



# Flatwork, Gravel, Decking & Driveway

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

Contractor Name: \_\_\_\_\_

Type of Application: Flatwork, Gravel, Decking & Driveway

Contractors Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contractors Email: \_\_\_\_\_

**Note: Submittal will not be accepted unless all items in the checklist have been completed.**

## Flatwork, Gravel, Decking, Driveway & Walkways

Type of Application	Description	Application Form (please print and attach forms)
<b>Flatwork, Gravel, Decking &amp; Driveway</b>	This permit application is required for any new or replacement flatwork, gravel, decking and driveways.	<a href="#">Flatwork, Gravel, Decking &amp; Driveway Application</a>
<b>Copy of the Survey</b>	A copy of an existing survey is required with this application request. Survey copies do not need to be brand new.	*Submit survey
<b>Setbacks</b>	Setback information is helpful in determining any new or replacement hardscape. A driveway must be placed 3 feet from the property line. In the rear 1/3 of the property hardscape must be placed 10ft from the side and the rear yard.	*Survey Should include setbacks
<b>Homeowner Affidavit Form</b>	This form is required to be completed. If in an active Homeowner Association neighborhood, you must have an HOA Approval. If not in an HOA, then the form still needs to be completed.	<a href="#">Homeowner Affidavit Application</a>
<b>Homeowner Association Approval (If applicable)</b>	If in an active HOA, an email approval or stamped approval is applicable.	*Homeowner Association Approval
<b>Area Calculations</b>	Area calculation form is required to determine current and proposed lot coverage.	<a href="#">Area Calculations Form</a>
<b>MVWA Approval</b>	The Memorial Village Water Authority must approve any hardscape application.	<a href="#">MVWA Application</a>
<b>Steel Detail and Concrete Specifications</b>	Please see the attached help sheet on Steel and Concrete Specifications.	<a href="#">Driveway and Approach Specifications Help Sheet</a>
<b>Approach and Curb Cut Details</b>	Please specify any new approach or curb cut details if part of your design.	*(If applicable) show approach and curb cut details
<b>Drainage</b>	Drainage is required for any newly designed driveways. All drainage must be done by a Professional Engineer. All drainage is required to be uploaded to the city website.	*If drainage is designed, drainage must be uploaded to the city's website
<b>Tree Disposition Plan</b>	The form needs to be completed regardless if no trees are to be removed. City Forester reviews all applications.	<a href="#">Tree Disposition Plan Application</a>
<b>City Driveway/Walkways Regulations</b>	This is helpful information regarding the city's current ordinance regarding impervious and hardscape requirements.	<a href="#">Driveway Regulations</a>

**Building Codes: IRC 2018**

**Please print this document and attach this to all the documents.  
You can drop off during normal business hours.**