrange inspection of surface material to close permit.

Step 6 \_\_\_\_\_ (Initial)

Upon successful inspection of surface material, permit will be closed.

The Installer understands and agrees that the City Engineer may make unscheduled inspection of the construction activities upon issuance of the permit. The Installer acknowledges that the driveway construction must be inspected as noted above.

CALL BEFORE YOU DIG—811

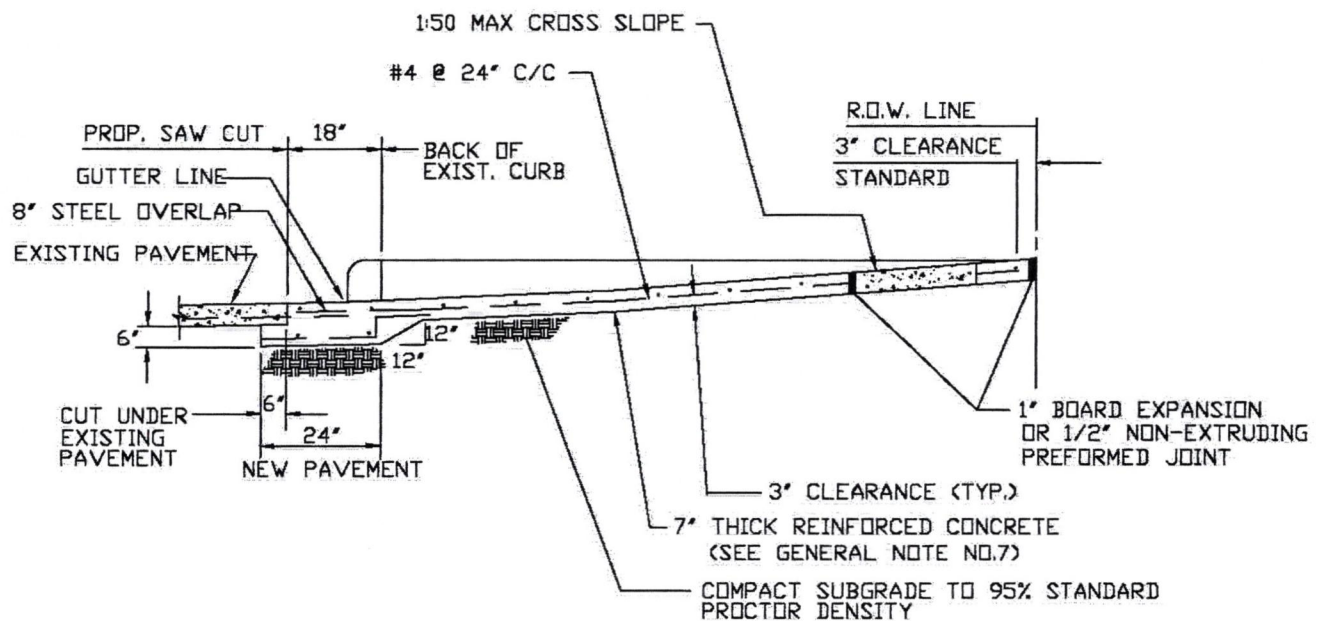
\_\_\_\_\_  
Signature of Installer

\_\_\_\_\_  
Date

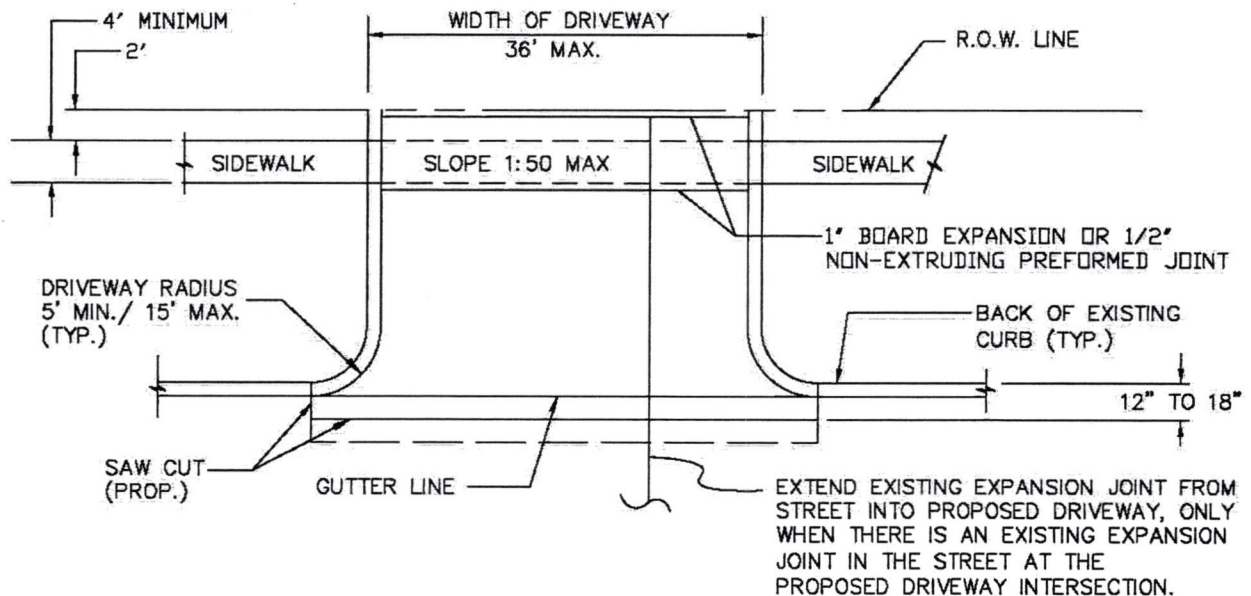


*When A Commercial Driveway Or Curb & Gutter Is Constructed, Reconstructed, Repaired Or Regraded On City Right-Of Way Use The Following:*

A — USE FOR ALL PROPOSED DRIVES ON CURBED TYPE STREETS:



B — USE FOR ALL PROPOSED CURB REMOVAL FOR DRIVEWAYS



**CITY OF PATTISON**

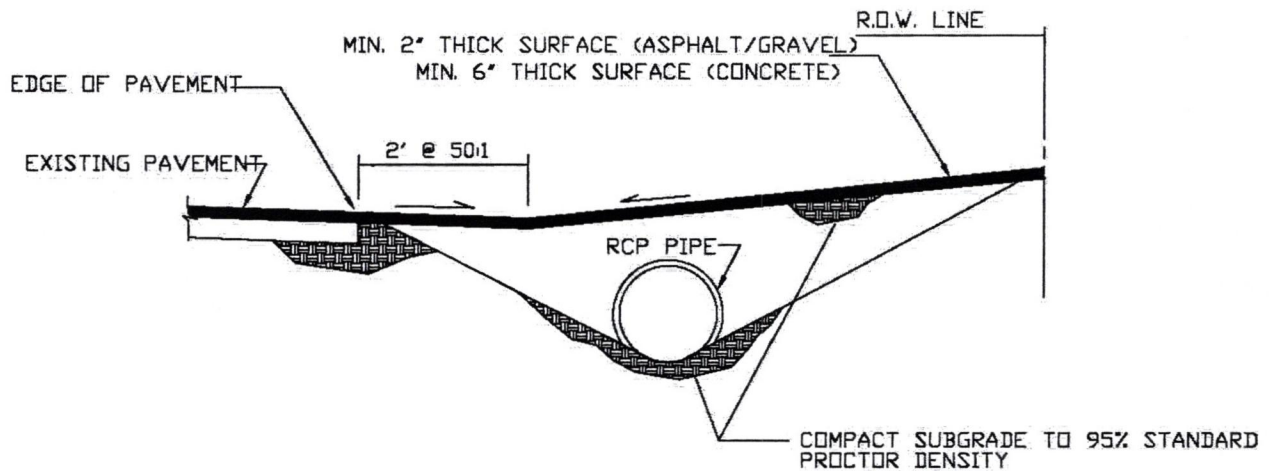
*Driveway On Curbed  
Concrete Or Asphalt Streets  
Commercial*

04-03-18

DW1

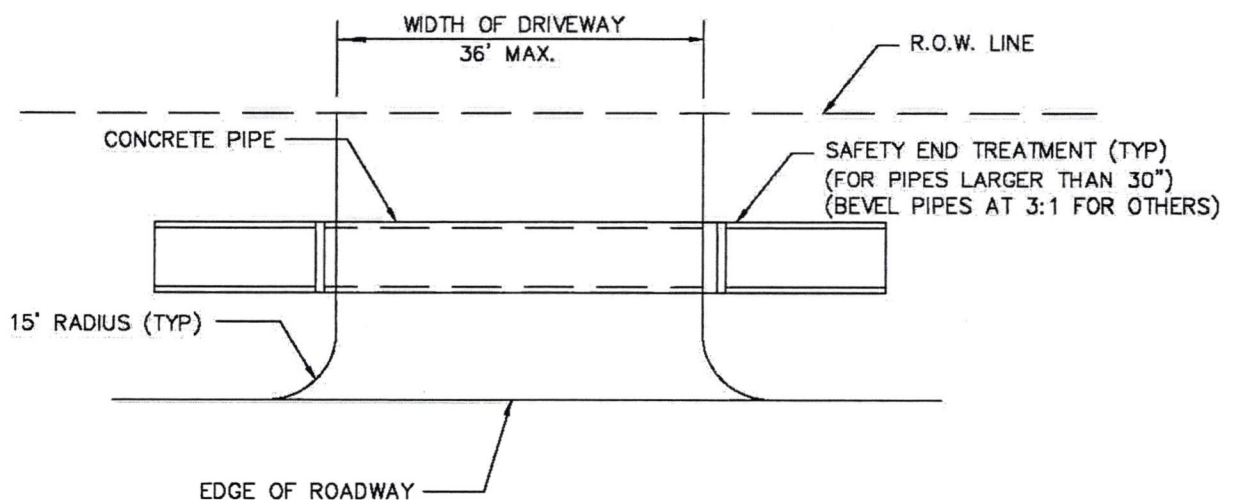
*When A Residential Driveway Is Constructed, Reconstructed, Repaired Or Regraded On City Right-Of Way Use The Following:*

A — USE FOR ALL PROPOSED DRIVES ON RURAL TYPE STREETS:



**NOTES:**

- 1) THIS DRAWING DEPICTS A GENERAL LAYOUT. DUE TO SITE SPECIFIC CONDITIONS, ADDITIONAL WORK MAY BE REQUIRED.
- 2) THE COUNTY WILL ESTABLISH THE ELEVATION AND PIPE SIZE.
- 3) SAFETY END TREATMENTS ARE REQUIRED FOR PIPE SIZES LARGER THAN 30" AND WILL REQUIRE PIPE RUNNERS.



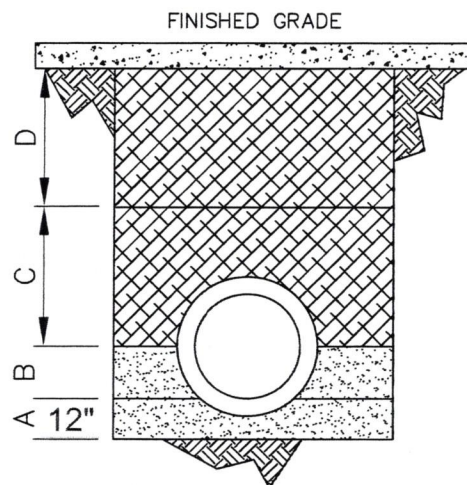
**CITY OF PATTISON**

*Driveway On Curbed  
Concrete Or Asphalt Streets  
Residential*

04-03-18

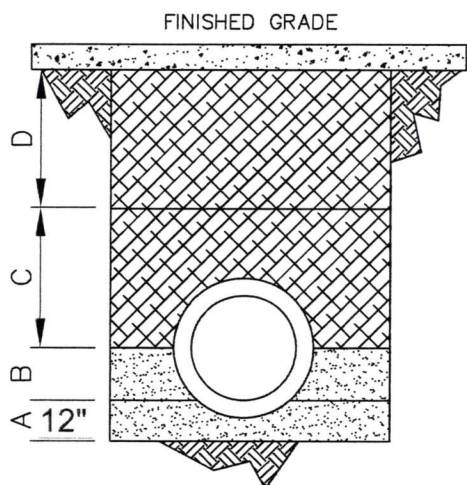
DW2





- A. 12" OF CEMENT-STABILIZED SAND PLACED BEFORE PIPE IS LAID. SHAPE SAND TO CONFORM TO BOTTOM OF PIPE. MAINTAIN 6" MIN. THICKNESS OF SAND BELOW PIPE.
- B. CEMENT-STABILIZED SAND PLACED AFTER PIPE IS LAID TO BE THOROUGHLY RODDED AND BROUGHT TO PIPE SPRINGLINE.
- C. R.C.P. PIPE  
CEMENT-STABILIZED SAND THOROUGHLY RODDED AND BROUGHT TO 12" ABOVE PIPE.
- D. R.C.P. PIPE  
IF SECONDARY BACKFILL IS LESS THAN ONE FOOT USE CEMENT-STABILIZED SAND FOR ENTIRE DEPTH. OTHERWISE USE SELECT BACKFILL\* PLACED IN 8" LOOSE LIFTS AND COMPACT BY LIFTS TO 95% OF THE MODIFIED PROCTOR DENSITY.

## BEDDING AND BACKFILL DETAIL FOR DRIVEWAY CULVERTS - COMMERCIAL



- A. SHAPE SOIL TO CONFORM TO BOTTOM OF PIPE. USE SELECT BACKFILL\* PLACED IN 8" LOOSE LIFTS AND COMPACT BY LIFTS TO 95% OF THE MODIFIED PROCTOR DENSITY.
- B. SELECT BACKFILL\* PLACED IN 8" LOOSE LIFTS AND COMPACT BY LIFTS TO 95% OF THE MODIFIED PROCTOR DENSITY.
- C. R.C.P. PIPE  
USE SELECT BACKFILL\* PLACED IN 8" LOOSE LIFTS AND COMPACT BY LIFTS TO 95% OF THE MODIFIED PROCTOR DENSITY.
- D. R.C.P. PIPE  
USE SELECT BACKFILL\* PLACED IN 8" LOOSE LIFTS AND COMPACT BY LIFTS TO 95% OF THE MODIFIED PROCTOR DENSITY.

*\* Select Backfill Is Defined As Clayey Gravel, Sand, Or Lean Clay, Or Lime Treated Clayey Soils, With A Plasticity Index Between 7 And 20*

**CITY OF PATTISON**

*Bedding And Backfill Detail  
For Driveway Culverts  
Residential*

04-03-18

DW3

GENERAL NOTE:

1. PROPOSED DRIVEWAY, SIDEWALK, CURB, GUTTER LINE AND GRADE SHALL MATCH EXISTING STREET.
2. PROPOSED SIDEWALK SHALL BE CONSTRUCTED WITH PORTLAND CEMENT CONCRETE, 4-1/2 SACK CEMENT PER CUBIC YARD, 4-1/2 INCHES THICK AND 4 FEET MINIMUM WIDTH. SEE DRAWING NO.3 FOR ADDITIONAL INFORMATION AND DETAILS.
3. PROPOSED DRIVEWAY SHALL BE CONSTRUCTED WITH PORTLAND CEMENT CONCRETE, 5 SACK CEMENT PER CUBIC YARD, 7 INCHES THICK, FROM PROPOSED SAW CUT TO RIGHT-OF-WAY LINE (PROPERTY LINE).
4. PROPOSED DRIVEWAY REINFORCING STEEL IS TO BE #4 DEFORMED SPACED AT 24 INCHES C.C., EACH WAY, WITH 10 INCHES MINIMUM LAP (6"x12" W5xW4 AS ALTERNATE) FROM PROPOSED SAW CUT TO RIGHT-OF-WAY LINE.
5. PROPOSED DRIVEWAY REINFORCING STEEL IS TO BE TIED TO EXISTING ROADWAY REINFORCING STEEL WITH A MINIMUM LAP OF 8 INCHES.
6. PROPOSED GUTTER LINE IS TO BE MAINTAINED AT FACE OF EXISTING CURB.
7. SAW CUT EXISTING CURB AT EACH END AND KNOCK OUT CURB FROM BEGINNING TO END OF PROPOSED DRIVEWAY.
8. SAW CUT EXISTING PAVEMENT A MINIMUM OF 12 INCHES AWAY FROM FACE OF CURB (GUTTER LINE) AND BREAK OUT TO EXPOSE EXISTING REINFORCEMENT STEEL.
9. COMPACT SUBGRADE FOR PROPOSED DRIVEWAY CONNECTION FROM PROPOSED SAW CUT AT EXISTING PAVEMENT TO RIGHT-OF-WAY LINE, COMPACT TO 95% OF STANDARD PROCTOR DENSITY (+/- 2% OPT. MOISTURE). THE COUNTY ENGINEER RESERVES THE RIGHT TO REQUIRE LABORATORY TESTS TO BE CONDUCTED.
10. IF MORE THAN ONE PROPOSED DRIVEWAY IS BUILT ON THE SAME PROPERTY, SAID DRIVEWAYS SHALL BE SEPARATED BY A MINIMUM DISTANCE OF 20 FEET (ROADWAYS WITH CURBS AND SIDEWALKS).
11. REINFORCING STEEL TO BE ELEVATED A MINIMUM OF 3" ABOVE SUBGRADE. (3 INCHES MANUFACTURED CHAIRS ARE REQUIRED WITH MAXIMUM SPACING OF 72 INCHES C/C EACH WAY).

**CITY OF PATTISON**

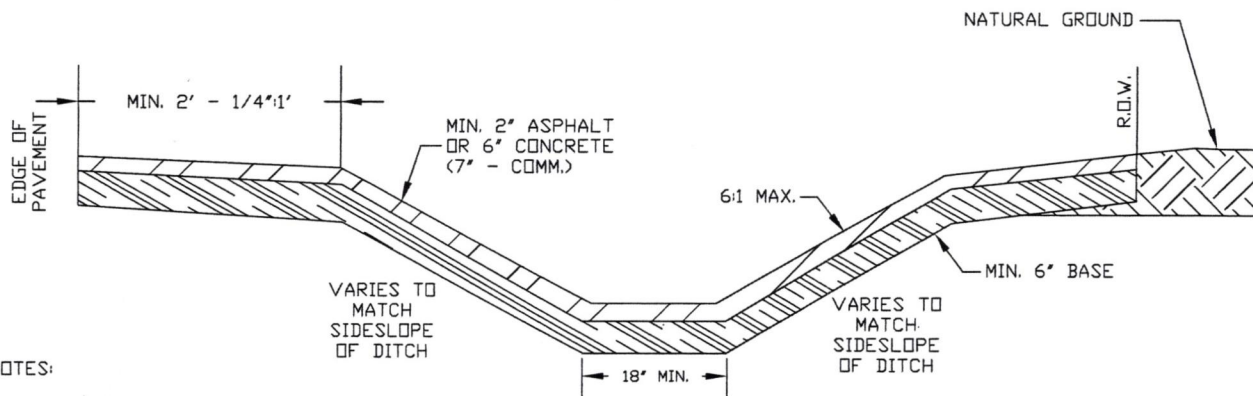
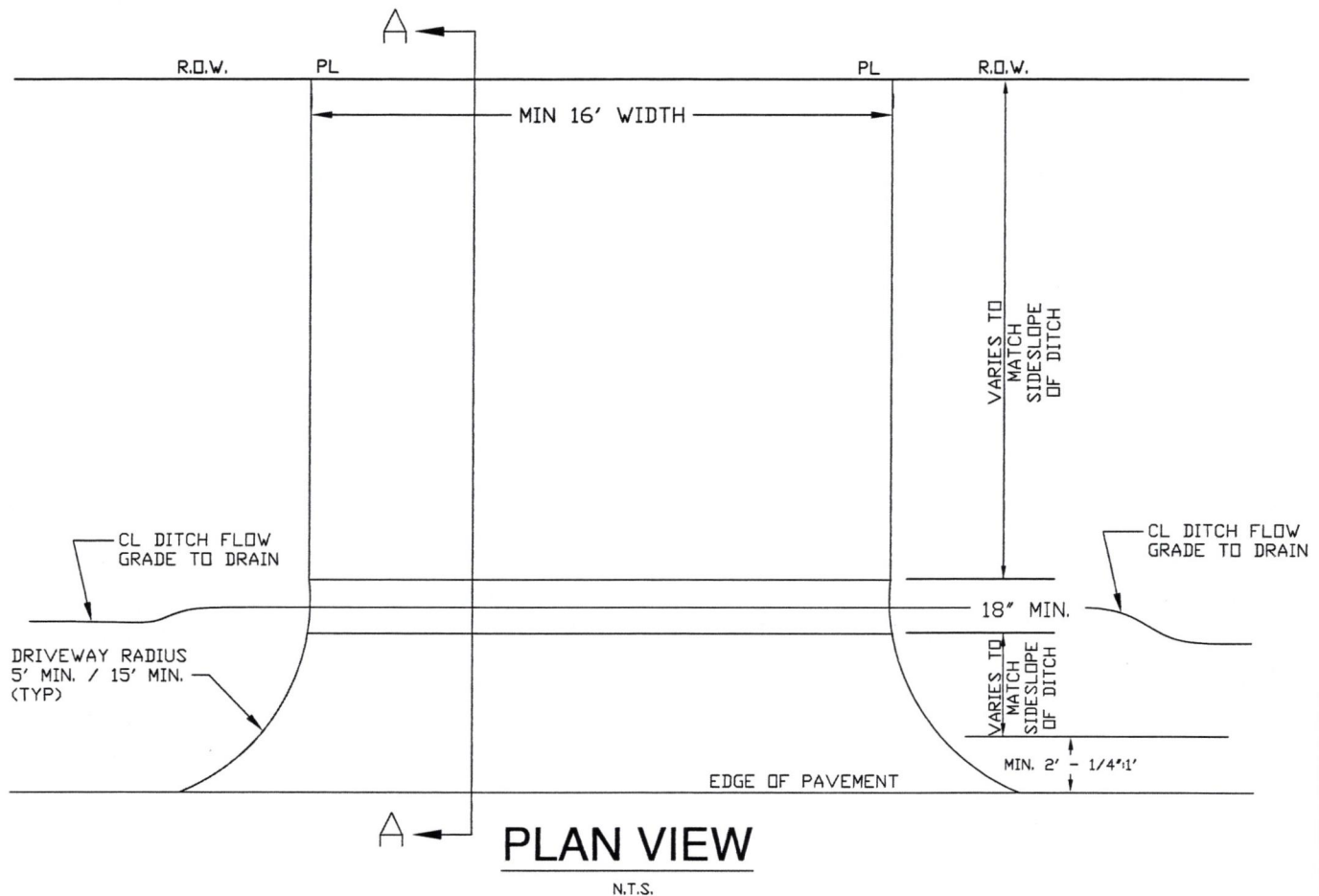
*Construction Notes For Sidewalks &  
Driveways On Curbed Type Streets*

04-03-18

DW4



*When A Residential Or Commercial Driveway Is Constructed, Reconstructed, Repaired Or Regraded On City Right-Of Way And The Profile Cannot Support A Culvert Use The Following:*



NOTES:

- 1) MIN. DEPTH OF 6" BASE AND EITHER 6" CONCRETE (7" COMM.) OR 2" ASPHALT.
- 2) 18" MIN. CENTER WIDTH ALIGNED WITH FLOWLINE.
- 3) TOP OF DIP SECTION TO MATCH DITCH FLOWLINE ELEVATION.
- 4) THIS DRAWING DEPICTS A GENERAL LAYOUT. SITE SPECIFIC CONDITIONS MAY WARRANT ADDITIONAL WORK.
- 4) ENGINEERED DRAWINGS MUST BE SUBMITTED FOR COMMERCIAL DRIVEWAYS.

**CITY OF PATTISON**

*Dip-Style Driveway*

04-03-18

DW5