

**CITY OF MARSHALLTOWN  
DRIVEWAY APPLICATION AND PERMIT**

Zoning: 641-754-5756; Engineering: 641-754-5734 PERMIT # \_\_\_\_\_

***This permit must be filed with the building permit or before altering a driveway or extension. Please respond to all applicable sections.***

**Applicant Information**

Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

**Driveway, Driveway Extension, Curb Cut and Entrance Requirements**

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space. If there is not sufficient space, the extension may be located on the opposite side by submitting a variance application to the Board of Adjustment.
6. Driveway and driveway extension surfaces on private property must be concrete, blacktop, asphalt, bricks, gravel, or crushed rock, constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension or soil beneath from vehicle use. If concrete, asphalt, seal coat or brick surfacing is not used, a minimum of 3" thickness of 3/4" Class A crushed stone or Class C gravel shall be placed.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-5756. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer. Driveways and sidewalks within the street right-of-way must be paved with a minimum of 6 inches of full depth portland cement concrete or equivalent strength hot mix asphalt unless otherwise approved by the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. A \_\_\_\_\_ diameter culvert (12-inch minimum) shall be installed as shown on the attached standard.

**(OVER)**

