



DRIVEWAY/FLATWORK REVIEW ITEM LIST

Permit # _____ Plat # _____ Lot # _____ Block# _____

Address: _____

Review Item	Value found	Minimum/Maximum Criteria Other Action Required	Other review staff initials if minimum or maximum criteria is not met
Does plat have accepted construction documents?		If yes, make snapshot of lot from accepted construction plans.	N/A
Is property use Single Family Residential (SFR) or Commercial/Industrial(C/I)?		If commercial/industrial (C/I), complete the review below and have Traffic Review staff review additional items listed on page 2.	
Is Google Street View available?		Identify other obstructions not noted on the plan and notify applicant to update plot plan. Examples: See box immediately below.	N/A
Are obstructions shown on plan and are not in conflict with driveway or sidewalk?		List distance from DW to each obstruction: Water Meter: _____ Electric Meter: _____ Trees: _____ Fire Hydrant: _____ Phone Box: _____ Utility Pole: _____ Cable Box: _____ Street Light Pole: _____ Storm Sewer Inlets: _____	
Driveway (DW) width at property line?		Single Family Residence: 20' Maximum Commercial/Industrial: 30' Maximum	
Sidewalk (SW) width proposed?		Enter SW width from Construction plans: _____ Distance between SW and curb: _____ Notify applicant if plot plan does not match plans.	N/A
What is the driveway surface material and construction detail?		Asphalt: Minimum 2" thickness over 6" Base Base: Minimum 6" thickness Concrete: Minimum 6" thickness Minimum 3,000 psi in 28 days strength Minimum #3 dowels @ 12" oc (SFR) Minimum #4 dowels @ 12" oc (C/I)	N/A
Is driveway located on a County Road Section?		If yes, notify applicant size of culvert will be determined in the field by the inspector. If drainage calculations are provided, have drainage staff verify calculations and culvert size.	
What is the sidewalk surface material and construction detail?		Minimum 4" thickness Minimum 3,000 psi in 28 days strength Minimum #3 dowels @ 18" on center	N/A
If concrete, what finish is noted in the plans?		If a broom finish is not specified, notify applicant to update plans to specify broom finish. If no finish is specified, note broom finish on plans and write "Broom Finish" in permit application notes.	N/A
Does accepted construction plans show locations of ADA ramps?		If ADA ramp is not located on plot plan, notify applicant to add ADA ramp to plan. If ADA ramp is located within driveway, notify applicant to relocate the driveway.	N/A
Does accepted construction plans show locations of driveways?		If driveway location does not match location shown in accepted construction plans or driveway exhibits, notify applicant to move driveway location to accepted construction plan/exhibit location.	N/A
Does plat show a Vehicular Non-Access Easement (VNAE) where driveway is proposed?		If yes, notify the applicant driveways are not allowed within VNAEs.	N/A
Is wheelchair passing zone shown on plot plan?		If no, see next box.	N/A
Distance to nearest wheelchair passing zone?		200' maximum If no passing zones are shown, notify applicant to show location of nearest passing zone on plot plan.	N/A

When plan is accepted, create a PDF placing the Plot Plan FIRST, with the application and this review sheet last.

Signature of Reviewer: _____ Date: _____

ADDITIONAL TRAFFIC REVIEW FOR COMMERCIAL/INDUSTRIAL DRIVEWAYS

Area of Review	UDC Citation	Description	Values found during review	Traffic Reviewer Initials
Number of approaches	35-506(r)(3)	One approach per 200ft frontage. Additional approaches based on 100 peak hour trips.		
Corner Clearance	35-506(r)(7) 35-506(r)(3)(B)	Minimum 125ft vehicular non-access easement (VNAE) & may be limited to right-in right-out only within 400ft.		
Driveway Spacing	35-506(r)(5) 35-506(r)(8)	Min 50ft from neighboring driveways and 175ft from opposing driveways.		
Sight Distance	35-506(d)(5)	Vertical and Horizontal per AASHTO		
Auxiliary Lanes	35-502(a)(7) 35-506(p)(7)	Required left-turn at all existing median openings and deceleration lanes required for right-turn movements.		

Signature of Traffic Reviewer: _____ Date: _____