

DRIVEWAY PERMIT APPLICATION

CITY OF HENDERSONVILLE, NORTH CAROLINA

Date of Application: _____

SECTION 1: Applicant Information

- Applicant Name: _____
- Property Owner Name (if different from Applicant):

- Applicant Address: _____
- Applicant City, State, Zip: _____
- Applicant Phone Number: _____
- Applicant Email Address: _____

SECTION 2: Property Information

- Property Address: _____
- PIN (Property Identification Number):

- Existing Use of Property: _____
- Is the property located within the City Limits or ETJ of Hendersonville? ☐ Yes ☐ No

SECTION 3: Driveway Information

Name of the roadway to which the driveway is proposed to connect:

- Type of Driveway: ☐ Residential ☐ Commercial ☐ Industrial
- If Commercial or Industrial, Typical Vehicles Using Driveway:

- Number of Existing Driveways on Property: _____
- Number of Proposed Driveways on Property: _____
- Is there a sidewalk (existing or proposed) crossing the planned driveway? ☐ Yes ☐ No

- Width of Proposed Driveway at Right-of-Way Line (in feet) (See Right of Way Design Standards Manual for minimum and maximum allowances): _____
- Will the driveway require any work within the City's Right-of-Way? ☐ Yes ☐ No
- If Yes, describe the proposed work within the Right-of-Way (e.g., grading, culvert installation, sidewalk modification (sidewalk construction may require additional permitting)): _____

SECTION 4: Access and Compliance

- Proposed connection to (Check one): ☐ City Street ☐ State Road (NCDOT Permit May Also Be Required) ☐ Private Road
- Applicant acknowledges and agrees to construct and maintain the driveway in accordance with all applicable City of Hendersonville ordinances, details, and standards, including but not limited to those related to zoning, stormwater, roadway, and right-of-way management. Details available on the City website.
- Applicant understands that work near or within the NCDOT right-of-way may require a separate permit from NCDOT and agrees to obtain all necessary permits.
- Applicant agrees to provide safe access for pedestrians along sidewalks and within the public right-of-way during and after driveway construction.

SECTION 5: Submittals

Please include the following with this application:

- ☐ A detailed site plan showing the property lines, existing and proposed structures, proposed driveway location, dimensions, and any work proposed within the City's Right-of-Way. Clearly show the distances from the proposed driveway to street intersection in all applicable directions.
- ☐ If connecting to a State Roadway, a copy of the completed NCDOT Driveway Permit application and form RW-16.6 (applicant signature included). Form RW-16.6 will be returned to the applicant with City signature upon approval of the driveway application. It will be the applicant's responsibility to submit this form along with the full driveway application package to NCDOT for review and approval after City approval.
- ☐ [Note to User: City to determine if other documents are needed, e.g., stormwater plan, erosion control plan.]
- ☐ Application Fee (See Fee Schedule)

The City will have 10 business days after receipt of this application to review the application for completeness. The City will notify the applicant in writing of the acceptance of the application or with a deficiency list of items missing. The City will have 15 business days after the date of notification that the complete application has been accepted to notify the applicant of the City's decision. In the event that the City fails to respond to either of these deadlines in the time specified, the application shall be considered received and complete on the first part, and that the application has been approved as submitted on the second part.

SECTION 6: Applicant Certification

I certify that the information provided in this application and all attached documents is true and accurate to the best of my knowledge. I have read and understand the requirements for driveway permits in the City of Hendersonville and agree to comply with all applicable regulations.

Applicant Signature: _____

Date: _____

SECTION 7: For City Use Only

Permit Number: _____

Date Received: _____

Reviewed By: _____

Approved: ☐ Yes ☐ No

Conditions of Approval: _____

Denied Reason: _____

Actual SY: _____ Value: \$_____

ATTACH DRIVEWAY DETAILS AND OTHER APPLICABLE INFORMATION WITH APPROVED FORM.