

Driveway

Must be included with each submittal:

- Permit Application Form
- Right of Way Application (R.O.W)

Plan Review Documents:

- Site Plan showing the width and location of driveway(s) and driveway setbacks.
- Plan showing the cross section, dimensions, and depth of the swale if applicable.
- 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 contractor's responsibility to contact Parks/Parkways & Facilities Maintenance Superintendent from Community Services(239-213-7136 regarding removal or relocation of trees prior to applying for a driveway permit.

Regulations & Requirements:

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 number of connections and widths are evaluated on a case by case basis to preserve the public right-of-way but minimal impact is typically sought.
9. A storm water drainage plan may be required in the proposed alteration meets the "remodeling or redevelopment" as defined in the current Storm Water Ordinance.

Fees:

The fee for this permit is \$100.00. 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 Inspection Fees: \$35.00 each inspection.

If any work is to be performed in the Public Right-of-Way, a \$150.00 Right-of-Way fee must be paid prior to review.

General Permitting Information:

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. Other supporting documents including but not limited to, variances, conditional use permits, DRB approvals and GDSP's etc., may be required based on scope of work and location of the jobsite.
3. If ownership of the property has recently changed a recorded Warranty Deed must be submitted.
4. Owner Builder must sign an affidavit.
5. Private Provider projects must submit Notice to Building Official.
6. Drawings prepared by an Engineer require a 3rd Party verifiable digital signature. All other design professionals may self-sign.
7. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
8. Bald Eagle Nesting season occurs October 1st through May 15th. It is illegal to disturb nesting Bald Eagles. Contractors must comply with all requirements of the U.S. Bald & Golden Eagle Protection Act.
9. If the scope of work includes the planting of trees and shrubs, alterations to or construction of any driveways or driveway aprons, or any other work in the City Right of Way (ROW), a right of way permit application must be submitted, and the \$150 Right-of-Way fee will be required prior to review.
10. If a new driveway is proposed, or an existing driveway will be altered, a driveway permit application will be required as well as a driveway diagram form.
11. All work performed in a Multi-Family building required an approval letter from the HOA.
12. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
13. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
14. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
15. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
16. All Contractor Licensing registration for the City of Naples is maintained by Collier County Contractor Licensing. To register or update license/insurance information, please contact them at (239) 252-2431.
17. It is the responsibility of the contractor to obtain a Certificate of Occupancy or a Certificate of Completion by contacting the Building Department once all final inspections are complete.