



City of Naples - Building Department

295 Riverside Circle | Naples, Florida 34102

Phone: (239) 213-5020

www.naplesgov.com

**DRIVEWAY
PERMIT APPLICATION**

Job Information:

Permit Application #: _____

Tax/Folio#: _____ Legal Description: _____

Job Address: _____

Property Owner: _____

Mailing Address: _____

Est. Cost: \$ _____ Right-of-Way Square Footage: _____ Permit Expiration Date: _____

Work being performed:

Construct new driveway Alteration or addition of driveway Resurface existing driveway - same footprint

Resurface existing driveway involving grade changes

Other: _____

Is there an existing concrete valley gutter? Yes No (No valley gutter will generally require a swale)

Pavement Material (select one): Asphalt Concrete Paving Block Turf Pave

*Crushed shell, stone, gravel, or similar matter is not permitted within the right of way, per Ordinance 08-12285.

*It is the contractor's responsibility to install a minimum of six (6) inch lime rock base when installing pavers on private property.**

Contractor Information:

Contractor: _____ State Cert/CC Comp Card #: _____

Job Representative: _____ Phone #: _____

Email Address: _____

Address: _____
City State Zip

The following must be included with the application:

- ___ One copy of a Site Plan showing the width and location of driveway setbacks.
- ___ If located in the Port Royal zoning district (RI-15A) approval from the Port Royal Association must be included.

Application approval subject to the following conditions:

- Schedule a driveway grade inspection prior to driveway and/or sidewalk construction. Mark pavement with driveway locations. Inspection code 215.
- Work subject to final inspection approval. Inspection code 219.
- **It is the contractors responsibility to contact Parks / Parkways & Facilities Maintenance Superintendent from C.S. (239-213-7136) regarding removal or relocation of street trees prior to applying for a driveway permit.**

Engineering Division

Date

Regulations and Information:

1. Driveways shall not intersect a street corner curb line or edge of the traveled way, or be closer than 50 feet to the intersection of the extended street curb lines.
2. Each driveway shall not exceed 54 feet in width at their intersection with a street travel way in a commercial zone
3. Each driveway shall not exceed 24 feet in width at their intersection with a street travel way in a single-family zone.
4. Multiple driveways shall be no closer together than 10 feet measured along a street right-of-way, or closer than 6 feet measured at the curb line or pavement edge.
5. Driveways shall be no closer to a side lot line than 5 feet at the edge of the right-of-way, or 3 feet at the street pavement edge, unless the driveway is jointly used by the adjoining properties.
6. Driveways shall be paved or otherwise stabilized.
7. All dimensions must be noted for the width of drive and green areas. This will include dimensions at roadway and property line.
8. The fee for this permit is \$150.00. A plan review fee, equal to 20% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Initial Required Building & Fire Code Inspections: \$35.00 each inspection. *More information can be found in Section 50-131 of the Code of Ordinances*

Recorded Notice of Commencement must be posted if the project valuation exceeds \$2,500.00

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Affidavit:

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced. **No work whatsoever will commence until the building permit has been issued.**

- The permit fee will be doubled if work is started without an approved permit.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ___physical presence or ___online notarization this ___ day of _____, 20___ by _____, who is ___personally known to me or ___has produced _____ as identification.

Signature, Notary Public - State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary

Provide the *actual* dimensions of the driveway and setbacks at the appropriate places on the drawing. Please fill in the street name.
 Maximum width at roadway is 24' for Single Family.
 Maximum width at roadway is 54' for Commercial.

