



Planning & Economic Development Department
DRIVEWAY PERMIT

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

Date ____/____/____

PERMIT# _____

PROPERTY INFORMATION:

Property Address:		
Applicant Name:		Owner Name:
Home Ph#:	Mobile/Cell# Ph:	Email:
Type of Driveway Permit: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Widen		
Type of Property: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed use <input type="checkbox"/> Other _____		

DESCRIPTION OF WORK:

Permission is granted for construction to begin in accordance with the approved plans on file in the office of the City of Morrow Planning & Economic Development Department and as per the City's Standards and Specifications.

Approved by: _____ Date: ____/____/____

Applicant MUST provide the following:
 1) Driver's License 2) Driveway Sketch 3) Business License (Occupation Tax License) 4) Survey Plat (may be required)

(Maintain this permit at the construction site as proper authorization)

FOR OFFICE USE ONLY: (Processed and entered into the system)		
ZONING VERIFIED: _____	ACCEPTED BY: _____	DATE RECEIVED: _____
APPLICATION/PERMIT FEE: \$ <u> 0 </u>	PAYMENT METHOD: <input type="checkbox"/> CHECK CHECK # _____ <input type="checkbox"/> CREDIT/DEBIT CARD <input type="checkbox"/> MONEY ORDER	
APPROVED/DENIED BY: _____	DATE: _____	



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Driveways and Walkways:

- A. All lots, buildings, structures and uses of land shall provide off-street parking in an amount sufficient to meet the needs required by the building or use of the land. All off-street parking must be on a paved, dust-free surface subject to specifications on file in the public works department. Parking on the street, the sidewalk, the walkway or on the grass is prohibited. All impervious areas must comply with maximum ground coverage and setback requirements in accordance with the other provisions of this zoning ordinance. Paving in the front setback area of a single-family parcel is limited to the lot size designated by the zoning classification, primary structure, and total impervious surface. No driveway shall connect to an arterial or collector street.
- B. Parking in any multi-family residential development is permitted only in designated parking spaces in accordance with regulations contained in this ordinance.
- C. Driveways are required to connect enclosed garages with the public street for all residential development. All such driveways shall be paved with concrete or asphalt surfaces consistent with adjacent lots in the development. The number of required spaces under the off-street parking standards of Article XII shall be met with respect to driveways. Long-term use of driveways (over 48 hours) for resident parking is prohibited. Such driveway spaces are used for the occasional and interim use of guests. Additionally, no boats, campers or other RVs are allowed for storage outside of an enclosed garage.
- D. A driveway for a single-family parcel may not exceed 24 feet in width along any roadway. Paving in the front yard shall be limited to a maximum of 24 feet in width measured by the line of sight from the roadway to the garage or carport. Driveway aprons shall be installed according to specifications on file in the public works department. The general design of the driveway includes, but is not limited to, curbing, gutters, sidewalk and grass strip.
- E. On corner lots, the paving shall be limited to one driveway. Dual entrances on a single parcel are not allowed. Paving in the side-yard may be considered, but in no case shall be closer than five feet from the property line.
- F. Walkways shall be composed of stone, cast-stone, brick, concrete or special concrete masonry service and used as a passage for walking. Walkways in residential developments may not exceed five feet in width. Parking on a walkway is prohibited.
- G. Minor exceptions to these standards not exceeding 15 percent of the allowable standard may be made by the zoning enforcement officer where substantial conformance with the intent of this section can be shown.
- H. Where extension or expansion of an existing sidewalk or driveway is desired or necessitated by new construction or renovation work, any extension or addition to the existing driveway or walkway shall be required to match existing materials obtained both in composition and in color. Where new concrete is poured next to an existing driveway, if the new concrete cannot be made to appear similar to the existing concrete, then the existing concrete shall be removed and the entire driveway redone.

Conditions of Approval

1. No work under this application is to be started until application is approved and the permit is issued.
2. Where work on traveled roadway is necessary, traffic must be protected and flags, signs, safety cones, and proper barricades must be placed in accordance with safety procedures.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during the construction of driveway.
4. Road must be swept clean after work is completed.
5. Prior to placement of concrete, the applicant shall notify the Planning & Economic Development Department at 678-902-0870 that the form (created out of wood so you can pour concrete in it) has been completed.
6. No changes or alterations in entrances may be made at any time without permission from the Permits Department.



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Driveway Sketch Requirements

1. A driveway sketch is required as a part of this permit. The sketch does not need to be drawn to scale, however dimensions must be provided on sketch, with as much detail as possible.
2. The driveway sketch should include the original and proposed driveway, existing driveway (dashed line), driveway dimensions, property lines, dimensions of driveway from property lines, building locations near driveway, arrow indicating north, surface features near proposed driveway location (trees, hydrants, utilities, etc.)
3. If on a corner lot, the sketch should include dimensions to intersecting roadways.