

City of Takoma Park, Public Works Department
31 Oswego Avenue, Silver Spring, MD 20910
(301) 891-7633

PERMIT FEE: \$40 (Make check payable to City of Takoma Park)

APPLICATION FOR DRIVEWAY APRON PERMIT

OWNER'S NAME: _____ PHONE: _____

PROPERTY LOCATION : _____
Takoma Park, MD

SUBDIVISION: _____ LOT: _____ BLOCK: _____

CONTRACTOR'S NAME: _____ PHONE: _____

Is this for new construction? _____ NO _____ YES

If YES: Please attach *?

Is the property located in the Historic District? _____ NO _____ YES

If YES: Please attach Historic Area Work Permit*?

****Prior to issuance of City permit, county construction permit and Historic Area work permit must be submitted to the City.***

Provide a diagram of the lot and existing or proposed structures, trees, and pavement and complete the description and square footage chart on the space provided on the reverse side. A sample completed application is available on the general information sheet. Please complete this form on both sides and return to the Public Works Department with payment of \$40 permit fee (check or money order only).

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FOR CITY USE ONLY

Application received: _____

Public Works Site Visit: _____ Arborist Site Visit: _____

Approved: _____ Denied: _____

Reason for Denial:

Pour Approval: _____ Date: _____

APPLICATION FOR DRIVEWAY APRON PERMIT

Please provide a diagram of the lot, and indicate existing and proposed structures and pavement in the space below.

Please complete the following (square footage is determined by multiplying length by width)

Description	Square Footage	Description	Square Footage
1.		4.	
2.		5.	
3.		6.	

PLEASE NOTE:

YOU MUST CALL PUBLIC WORKS TO SCHEDULE INSPECTION OF THE FORMS BEFORE POURING OF CONCRETE

GENERAL INFORMATION FOR DRIVEWAY APRON PERMIT

Application process:

A driveway apron is the width of pavement that crosses the City right-of-way between the street curb and private property and is intended as an entranceway or exit. The installation or replacement of a driveway apron requires a permit from the City of Takoma Park. Replacement or installation of a driveway beyond the apron may require a construction permit from Montgomery County (240) 777-6298. If you are located in the Historic District, you may also need to apply for a Historic Area Work Permit through the Historic Preservation Commission (301) 563-3400).

The driveway apron application form requires the applicant to provide a diagram of the lot with all existing and proposed structures and pavement, and a listing of the square footage of each (see sample completed application on the last page).

After receipt of a completed application and required fee, a Public Works inspector will review the application. If all requirements are met, the inspector approves the permit and the applicant is notified and a permit is mailed.

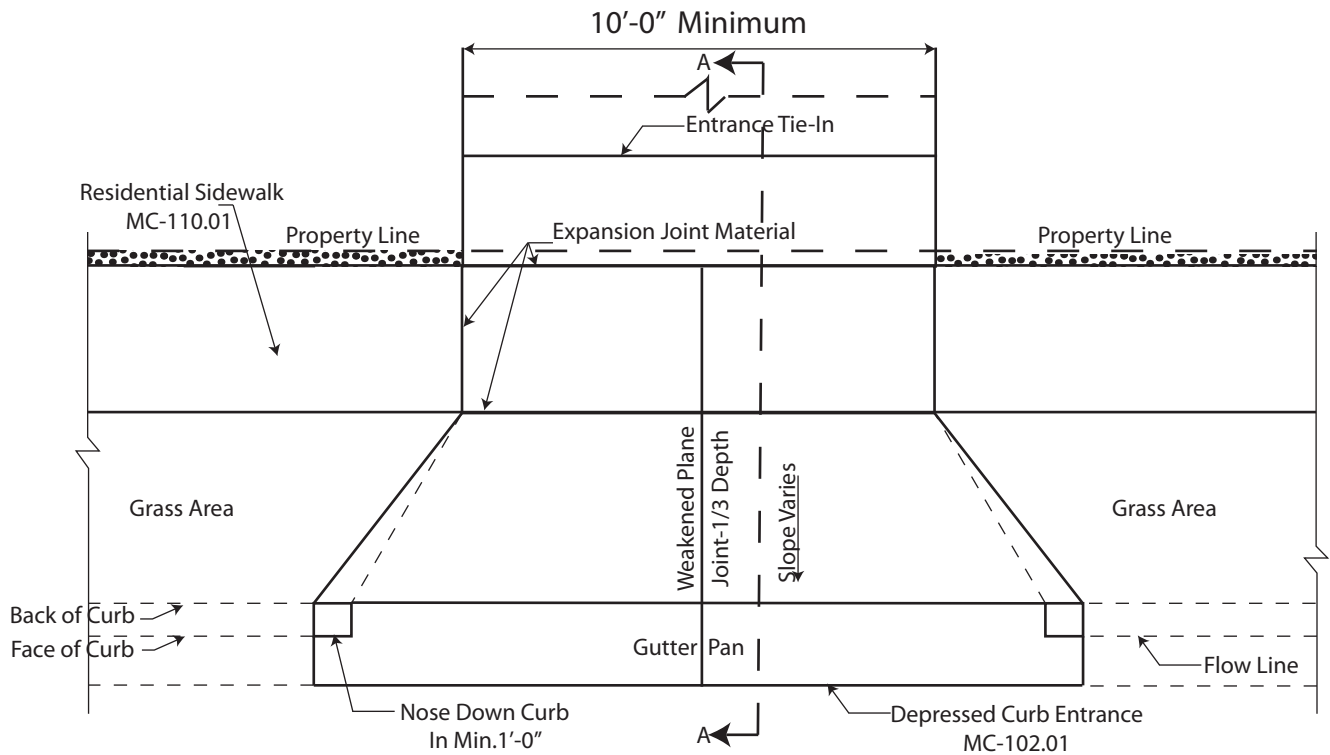
The applicant is required to call Public Works at (301) 891-7633 to schedule an appointment for the Public Works inspector to review the forms and grade and provide final approval prior to the pouring of the apron concrete.

Driveway Apron Requirements:

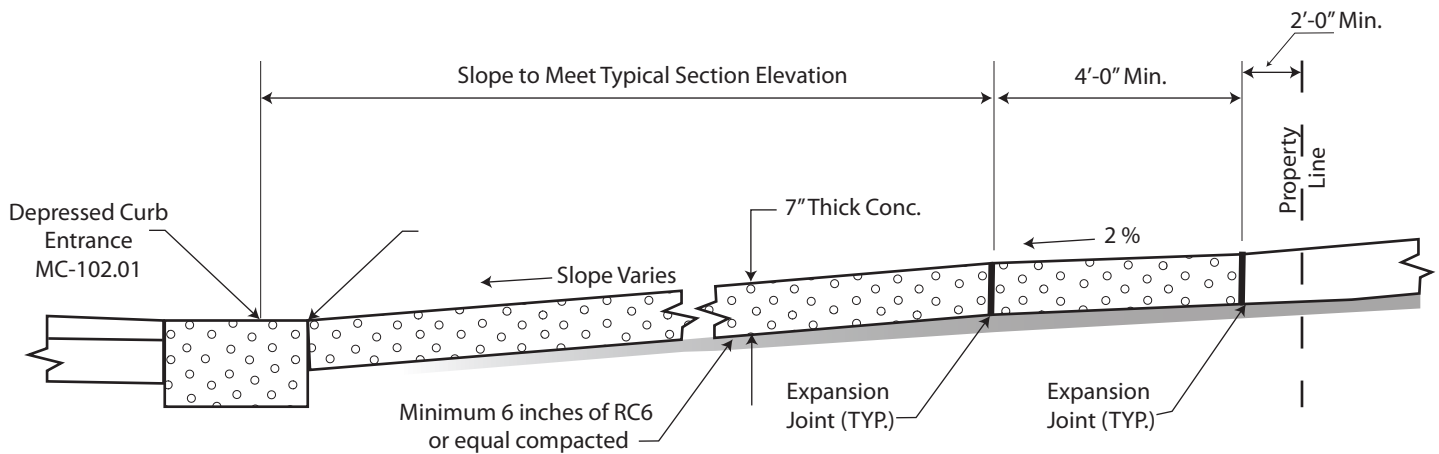
Driveway aprons for single family homes and apartments can have a maximum width of 24 percent of the property frontage, or 20 feet, whichever is less; and a minimum width of 10 feet where the property line and City right-of-way meet. The width of the driveway apron at the curblines can be 8 feet wider than the width at the property line to allow for 4 feet wide apron wings on either side of the apron.

Replacement of an existing driveway apron is exempt from the size limitations, provided that the length of the new apron is the same as the one it is replacing and is installed in the same location.

Cement concrete shall be used for installing or replacing driveway aprons. Driveway aprons cannot be installed within 3 feet of a tree planted in the City right-of-way. Applicant should contact the City Arborist at 301-891-7612 if a tree is located within 50 feet of the intended driveway area as a Tree Impact Assessment and Tree Protection Plan may be required.



PLAN (Not to Scale)



SECTION A-A (Not to Scale)

GENERAL NOTES

1. Refer to Maryland State Highway Administration specification for materials and methods of construction
2. Driveway and driveway apron to be maintained by property owner
3. Provide weakened plane joints at maximum intervals of 15'
4. The expansion joints shall be placed at locations shown
5. Expansion joint material shall be ½ inch performed cork, trimmed and sealed with non-staining, two component polysulfide or polyurethane elastomeric type sealant, complying with ASTM-C920.

Adopted Modification of Montgomery County Standard for Residential Driveway
(Standard No. MC-301.01)

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SAMPLE COMPLETED DRIVEWAY APRON APPLICATION

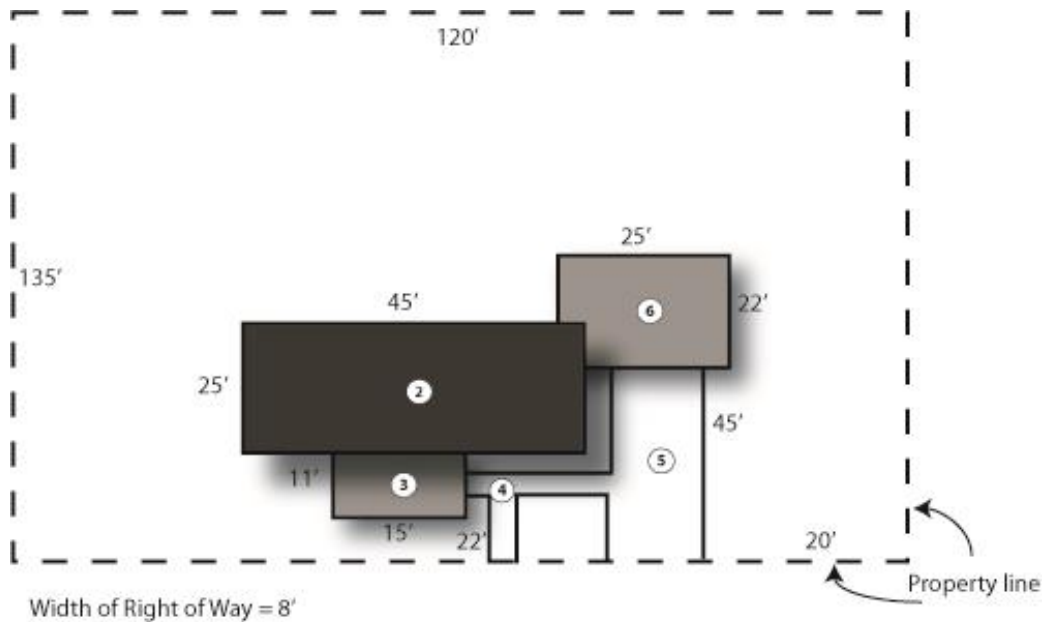
OWNER’S NAME: Jane & John Doe PHONE: 123-4567

PROPERTY LOCATION : 123 Anywhere Street
Takoma Park, MD

SUBDIVISION: B.Y. Morrison LOT: 10 BLOCK: 2

CONTRACTOR’S NAME: Construction Inc. PHONE: 444-587000

Please provide a diagram of the lot, and indicate existing and proposed structures and pavement in the space below.



Sample Plan (Not to Scale)

Please complete the following (square footage is determined by multiplying length by width)

Description	Square Footage	Description	Square Footage
1. Lot	16,200	4. Walks	120
2. House	1,125	5. Driveway	900
3. Porch	165	6. Garage	550

SAMPLE COMPLETED DRIVEWAY APRON APPLICATION