

## **DRIVEWAY/ENTRANCE PERMIT**

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**Apply to:** Housing & Community Development Department

A driveway permit is required to construct, alter, repair, change or relocate a driveway, entrance, curb cut, or driveway extension.

- Submit application and site plan to the Zoning Office for review and approval.
- Application will be reviewed and permit will be issued by the Public Works Department.
- Work performed in the right-of-way must meet City specifications and be performed by a contractor who is licensed, bonded, and insured with the City.
- Prior to the contractor placing the surface, the Engineering Division must complete an inspection.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.