



Town of Wytheville

Driveway/Entrance Application

Purpose

This permit provides for the review of any entrance onto a public way for compliance with sound construction and design practices to ensure that traffic safety, drainage, and public improvements are not adversely affected. A permit is not required for paving, sealing, or repairs unless the driveway is relocated.

Permit Required

- A. No driveway, entrance or approach, or other improvement within the limits of the right of way for any public road may be constructed, altered, or relocated except in accordance with an Entrance Permit issued by the Town upon application.
- B. The permit will require a \$100 deposit but shall be reimbursed once the entrance has been properly installed.
- C. The entrance permit shall be valid for a period of twelve (12) months from the date of original issue.
- D. No entrance, approach, or other improvement constructed on the right of way shall be relocated or its dimensions altered without an Entrance Permit from the Town.
- E. The Owner is responsible for future maintenance of the entrance within the limits of the right of way and shall maintain the entrance in accordance with the approved permit.

Town Held Harmless

- A. The applicant shall hold harmless the Town and its duly authorized agents and employees against any action for personal injury or property damage sustained by reason of the exercise of an Entrance Permit.

Approval Criteria

- A. General. Entrances should be designed and constructed to provide safe access to the public way. Applicants shall comply with the entrance design(s) established by the Town of Wytheville based upon the type of entrance and the design of the roadway or street.
- B. Applicant. The applicant for a permit shall be the owner of the property being served.

C. Restrictions. Any driveway or approach constructed by the Owner shall be for the bonafide purpose of securing access to the Owner's property and not for the purpose of parking or servicing vehicles on the road right of way. Modifications, if any, shall be noted on the permit.

D. Sight Distance Criteria

1. All entrances shall be so located such that vehicles approaching or using the entrance will be able to obtain adequate sight distance in both directions along the public way or to maneuver safely and without interference with traffic.
2. Generally, driveway placement shall be such that an exiting vehicle has an unobstructed sight distance.

E. Geometry

1. Generally, the entrance shall be designed such that the grade within the right of way does not exceed ten percent (10%).
2. For uncurbed public ways, the entrance shall in general slope away from the road surface at a rate of not less than one quarter (1/4) inch per foot, nor more than one (1) inch per foot for a distance of not less than the prevailing width of the existing shoulder, but in no case less than four (4) feet from the edge of the pavement.
3. The entrance should intersect the traveled way at a horizontal angle of 90 degrees. Generally, the horizontal angle should be not less than 75 degrees.
4. No part of the entrance shall extend beyond the property lot frontage for the lot being served.
5. Generally, the entrance shall not be located close to an intersection and should be back at least fifty (50) feet.

F. Drainage

1. Existing roadside drainage in gutter or ditch lines shall not be altered or impeded by the entrance proposed and constructed by the applicant. The applicant must provide at his/her expense suitable and approved drainage structures at all entrances. See Town of Wytheville details.
2. Surface drainage shall be provided so that all surface water on the areas adjacent to the road shall be carried away from the roadway.

3. Where a drainage culvert is required to maintain roadside drainage, the Town must approve the pipe diameter/length and type pipe material prior to installation. The pipe size shall be at least twelve (12) inches in diameter.

G. Construction

1. The Owner is responsible for all construction and restoration of disturbed areas for the entrance within the limits of the right of way.
2. The entire portion of any entrance within the limits of the right of way shall be constructed according to the Town of Wytheville standards.
3. If the entrance grade within the right of way exceeds ten percent (10%) slope, then the entrance shall have a paved surface within the limits of the right of way, but in no case less than ten (10) feet.

H. Curb and Sidewalk

1. When sidewalk or curb exists at the proposed entrance, the applicant shall remove and replace such materials at the applicant's expense.
2. Where curb exists, curb tip-downs shall be provided at each side of a new entrance.
3. Where sidewalk is removed to accommodate a new entrance, a new walk surface of equal type construction is to be provided. The sidewalk area at all entrances is to meet handicap accessibility requirements and conform to the Americans with Disabilities Act guidelines. In general, sidewalks shall meet the following:
 - a. The maximum sidewalk longitudinal transition slope is not to exceed one (1) vertical to twelve (12) horizontal.
 - b. The maximum sidewalk cross-slope is not to exceed two percent (2%).
 - c. No abrupt changes in grade are permitted, and the maximum curb reveal crossing a walkway is one-half (1/2) inch or less.

Town of Wytheville
 Public Works Department
 APPLICATION FOR ENTRANCE

(For Office Use Only)
Date Received:

Applicant:	Contractor Performing Work:	Property Owner:
Address:	Address:	Address:
Applicant's Phone No.:	Contractor's Phone No.:	Owner's Phone No.:
24-Hour On-Call Phone No.:	Contact Person (If different from Applicant)	
LOCATION OF ENTRANCE: (Street/Box Number & Name of Street)		Lot Highway Frontage: _____ FT
Tax ID of Property:	Subdivision Name: _____.	
Map Page: _____.	Subdivision Lot: _____.	
Map Lot: _____.		

Principle Use of Property: **Residential** **Other** _____
 Commercial

Show proposed entrance locations, width, and arrangement; distance between entrances; setback (from edge of traveled way) of buildings, gasoline pumps, etc.; location of existing culverts, pipes, catchbasins, or manholes, curbing, gutter, and sidewalks; and the location of the proposed culverts, ditches, curbing, and sidewalks.

Check here if sketch or plan is attached. Please reference the sketch or plan to this application.

NOTICE TO APPLICANT

1. This form is an application only and no entrance work is to commence until the Entrance Permit has been issued.
2. No excavation work is to commence until MISS UTILITY and all underground facility operators have been duly notified of the work three (3) business day in advance in accordance with the current State of Virginia statutory requirements.
3. All work must conform to the requirements of the Entrance Permit, and the current copy of the "Entrance Permit Requirements" as issued by the Town.

STATEMENT OF AGREEMENT

I am duly authorized to execute this application and have reviewed and will comply with the above. I further agree to comply with all requirements of the Entrance Permit and agree that deductions will be made from my deposit as a result of my failure to comply with any of the permit requirements.

Signature of Applicant

Date