# Application for Driveway Permit

City of Oregon Illinois

115 N. 3rd St. ♦ Oregon, IL ♦ (815) 732-6321 ♦ Fax: (815) 732-7292

Date: _____ **Fee: $100.00 *Fee will be double if work started without permit***

Name of Owner: _____
(Person, Firm or Corporation)

Address: _____ Phone: _____

Name of Contractor: _____
(or person constructing driveway)

Driveway Location: _____

Driveway Dimensions and Materials:

Width: _____ Width:_____
(At curb line or outer street edge) (At property edge)

Materials: ☐ Cement ☐ Asphalt ☐ Grass Paving System

Do you carry Public Liability Insurance ◯ Yes ◯ No Limit: _____ Exp Date: _____

To be submitted to the Director of Public Works at least five (5) working days before the permit is issued.
*Return a PDF or handwritten form to City Hall. No photographs of forms will be accepted.*

**SHOW A DRAWING OF PROPOSED DRIVEWAY WITH DIMENSIONS AND SPECIFICATIONS BELOW:**



Over-->

Permits for driveways to be installed other than residential or where it is necessary to elevate or depress established grade of public sidewalks or parkways are to be approved by the City Council.

Permits for driveways to be installed for residential shall be approved by the Director of Public Works.

Property owners are entitled to a driveway permit only if:

1. The driveway will not create undue safety hazard.
2. It will not impede safe and efficient flow of traffic.
3. It does and will conform in all respects to existing traffic, zoning and building ordinances.

Specifications for:

**A. Driveways for other than residential or dwelling house use:**

1. Portland cement concrete at least 6 inches to be used.
2. If across sidewalk, existing sidewalk shall be removed and replaced with Portland cement concrete for the full width of the driveway and for at least 12 inches on both sides of the walk. This part shall not be less than 6 inches thick.
3. Width of driveway shall not exceed 30 feet at the outer edge of the sidewalk.
4. Where two or more adjoining driveways are provided for the same property, a safety island of not less than 20 feet at the outer or street side of the sidewalk shall be provided. Not more than two such driveways to be allowed to any one owner for any piece of property on any one street for each 100 feet of continuous frontage.
5. No driveway shall be constructed so as to change the grade of the gutter or obstruct the free flow of water in said gutter.

**B. Driveways for residential or dwelling house:**

1. Shall not be less than 9 feet or more than 24 feet at outer or street edge of sidewalk.
2. Driveway opening at curb line shall not exceed the width of the driveway at the outer or street edge plus 10 feet.
3. If across sidewalk, existing sidewalk shall be removed and replaced with Portland cement concrete for the full width of the driveway for at least 12 inches on both sides of the walk. This part shall not be less than 6 inches thick.
4. No driveway shall be constructed so as to change the grade of the gutter or obstruct the free flow of water in said gutter. (See attached ordinance.)

Further regulations * **The condition of existing curb will be evaluated before a permit is issued:** (See attached ordinance).

The undersigned hereby agrees that he/she will faithfully observe and abide by all the provisions of the City Code.

Dated: _____ _____

(Applicant)

Dated: _____ _____

(Contractor)

**COPY OF PERMIT MUST BE AVAILABLE FOR INSPECTION AT JOB SITE UNTIL WORK IS APPROVED**

Permission is hereby granted to the applicant upon the condition that the work herein permitted shall conform to the provision of the City Code and any amendments thereof.

This permit may be revoked for failure to comply with said Code. This permit is valid for one (1) year following approval.

Dated: _____ By:_____

Director of Public Works

Date of Project Approval:_____ By:_____

Director of Public Works

## 18.16 DRIVEWAY CONSTRUCTION AND MAINTENANCE

18.16.010 Permit Required
18.16.020 Supervision
18.16.030 Specifications

**State Law reference**— Municipal regulation of driveway paving, 65 ILCS 5/11-30-8.

### 18.16.010 Permit Required

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

CONSTRUCT: The construction of new work where no work has previously been done.

REPAIR: Applying a moderate amount of gravel, asphalt sealcoating, or concrete sealer to an existing driveway without the use of mechanical equipment. This will not include the use of mechanical equipment to deliver product of repair to the worksite.

REPLACE: Removing and replacing a layer of gravel, a section of asphalt, concrete, or grass paving system from an existing driveway with the use of mechanical equipment.

A. No person shall construct, replace, or establish any portion of a driveway over, across or upon any portion of a public walk or public parkway without first having obtained a written permit to do so from the director of public works or his/her designee. No permit shall be issued for construction or establishment of any such driveway except in accordance with the provisions contained in this chapter.

B. Property owners are entitled to a driveway permit only if:

    1. The driveway will not create an undue safety hazard;
    2. It will not impede safe and efficient flow of traffic; and
    3. It does and will conform in all respects to existing traffic, zoning and building provisions.

C. An application for a permit must be made in writing upon forms furnished by the city. Said application shall contain the name and address of the person making the application, the name of the contractor or person who is to construct or replace said driveway and the proposed location and dimensions of such driveway. Complete plans and specifications shall be submitted to the public works department at least five working days before the permit shall be issued. The cost of the permit shall be established in the City of Oregon fee schedule.

(Code 1970, § 3-9-1; Code 1987, § 9-61; Ord. No. 945, 9-28-1987; Ord. No. 1185, 5-12-2003)

HISTORY
*Amended by Ord. 2020-110 on 8/25/2020*
*Amended by Ord. 2022-121 on 12/13/2022*
*Amended by Ord. 2023-009 on 4/25/2023*

### 18.16.020 Supervision

All driveway construction and maintenance work shall be done under the jurisdiction of the director of public works or his/her designee and in accordance with the ordinances of the city and shall be inspected upon completion by the constituted members of the public works department.

(Code 1970, § 3-9-2; Code 1987, § 9-62; Ord. No. 1185, 5-12-2003)

HISTORY
*Amended by Ord. 2023-009 on 4/25/2023*

## 18.16.030 Specifications

A. All plans and specifications must conform to the following minimum requirements before a permit for construction or reconstruction of a driveway shall be permitted:

B. A driveway for other than a residential or dwelling house use shall be constructed of Portland cement concrete or asphalt. Asphalt shall have a minimum depth of two inches without any loose material on top and has a base of compacted CA-6 road rock at least six inches deep or equivalent as determined by the director of public works or his/her designee. Concrete shall be of Portland cement concrete at least six inches in thickness or four inches with wire mesh or reinforcement rod. Concrete shall be as specified by ordinance for sidewalks on file in the office of the city clerk at all times.

C. A driveway for residential or dwelling house use, which will be accessed from a city street, shall be constructed using asphalt, concrete or an approved grass paving system. Asphalt with a minimum depth of two inches without any loose material on top and has a base of compacted CA-6 road rock at least six inches deep or equivalent as determined by the director of public works or his/her designee . Concrete shall be of Portland cement concrete at least six inches in thickness or four inches with wire mesh or reinforcement rod. Concrete shall be specified by ordinance for sidewalks on file in the office of the city clerk at all times. A residential grass paving system requires a base of compacted CA-6 road rock at least six inches deep or equivalent as determined by the director of public works, or his/her designee. A residential grass paving system will require a minimum three (3) foot concrete or asphalt approach. The apron shall be built to the same specifications as the asphalt or concrete driveway as specified in this section.

D. A driveway which will be accessed off an alley shall be constructed, repaired, or replaced using gravel, asphalt, concrete, or an approved grass paving system. Asphalt with a minimum depth of two inches without any loose material on top and has a base of compacted CA-6 road rock at least six inches deep or equivalent as determined by the director of public works, his/her designee. Concrete shall be of Portland cement concrete at least six inches in thickness or four inches with wire mesh or reinforcement rod. Concrete shall be specified by ordinance for sidewalks on file in the office of the city clerk at all times. A residential grass paving system requires a base of compacted CA-6 road rock at least six inches deep or equivalent as determined by the director of public works,or his/her designee. A residential driveway off an alley will require a minimum three (3) foot concrete or asphalt approach when constructed or replaced. The approach shall be built to the same specifications as the asphalt or concrete driveway as specified in this section.

E. Where a driveway of any kind of material is constructed across the sidewalk space, it shall conform to the sidewalk grade as established by the director of public works or his/her designeeimprovements.

F. Where a driveway of any kind of material is constructed across an existing sidewalk, said sidewalk shall be removed and replaced with Portland cement concrete for the full width of the driveway and for a distance of at least 12 inches on both sides of said walk. This portion shall be no less than six inches in thickness and constructed in accordance with the ordinance for sidewalks on file in the office of the city clerk.

G. Where paving in the public street is of concrete, and a concrete driveway is constructed, a bituminous pre-molded expansion joint shall be placed between existing street/curb and new concrete driveway.

H. The width of the driveway for other than residential or dwelling house shall not exceed 30 feet at the outer or street edge of the sidewalk. Where two or more adjoining driveways are provided for the same property, a safety island of not less than 20 feet at the outer or street side of the sidewalk shall be provided. Not more than two such driveways shall be allowed to any one owner for any one piece of property on any one street for each 100 feet of continuous frontage thereof.

I. The width of the driveways for a residential or dwelling house shall not be less than nine feet nor more than 24 feet at the outer or street edge of the sidewalk. This section shall not apply to a driveway that is accessed from an alley.

J. The width of the driveway opening at the curbline shall not exceed the width of the driveway at the outer or street edge of the sidewalk plus ten feet. The centerline of all driveways must be

approximately at right angles to the curbline of the pavement in a public street for a distance of at least ten feet from said curbline.

K. All driveways shall be so graded between the gutter and the sidewalk that it will not be necessary to change the established grade of either and will not elevate or depress any portion of either. No part of said driveway shall extend beyond the curbline in such a manner as to change the grade of said gutter or obstruct the free flow of water in said gutter. Where elevations or depressions are necessary in the parkway strip between the curb and walk, said parkway shall be graded on both sides of the driveway to a distance sufficient to create a gradual ascent or descent.

L. Combined curb and gutter and separate curbing shall be entirely removed for the full width of the driveway opening at the curbline. If an existing joint in said curb is within five feet of the end of the driveway opening, the permittee under this article shall remove the existing curbing to said joint or otherwise cut said combined curb and gutter or separate curbing, making a neat edge truly at right angles to the edge of the pavement and truly vertical. Integral curbing, which is that type placed with the pavement and molded as an integral part of it, must be removed for the full depth from the top of the curb to the bottom of the pavement. The edge must be cut as above described. Sawing or cutting to remove the curb to create a swale or depressed curb for the approach opening will be allowed at the discretion of the director of public worksor his/her designee. No combined curb and gutter, straight curb or integral curb shall be removed within five feet of a public crosswalk.

M. Where driveways cross open ditches in the parkways, culverts shall be installed. Said culverts shall be of such size and shall be constructed of such materials as determined by the director of public works or his/her designeeimprovements depending on the conditions existing. In no instance shall the size of opening be less than that obtained by a 12-inch diameter pipe. The length of culvert shall be determined by the following method: For a ditch depth of two feet or less, the culvert shall extend not less than five feet beyond both edges of the driveway where it crosses the ditch. For each additional foot depth of ditch two feet shall be added to the above figure, except that no culvert shall be less than 20 feet long and except that where head-walls are constructed at the ends of the culvert the length shall be as determined by the director of public worksor his designee.

N. The condition of existing curb shall be evaluated by the director of public works, or his/her designee before a permit is issued. If the directorof public works, or his/her designee deems that the curb needs to be replaced, and the damage was caused by the property owner the curb repair or replacement shall be the responsibility of the property owner.

O. Where an existing catch basin or meter pit is in the area of the proposed driveway, the director of public works, or his/her designee shall determine if the existing structure and/or cover is adequate for proposed traffic. If either or both need to be replaced, the additional cost thereof shall be paid by the contractor.

P. All driveways constructed or repaired over, across or upon any public street or public parkway in the city shall be kept and maintained at all times in accordance with the provisions of this article by the persons so constructing, repairing or using the same as an adjunct or appurtenance to lands or properties immediately adjacent thereto.

Q. Encroachment into the terrace adjacent to an adjoining property will require the written consent of the adjoining property owner and the approval of the director of public works, or his/her designee.

Code 1970, § 3-9-3; Code 1987, § 9-63; Ord. No. 1185, 5-12-2003)

HISTORY
*Approved by Ord. 2020-107 on 6/23/2020*
*Amended by Ord. 2020-111 on 8/25/2020*
*Amended by Ord. 2022-121 on 12/13/2022*
*Amended by Ord. 2023-009 on 4/25/2023*

# Residential Driveway Approach Reimbursement

City of Oregon, Illinois
115 N. 3rd St. ♦ Oregon, IL 61061 ♦ (815)732-6321 ♦ Fax: (815)732-7292

The City of Oregon will reimburse 50% of the cost of a residential driveway approach, up to a maximum of $500.

To be eligible for reimbursement:

- ❑ The work must be done under a valid Driveway Permit
- ❑ The approach must be the appropriate depth by code (6 inches for concrete; 3 inches for asphalt)
- ❑ The Director of Public Works has inspected and approved the completed project Call 815-732-6411 for inspections.
- ❑ Provide proof of payment for the project

Date: _____ Driveway Permit date: _____

Property owner: _____ Phone number: _____

Property address: _____

PROOF OF PAYMENT Please attach a copy of the paid invoice.

_____
Property owner's signature

_____

Date of Project Approval: _____ By:_____
Director of Public Works