



**APPLICATION FOR:  
COMMERCIAL DRIVEWAY / ACCESS – Zoning Review**

Address: 23718 W US HWY 27, High Springs, FL 32643

Phone: (386) 454-2134

Date Stamp:

Received by: \_\_\_\_\_

- Submit to High Springs City Hall.
- \$135 Base Fee + \$4 State  
Surcharge + 1 Inspection @ \$70  
= **\$209**
- After you have obtained a permit,  
work can commence.

**DRIVEWAY REQUIREMENTS**

- Improved driveways are required for **any/all** access points from your property to a City Street.
- All permit applications for: any commercial property new construction, demolition and re-construction of structures, additions, and/or replacement; redevelopment or additions/expansions to existing commercial buildings or accessory structures; **or any new driveway/access/curb-cut** - shall require this application to be submitted, and related inspections verified, and all required driveway / access improvements verified as completed to standards.  
**You will also need to purchase a permit for the construction – see Building Department.**
- **You must install at least two 24 foot to 60-foot-wide asphalt or cement driveway for one way traffic or a minimum of one 24 foot to 60-foot-wide asphalt or cement driveway for two way traffic to serve access to your property from the City Street. It must be at matched grade to the street and extend from the edge of the existing street to your property line.**
- **If you can't locate your property line, you will need to have it flagged by a survey company. Existing or proposed dirt or lime-rock driveways, etc. will not pass inspection. Other related improvements may also be required.**
- It is your responsibility to make the improvements set forth, and to contact the Public Works Department for re-inspection after the improvements have been made.
- **No C/O will be issued by the Building Department until your driveway has been installed and approved by the Public Works and the Building Department.**
- After the Public Works Department has approved your driveway, they will notify you that your permit is ready.
- If driveway will access a State Highway (US-27, US-441, SR-45, etc.), you will be required to submit an application to the Florida Department of Transportation to obtain approval and submit the approved application for the process to begin.
- Please also attach to this application a site plan map or survey of the property describing (drawing) where existing or proposed driveway access points are or will be.
- You must also put flag stakes at the property showing the location of the proposed driveway.

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**1) Title Holder/ Property Owner Information** (Considered applicant unless a representative is named.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**2) Representative - Contractor / Applicant Information** (If different from owner, must be submitted with a letter of authorization by property owner.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Job Address Location Description or 911 Address:

\_\_\_\_\_  
Legal Description (Please give Lot #, Block, Sub-division):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Street Name

Frontage in Feet

Which roads does the property front:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many driveways are proposed?

\_\_\_\_\_ (There are limits – not all may be approved)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Building Official, Fire Chief, or Public Works Director to enter and inspect the site and premises which is the subject of this application.

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT**

Culvert Required? \_\_\_\_\_ If yes, Diameter: \_\_\_\_\_ & Length: \_\_\_\_\_  
"Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_  
"Concrete"

Ditch Fill Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons:

DATE OF INITIAL INSPECTION: \_\_\_\_\_ PHOTO DOCUMENTATION MADE: \_\_\_\_\_

DATE OF RE-INSPECTION OR TO VERIFY CONDITIONS MET: \_\_\_\_\_

Approval:

CITY OFFICIAL: (PWD) \_\_\_\_\_

CITY OFFICIAL: (Zoning) \_\_\_\_\_

To provide maximum safety with least interference to traffic flow on public streets while at the same time providing ease and convenience for ingress and egress to private property, the number and location of curb breaks shall be regulated relative to the intensity or size of the property served and the amount of frontage which that property has on a given street.

For streets which are part of the State of Florida highway system or otherwise under the jurisdiction of the Florida Department of Transportation, the number and location of curb breaks shall be in compliance with, and as permitted by, all statutes, policies and rules as implemented by the Florida Department of Transportation.

The costs for design, installation and maintenance for all curb cuts and associated driveways which provide access to public streets shall be the responsibility of the developer or property owner of said property.

All residences, development and redevelopment seeking access to public streets shall conform to these standards.

The number and location of curb breaks shall be regulated as follows:

1. One curb break is permitted for ingress and egress purposes to a single property or development.
2. Two curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between the two curb breaks equals or exceeds 100 feet.
3. Three curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between adjacent curb breaks equals or exceeds 100 feet.
4. More than three curb breaks entering on a particular street may be permitted from a single property or development. Where the minimum distance between adjacent curb breaks equals or exceeds one thousand (1,000) feet

Width of curb break and associated driveways.

1. The width of a curb break measured at the street right-of-way line, shall be within the following minimum and maximum limits:

Location	Minimum	Maximum
Commercial– <u>to a single parcel of record</u>	24 feet	60 feet
Commercial – <u>shared common easement access to two parcels of record</u>	<u>24 feet (split evenly)</u>	<u>60 feet</u>

2. In no case shall a commercial curb break width be less than 24 feet.

Curb break and driveway standards, subject further to any FDOT standards which may be applicable.

3. No curb break shall be constructed in the radius return (curved arc between intersecting street pavements) of an intersection.
4. No curb break shall be constructed nearer than twenty-five feet from the intersection of street right-of-way lines
5. No curb break shall be constructed nearer than five feet from an interior property line unless part of a common access way to two contiguous properties.
6. A six-inch raised curb and/or parking stops shall be constructed at least of three feet inside the street right-of-way line or property line to prevent vehicle overhang on private properties or rights-of-ways located near curb breaks, off-street parking areas, and off-street loading areas.
7. No curb break shall include an aboveground public facility such as traffic signal or signage components, catch-basins, fire hydrants, utility poles, fire alarm supports, or similar structures.
8. Any curb break and associated driveway proposed in a location which will result in conflicts with aboveground public facilities shall require the developer to submit all required plans and obtain all required approvals in writing from controlling governmental agencies prior to a permit being issued, with the costs of any alterations or relocations of such to be borne by the developer.
9. Any curb break and associated driveway proposed in a location which will result in conflicts with any trees or landscaping established along the ROW, shall require the developer to offset such, by proposing a relocation or re-establishment of existing or new trees or landscaping along adjacent areas of the ROW, as part of the plan submittal and review process.
10. Any curb break and associated driveway proposed in a location which intersects existing sidewalks, curbs, or other ROW improvements shall be required to modify said existing improvements according to the entity which has jurisdiction over said ROW, also including meeting ADA requirements for pedestrians.
11. Any curb break and associated driveway across an area which contains swales or provides other storm water functions, shall be required to install culverts or other improvements; areas and improvements as determined by the Public Works Director or city contracted utility engineer or provider.
12. All curb breaks and associated driveways shall be improved with matched grade asphalt or concrete along the span from the edge of the adjacent road pavement to the abutting property line, at which point off-street parking and loading standards shall control.

No curb break shall be established or altered without approval issued by the City of High Springs Public Work Department.



Date Completed: \_\_\_\_\_

PERMIT # \_\_\_\_\_

Street Name

Frontage in Feet

Which roads does the property front: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many driveways are proposed? \_\_\_\_\_

\_\_\_\_\_ (there are limits – not all may be approved)

**I (we) do hereby certify that to the best of my (our) knowledge and belief, that all the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Building Official, Fire Chief, or Public Works Director to enter and inspect the site and premises which is the subject of this application.**

\_\_\_\_\_  
**Signature of Title Holder or Applicant**

\_\_\_\_\_  
**Date**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of person acknowledging)

\_\_\_\_\_  
Signature of Notary

(NOTARY SEAL or STAMP)

\_\_\_\_\_  
Printed Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_