



Planning Services Division
 601 Caroline Street, Suite 400 (Drop Off)
 P.O. Box 7447, Fredericksburg VA 22404 (By Mail)
planning@fredericksburgva.gov
 (540) 372-1179

DRIVEWAY PERMIT (No Fee)

Approval of the driveway permit is required prior to installation or modification of any curb cut or driveway serving an existing residential lot.

Date of Application: _____ Project Address: _____

Zoning District: _____ Proposed Work Date(s): _____

(Check One) New Curb Cut Alteration of Existing Curb Cut No Change to Existing Curb Cut

(Check One) New Driveway Alteration of Existing Driveway No Change to Existing Driveway

Applicant Information

Name of Applicant: _____

Address: _____

Phone: _____ Email: _____

Property Owner Information (if different from applicant)

Name of Owner: _____

Address: _____

Phone: _____ Email: _____

By signing below, the applicant and owner agree comply with all of the City regulations and policies listed in this application and acknowledge that should any portion of the driveway being installed in accordance with this permit interfere with work or access by public employees and/or their agents in the performance of their duties, the driveway may need to be removed. Replacement of the driveway shall be the sole responsibility of the property owner.

Applicant Signature / Date: _____

Property Owner Signature / Date: _____

For Completion by the Community Planning & Building Department and Department of Public Works

Approved Disapproved

Comments: _____

Zoning Administrator **Date**

Stormwater Administrator **Date**

Public Works **Date**

This decision can be appealed in accordance with City Code § 72-24.1.B(6). **Permit #:** _____

Inspection Info:

Date of Inspection: _____ Inspected by: _____

Passed / Failed (circle one) _____ Comments: _____

Date of Re- Inspection: _____ Inspected by: _____

Passed / Failed (circle one) _____ Comments: _____

SUBMITTAL CHECKLIST:

PERMIT REVIEW TAKES TWO WEEKS, Documents may be submitted to planning@fredericksburgva.gov

❖ Submit two (2) copies of a survey/plat, tax map or sketch of the property, drawn to scale, that shows:

A. Driveway on the lot.

(see [§72-53: Parking](#) and [§72-82.4: Required yards.](#))

1. Location of the house and proposed driveway on the property.
2. Dimensions and area of the proposed driveway.
3. Distance of driveway to all property lines (1' minimum setback required to side lot lines).
4. A written narrative describing the surface treatment of the driveway. If surface treatment consists of gravel or an alternative aggregate treatment, a note shall be included that the property owner will be responsible for preventing and removing any aggregate material from accumulating within public right-of-way. Enforcement of maintenance per Section 59-2.G. of City Ordinance. Use of 57 stone or equal is suggested to avoid increased maintenance responsibility.
5. Limits of area to be disturbed, including area outside of driveway.
6. Existing and proposed topography. Driveways shall be drained in a manner to prevent damage to abutting properties and public streets per section 72-54.3, 78-1313, and 38-401 of the City Ordinance. If topographic information is not available, please include a note stating that steps taken to assure the driveway will drain in a manner to prevent damage to abutting properties and public streets.
7. Any existing or proposed drainage structures. Driveway culverts or other piped crossings must be 15 inches minimum diameter, reinforced concrete pipe (RCP), and must be sized for the 10-year storm for the contributing drainage area in accordance with ordinance requirements.
8. Chesapeake Bay Resource Protection Areas (RPA) limits, if applicable.
9. Location of regulatory floodplain (if applicable) and 100-year flood plain limits (Zone A) or Zone X, FEMA Community Panel Number.
10. If driveway is 2,500 square feet or greater in area, submit a stormwater management plan per §38-404 and Erosion and Sediment Control plan per §78-1312 of the City Ordinance. Stormwater Management and Erosion and Sediment Control plan will need to be approved by the Stormwater Administrator or designee prior to commencing work.

B. Curb cut within public or private right-of-way, ingress-egress easement, or alley.

(see [Curb Cuts §72-52.1.B\(4\).](#))

1. Location of the proposed curb cut and existing curb cuts on the property or adjacent properties.
 2. Distances between existing and proposed curb cuts.
 3. Width of the proposed curb cut.
 4. Existing or proposed sidewalks.
 5. Existing or proposed street trees / landscaping.
 6. Type of VDOT entrance proposed. CG-9B (Curb & Gutter Section) or PE-1(Ditch Section)
 7. Width and surfacing of the alley.
 8. Any existing or proposed drainage structures. Driveway culverts or other piped crossings must be 15 inches minimum diameter, reinforced concrete pipe (RCP), and must be sized for the 10-year storm for the contributing drainage area in accordance with ordinance requirements.
 9. Existing water meter or sewer manholes within 15 feet of proposed work.
- ❖ If you are proposing to install or modify a **curb cut**, submit two (2) copies of:
1. Certificate of Liability Insurance with "City of Fredericksburg" as Additional Insured
 2. Commonwealth of Virginia Contractor's License
 3. Responsible Land Disturber (RLD) Certificate (if disturbance \geq 2,500 square feet)
 4. Fredericksburg Business License (or proof of exemption from Commissioner of the Revenue)
 5. Traffic Control Plan
 6. Waiver request letter and justification letter for reduced setbacks, as appropriate.
 7. Check for Sidewalk Replacement made out to *City of Fredericksburg*. The cost is \$375 per panel for concrete sidewalks and \$625 for brick sidewalks up to 25 square feet. Any area in excess of 25 sq. ft. will cost \$20 per sq. ft. in addition to the \$625 base charge.
 8. Check for Tree Replacement made out to *Tree Fredericksburg*. Cost is \$300 per street tree removed or damaged.

City of Fredericksburg Regulations for Curb Cuts and Driveways
Unified Development Ordinance

Curb Cuts [§72-52.1.B\(4\)](#). The following curb cut standards shall apply to all "entrances" (as defined in the VDOT Road Design Manual Appendix F, § F-1) in addition to the general entrance standards required by the VDOT Requirements. If the two standards conflict, the more stringent shall apply.

- (a) No freestanding use shall have more than two curb cuts on any single right-of-way, and such curb cuts shall maintain a minimum separation of 60 feet.
- (b) Curb cuts on adjacent lots shall maintain a minimum separation of 60 feet from one another.
- (c) No curb cut shall be located closer than 30 feet to a side or rear site line, unless a common curb cut serves adjacent uses.
- (d) No curb cut on a corner lot shall be located closer than 75 feet from the radius at the corner.

Dimensions [§72-53.2.E](#). Vehicular use areas shall be at least 18 feet deep, measured from the right-of-way, or three feet measured from the rear property line or easement line of an intersecting alley.

Setbacks

[§72-53.1.D.1.\(d\)\(1\)\[a\]](#) All off-street parking, loading, and circulation areas shall be arranged to facilitate access by and safety of both pedestrians and vehicles.

[§72-82.4.C.2.\(d\)](#) Driveways may encroach to within one foot of a side or rear property line provided that no parking area shall create a visual obstruction or hindrance to traffic on any abutting street.

Lot Coverage [§72-53.2.C](#). Maximum area available for vehicular use.

- (1) For lots of record greater than 6,000 square feet vehicular use areas located within the primary front or secondary front yard (as measured from the edge of the street right-of-way) shall be limited to the greater of 33% of the entire primary front secondary front yard area or 600 square feet.
- (2) Vehicular use areas on lots of record smaller than 6,000 square feet shall be limited to the greater of 33% of the entire primary front or secondary front yard area or 350 square feet.

Surfacing [§72-53.2.D](#).

- (1) Vehicular use areas shall be surfaced in accordance with the standards in § 72-53.1.D.(1)(c), or gravel, crushed stone, or similar material may be used.
- (2) When used, gravel or crushed stone shall be at least two inches deep throughout the vehicular use area, and the vehicular use area shall maintain a visibly discernible and definable edge composed of landscape timbers, metal edging, vegetation (such as low shrubs or decorative grasses), or a similar technique.
- (3) Vehicular use areas within utility easements disturbed during installation or servicing of underground utilities shall be resurfaced with materials to match the existing surface after completion of utility work.

Drainage [§72-53.1.D.1.\(e\)](#) All off-street parking, loading, and circulation areas shall be properly drained in accordance with the stormwater management standards referenced in § 72-54.3 of this chapter. Where existing parking, loading and circulation areas are altered, a revised stormwater management plan may be required. Nothing shall prevent planting islands from serving as stormwater management devices.

City of Fredericksburg Policies for Work in the Right-of-Way

The City of Fredericksburg is not responsible for injury or damages caused or sustained by the Permittee, its agents, or its contractors. From the initiation of the work until the restoration of the site has passed final inspection, the Permittee shall remain responsible for securing the site of the excavation at all times.

The approved Contractor performing work within the Public Right of Way (ROW) is responsible for notifying the Building and Development Services Division at (540) 372-1080 to schedule all required inspections. The Contractor must follow all requirements listed below, and it is understood that a representative of the City may at any time suspend these approved activities if it is in the best interest of the City.

Work Area Protection

1. **Notification of Road Closure.** Where it becomes necessary to close a road for any period of time, the Applicant and/or his Contractor shall notify Public Works at least (7) days in advance. The Applicant/Contractor must at that time submit a traffic control plan in writing to Public Works. Work shall not proceed until written approval is given by Public Works. Public Works shall notify the public at least (24) hours in advance of a road to be closed.
2. **Traffic Plan Required.** Applicant/Contractor must submit a traffic control plan in accordance with the current version of the Virginia Work Area Protection Manual (www.VirginiaDOT.org) anytime work will affect City streets.
3. **Signs.** Information and warning signs, portable or semi-portable, shall be provided at the place of excavation and at the Applicant/Contractor's expense to inform and warn the public. The name(s) and phone number(s) of the Applicant and/or his Contractor shall appear on said signs, so that police patrols, inspectors, and others may call responsible individuals in the event of accidents, injuries, safety hazards, malfunction of lights, or other reasons.
4. **Barricades.** All barricades, obstructions, and soft shoulder shall be marked in a conspicuous manner.
5. **Lights.** Adequate warning lights shall be used between sunset and sunrise.
6. **Detours.** Safe and proper detours shall be provided and maintained during construction.
7. **Flagmen.** Certified Flaggers shall be provided where the flow of traffic is affected. On major roadways, advance warning signs advising of the presence of flaggers shall be posted in both directions. The flaggers shall be equipped with plainly visible flags and/or signs with which to signal traffic.
8. **Maintenance.** The work zone shall be maintained in a safe condition at all times to protect the public from any safety hazards and to cause the least amount of inconvenience to the public.

General Requirements

1. All equipment and machinery used on the site of an excavation operation shall be constructed, maintained, and operated in such a manner as to minimize dust, noise, vibration, smoke, welding, lights, odor, and other pollution.
2. All workers shall conduct themselves in an appropriate manner. Loud and/or foul language will not be tolerated.
3. All workers shall wear safety vests and hard hats at all times while working in or on any City street or Right of Way. Failure to comply will result in a stop work order until compliance is achieved.
4. All trash, both personal and construction material related, must be removed and disposed of before leaving the site.

5. Fencing or other suitable barriers shall be created and maintained on the excavation site or on portions of the site to mitigate the inherently dangerous conditions related to the excavation.
6. Backfill in non-paved areas must be of such material as will encourage natural vegetation to reappear.
7. The graded or back-filled area shall not be contoured so that it will collect and permit stagnant water to remain thereon.
8. The peaks and depressions of the excavation area shall be reduced to a surface which will result in level or gently sloping topography in substantial conformity to the surrounding land area and which will minimize erosion due to rainfall.
9. Material for backfill under paved areas shall be of a select nature. All large broken concrete, peat, decomposed vegetable matter, and similar materials obtained from the excavation shall be removed from the site prior to the beginning of backfilling. All backfill shall be in accordance with VDOT standards and placed in layers or lifts. Compaction shall be obtained by mechanical rollers, tampers, or other improved means. Stone material used for backfilling shall be properly moistened or watered to the correct moisture content to ensure proper compaction. No frozen material shall be used for backfill under paved surfaces. The intent of this provision is to ensure that the dry density of the backfill under pavements, sidewalks, curbs, and other structures shall be not less than that of the surrounding undisturbed soil.
10. Any structure or service line to include water, sewer, storm, or conduit shall remain exposed until inspected and/or tested by the authorized representative from the City. Failure to comply will result in a re-inspection fee of (\$102.00) to be paid and will require the removal of backfilled materials to allow for inspection/testing of said lines at the expense of the Applicant/Contractor. **Safety protection such as barricade fencing must be maintained around all open excavated areas. No open holes will be permitted overnight.**
11. All structures and service lines shall be bedded in stone according to VDOT standards.
12. All copper service lines shall be bedded and encapsulated utilizing stone dust or sand. Copper pipe ¾" and 1" is to be type K soft copper and 1 ½" and 2" shall be rigid type K in accordance with ASTM B88.
13. All structures and service lines shall be installed according to the [City of Fredericksburg's Construction Specifications and Standards Manual](#) available in the Building Services Division. No deviation from the requirements of this manual is permitted without the prior written permission of the Director of Public Works.
14. Appropriate Erosion and Sediment controls shall be utilized where needed.
15. Pollution prevention measures shall be used to prevent inappropriate discharge into the storm sewer system. Examples of such measures include but may not be limited to dewatering devices, storm inlet protection, dumpster covers, and concrete wash out facilities. Measures must be identified when making application.

Restoration of Surface Required

1. Any person making any excavation or tunnel in or under any public street, alley or other public place shall, at his own expense, restore the surface to its same type and depth of pavement as that which is adjoining, including the gravel base material with a four inch (4") minimum compacted asphalt hot plant mix. All restoration shall conform to the standards and regulations promulgated by Public Works, and all restorations shall be accomplished within seventy-two hours from the time of the excavation, unless additional time is granted in writing by Public Works. If, within the preceding three (3) years, the City has resurfaced the pavement, the Applicant/Contractor shall be responsible for resurfacing the entire width of the excavated pavement, from curb to curb.
2. Public Works has authority to suspend operations under excavation permits when climatic changes would prevent proper restoration of pavement surfaces.
3. Restoration shall be a T-cut; this requires the excavator to restore the road surface a minimum of one (1) foot on each side of a cut. If a cut is more than one quarter (1/4) of the road surface, the excavator must overlay the entire road surface.
4. All concrete curb/gutter/sidewalk removed due to excavation or construction equipment damage must be replaced in accordance with **City of Fredericksburg's Construction Specifications and Standards Manual**. *The only exception is if a prior agreement that the City shall restore roadway pavement or concrete curb/gutter/sidewalk is in place. In this event, the excavation shall be brought to finished grade with approved materials until such time as restoration is initiated by the City.*

Inspections

1. General. Excavation Inspections will be made to ensure that all work done under the permit is performed in a good workmanlike manner. Inspections will be made by the Public Works Construction Inspector.
2. During Construction. The Inspector may make inspections at any time during the construction period. If the work is not progressing satisfactorily for the protection of the City and the public, or if any part of the work is found to be sub-standard and not in accordance with these specifications, then the Inspector will notify the person or persons responsible. If corrective action is not taken, the City shall be authorized to employ a third party contractor or representatives of the City to finish the work in a good workmanlike manner, and any and all costs and expenses for same shall be immediately paid by the Applicant/Contractor to the City, or a claim will be made on the Applicant's bond, at the option of the Director of Public Works.
3. Final. The Applicant and/or his Contractor will notify the Inspector when the work is completed. Applicant/Contractor will request a final site restoration inspection of the excavated area through Building and Development Services. Such final inspection will be scheduled and dispatched to the Inspector who will then determine the time in which the final inspection is to take place. The Applicant/Contractor **MUST** be on site with no exceptions to receive the report from the Inspector. If the Applicant/Contractor is not present, the final inspection shall be documented as a failure and a re-inspection fee of \$102.00 shall be paid before a re-inspection can be requested. If failing conditions require re-inspection, a re-inspection fee of \$102.00 may be charged.
4. Approval of this permit does not relieve the contractor of responsibility to perform the work in accordance with all applicable local, state, and federal laws, codes, regulations, and requirements for items which have been missed or omitted.