



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632  
 Email: [permits@derbyweb.com](mailto:permits@derbyweb.com)  
[www.derbyks.com](http://www.derbyks.com)

**Application for**  
**Approach & Driveway Addition**  
 This Application is Required for All Approaches and Additions to Driveways

**A DIMENSIONED DRAWING OF THE PROJECT MUST BE ATTACHED**

***A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES.***

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

Fee: \$25.00

**CONTACT INFORMATION**

Address of Proposed Work: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractors Name/Company: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

License #: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPROACH & DRIVEWAY INFORMATION** (see specification sheets to complete the following)

**Project Type:**       New                                       Replacement (No additional paving)

Expansion (Additional pavement to existing driveway)

**Curb Type:**       Standard                                       Roll

**Sidewalk Location:**     At the Curb                                       At the Right-of-Way Line                                       No Sidewalk

**Approach Wings:**       3-foot Wing                                       6-foot Wing (Required for sidewalk at standard curb)

**Paving Surface:**       6" Concrete                                       Other: \_\_\_\_\_ Depth & Material  
 (Requires City Engineer Approval)

**Approach Reinforcement:**

Welded Wire Fabric     Rebar size \_\_\_\_\_     Curb Pinning with #4 rebar 18" O/C 24" in Length

**Approach & Driveway Width:** \_\_\_\_\_ ft. (not including wings)

**Driveway Area:** \_\_\_\_\_ sq. ft. (area between property line and building setback; cannot exceed 1,200 sq. ft. or 50% of dwelling's required yard, whichever is less.)

**Is the property in a FEMA Hazard Area:**  Yes  No (If Yes, a Floodplain Development Permit may be required)

**COMPLETE APPLICATION ON NEXT PAGE**

**Does Approach/Driveway surround water meter?**  Yes  No (If Yes, a water meter vault must be installed by City Utilities to protect water meter)

**Does Approach/Driveway surround a stormwater sewer curb inlet?**  Yes  No (If Yes, a City Engineer must review plans. Property owner is responsible for cost of and coordinating installation of new inlet)

**Does Approach/Driveway surround a sanitary sewer manhole?**  Yes  No (If Yes, applicant must verify that manhole lid will be at grade with driveway and manhole lid must be inspected by City Utilities to ensure it can support vehicle loads and is at grade)

**CERTIFICATION**

1. I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.
2. I acknowledge that the \$25.00 application fee is non-refundable.
3. **The applicant must call for an inspection when approach and driveway are framed and prior to pouring pavement. Contact (316) 788-6632 Option 2 to schedule the required inspections 24 Hours in Advance.**

\_\_\_\_\_  
Applicant Signature

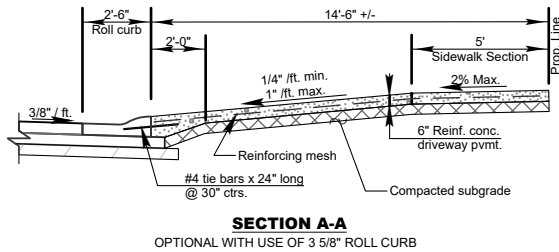
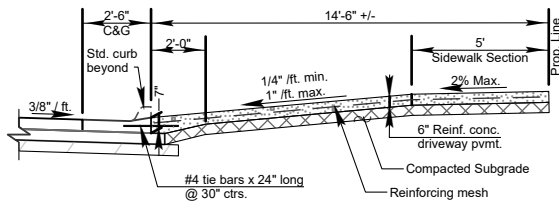
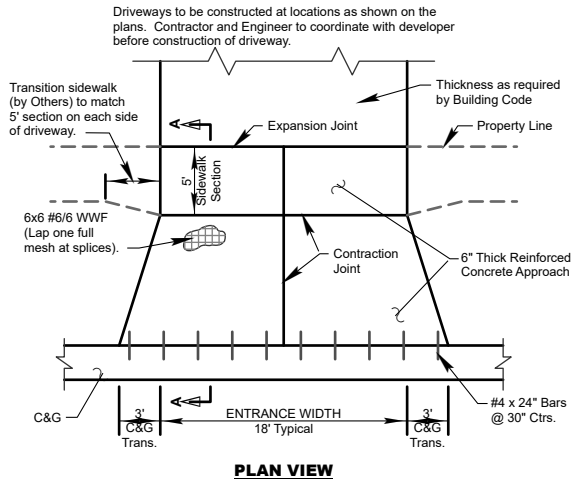
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

<b>OFFICIAL USE ONLY</b>	<b>Permit Number:</b> _____
<b>Required Documents:</b> <input type="checkbox"/> Fee <input type="checkbox"/> Plot Plan w/ Dimensions <input type="checkbox"/> Floodplain Development Permit Application (if applicable)	
<b>Water Meter Vault Required:</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (Schedule Installation with Utilities)	
<b>Does Approach/Driveway Affect Stormwater Sewer Inlet:</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (Coordinate with City Engineer)	
<b>Does Approach/Driveway Affect Sanitary Sewer Manhole:</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (Coordinate with Utilities. Manhole must be tested for vehicle load and driveway must be at grade with manhole)	
<b>Permit Status:</b> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	
<b>Reviewed By:</b> _____ City Planner or Authorized Agent	
_____ Permit Issue Date	
<b>Notes/Conditions:</b> _____ _____ _____ _____	
<b>Permit Return Method:</b> <input type="checkbox"/> Email Permit <input type="checkbox"/> Mail (USPS) <input type="checkbox"/> Pick-Up (Call Applicant)	

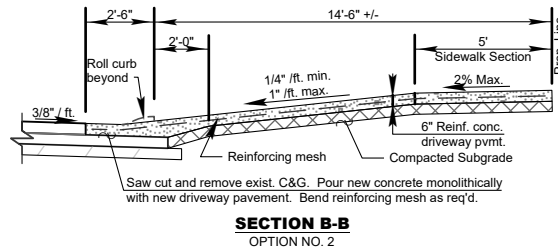
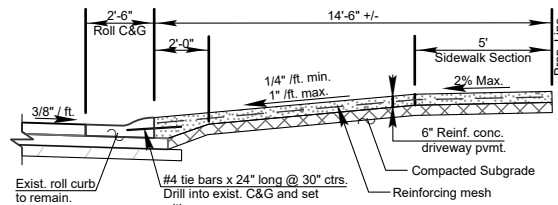
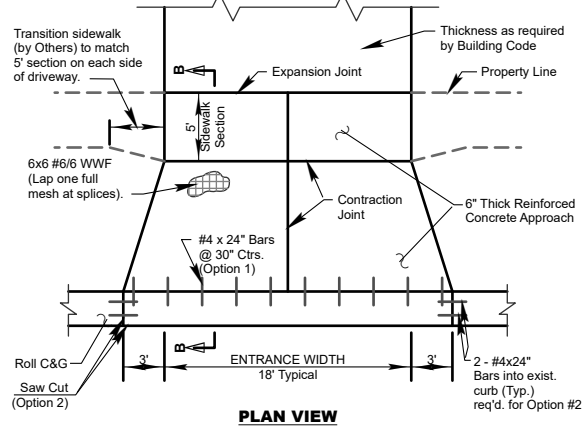
**NOTE:** The City of Derby does NOT allow existing curbs to be cut at the flowline for installation or replacement of approaches. New approaches may be dowelled into the back of existing roll curb or the entire curb section may be saw cut, removed, and replaced with the approach.

**DRIVEWAY DETAIL  
WHERE CONSTRUCTED WITH STREET IMPROVEMENT PROJECT**



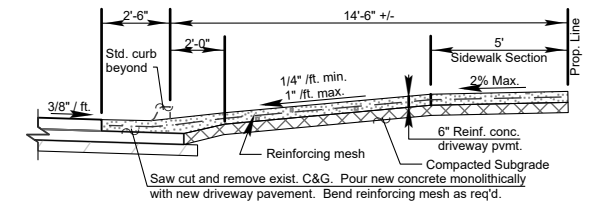
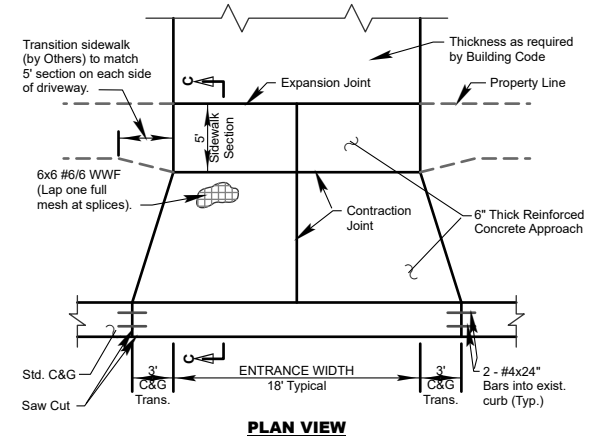
**DRIVEWAY DETAIL  
AT LOCATIONS WITH EXISTING PAVEMENT & ROLL CURB**

OPTION No. 1: Drill and Dowel.  
OPTION No. 2: Saw cut & remove exist. C&G in its entirety. Pour monolithic with driveway. Reinforce with driveway mesh. Contractor to ensure positive drainage.



**DRIVEWAY DETAIL  
AT LOCATIONS WITH EXISTING PAVEMENT & STANDARD CURB**

Saw cut & remove exist. C&G in its entirety. Pour monolithic with driveway. Reinforce with driveway mesh. Contractor to ensure positive drainage.



Revisions		
No.	Date	Description
5	10/11/17	Changed sidewalk width
4	3/5/10	Changed notes and misc. items
3	9/23/09	Took out cut C&G @ flowline
2	4/17/01	Changed dowel spacing
1	3/17/95	Changed sidewalk location

City of Derby  
**DRIVEWAY DETAILS  
RESIDENTIAL**