

# RESIDENTIAL DRIVEWAY & PAVING FOR PARKING

## GENERAL INFORMATION

### WORK ON PRIVATE PROPERTY



### WHAT IS REQUIRED?

- A zoning permit is required for all new and replacement driveways and paving for parking.
- Permits are also required if you are replacing a previously installed driveway or parking area (same material & footprint).
- Submit the application and a site plan.

### WHO CAN GET A PERMIT?

The permit may be obtained by:

- the homeowner doing the work, OR
- a licensed residential contractor, OR
- a contractor with a Maintenance & Alterations license (for concrete work).
- If a permit is not obtained, the homeowner will be charged \$100 for 1st day after notification; \$50 per day after that.

### WHAT CODES ARE OFTEN OVERLOOKED?

- Typically, one driveway approach is allowed per street frontage for each property.
- Paving is not allowed directly between the house and the street. Except for paving located at least 25 feet back from the property line.
- You may pave up to your property line in the side yard (Special rules for TNR Zone are listed on Pg 3). A survey may be required, and is recommended, to determine the exact location of the property line. If your neighbor contests your driveway, and believes that it encroaches onto their property, you will be responsible to provide us with a property survey.

### WORK ON PUBLIC PROPERTY CURBSTRIIP / RIGHT-OF-WAY

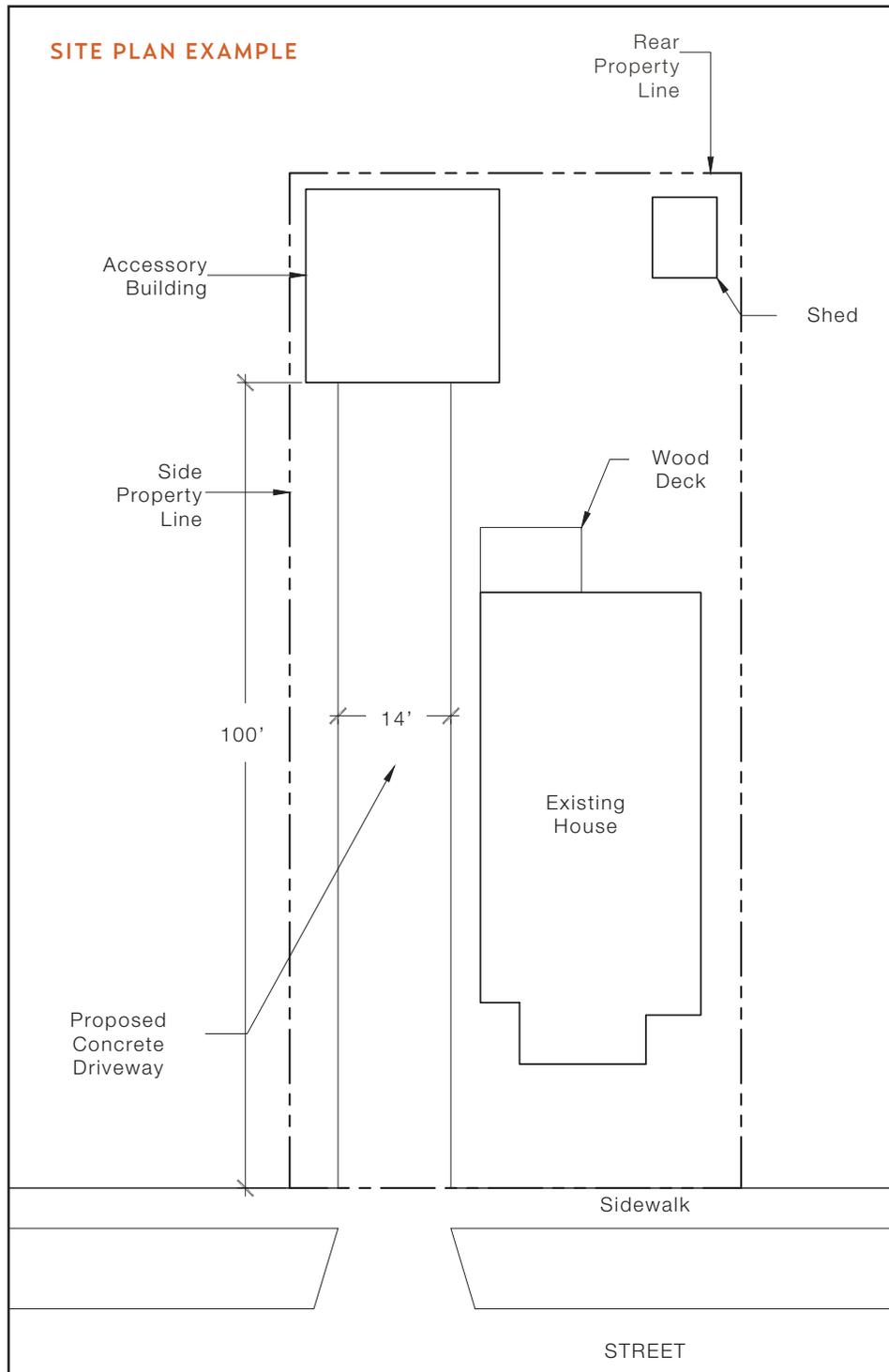
If you are doing work in the public right-of-way (between the public sidewalk & street, or the driveway apron), contact the Transportation Services Department at 616-928-2400 to find out if an additional permit is necessary.

If you have any questions about this information, please feel free to contact us.

## WHAT IS A SITE PLAN?

A drawing of your property showing where the driveway / paving for parking will be, how far it will be from the property lines, house and any other buildings. A sample site plan is shown below.

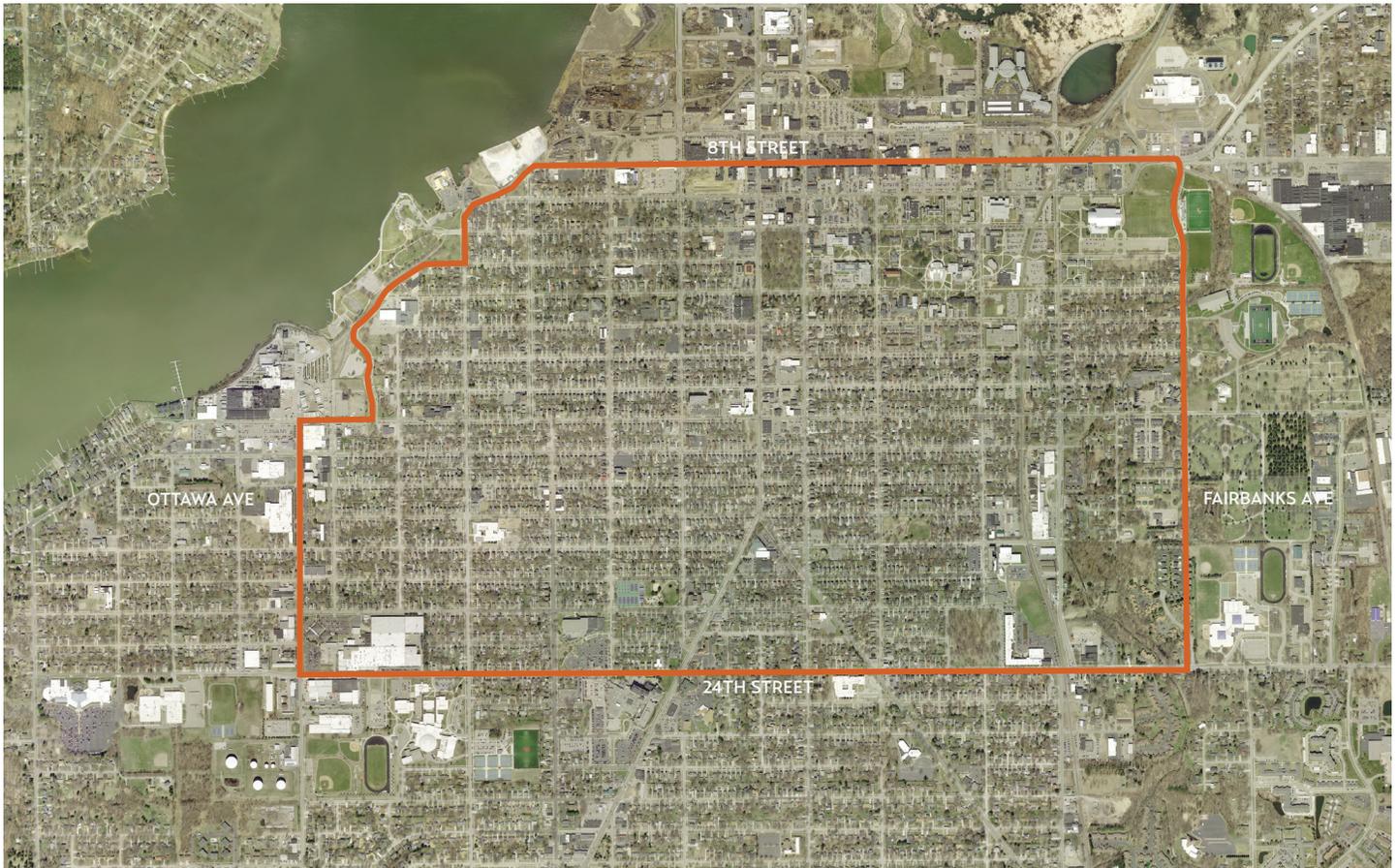
A photocopy of a survey with the accessory building's location is acceptable.



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## SPECIAL RULES FOR THE TRADITIONAL NEIGHBORHOOD RESIDENTIAL DISTRICT (TNR)

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### 8TH - 24TH STREET & FAIRBANKS - OTTAWA AVE

- See UDO Sec. 39-9.02 Off-Street Parking and Loading Requirements for the driveway and paving plan requirements.
- Paving in one side yard only, up to 75% of the side yard. Side yards less than 14 feet wide may have a 10-foot-wide driveway.
- Up to 50% of the rear yard may be paved for parking, with the remaining area to be green space.

#### HOPE NEIGHBORHOOD ONLY:

- If pavement is added to the maximum limit, landscaping or screening is required to provide a buffer and soften the view from neighboring properties.
- Parking is only allowed on an approved parking area.