

**DRIVEWAY ENCROACHMENT PERMIT**

1. APPLICATION:

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Address of proposed driveway \_\_\_\_\_

Driveway Type

\_\_\_\_ Residential

\_\_\_\_ Commercial

\_\_\_\_ Industrial

I hereby acknowledge that I have read and fully understand the attached general information and specifications and agree to perform said work as set out when permission is granted by the City of Thomaston.

\_\_\_\_\_  
Applicant (owner of property)

\_\_\_\_\_  
Date

2. DISPOSITION:

The attached sketch has been reviewed and an on-site inspection has been made and the property owner may or may not proceed with his plans; for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Representative

The second inspection of the site has been made and found acceptable for completion.

\_\_\_\_\_  
City Representative

The final inspection has been made and the entire job is acceptable.

\_\_\_\_\_  
City Representative

**GENERAL INFORMATION AND SPECIFICATIONS  
FOR A  
DRIVEWAY ENCROACHMENT**

The following general information and specifications shall be used when constructing a driveway which encroaches on the right-of-way of the City of Thomaston:

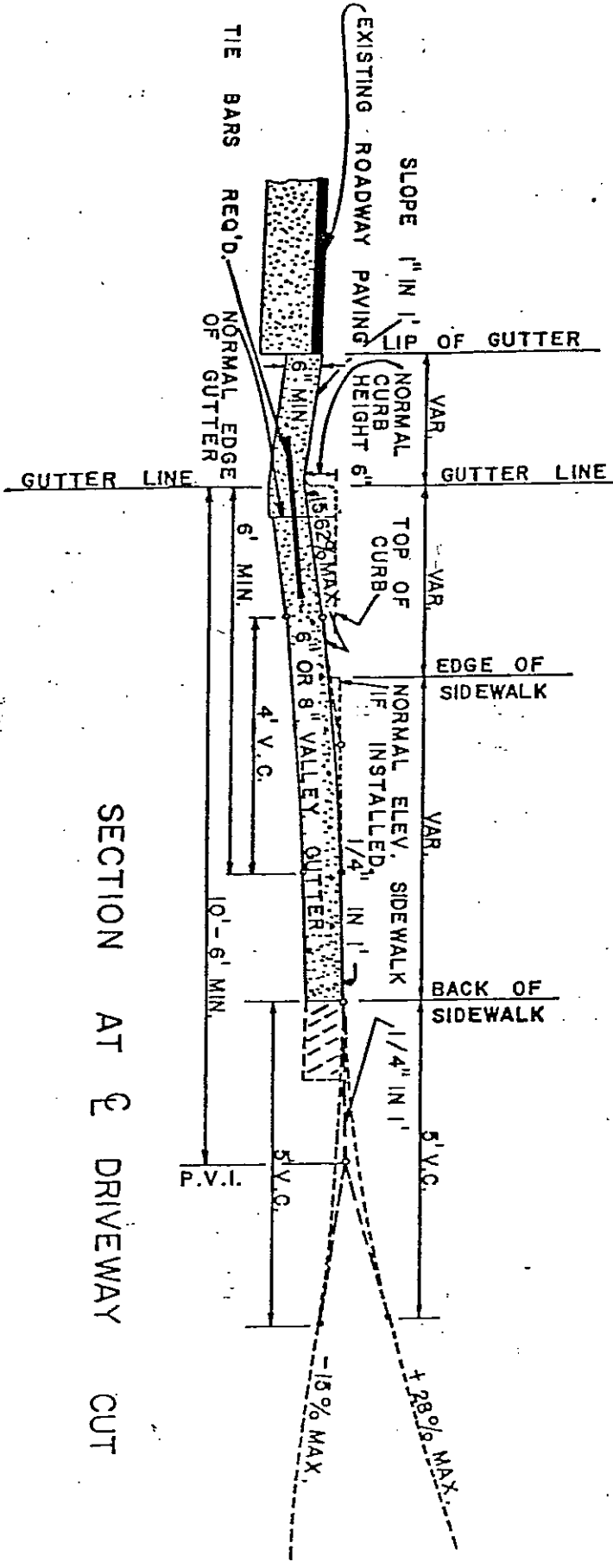
1. The proposed driveway, for the purpose of this permit, shall apply only to that portion of the driveway entrance which is on City right-of-way.
2. The City does not build or maintain driveways and reserves the right to close driveway entrances when, in the opinion of the City Manager, the health, safety or welfare of the citizens of Thomaston is in jeopardy.
3. The City of Thomaston assumes no responsibility for encroachments on State of Georgia rights-of-way. Permits shall be obtained for state encroachments from the appropriate agency.
4. Before starting construction, the property owner shall make full application for permission to construct a driveway from the Public Works Director's office. The property owner shall not proceed with the preparation for or the construction of said driveway until he receives a notice to proceed by an authorized City representative.
5. The driveway shall be completed entirely within forty-eight (48) daylight hours, including inclement weather. The property owner understands that unless the work is completed in the specified time limit, the City of Thomaston or the property owner shall close any work in progress and return the entrance encroachment to the original condition of the job site prior to the start of construction. If the City of Thomaston has to perform or cause to be performed the closing of the job site, the property owner shall bear any and all expense involved, including any court and legal costs for the performance of said work.
6. Georgia Department of Transportation Standard Specifications shall be used for driveways unless otherwise stated.
7. Driveway width shall be considered the distance across the drive paved surface, excluding the width of any necessary radius. Residential driveways shall be a minimum of 12 lineal feet in width. Commercial or industrial driveways shall be a minimum of 20 lineal feet in width.
8. The driveway slope shall be so designed as not to cause damage to City right-of-way due to scraping vehicle bumpers, etc.

## Driveway Encroachment

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9. Existing storm drainage structures and city utilities shall not be impaired in any way whatsoever. The property owner shall assume any and all liability from damage resulting from improper design of the driveway structure as it relates to drainage.
10. When there is curb and gutter which requires cutting, the cut shall be made at the point of intersection of grade level of the curb line and the portion of the curb line which is above street grade. The curb shall be cut or broken smoothly and shall not be moved in such a manner as to disturb the seal between the curb line and paved surface. The curb line edge remaining exposed at the breaking point shall be restored and finished to a smooth surface; the upright portion of the curb shall be finished in a smooth gradual taper so as not to cause damage to vehicle tires.
11. Sidewalks must be preserved when possible or transitional sidewalks across the driveway shall be constructed so as to allow safe passage of handicapped citizens. When no sidewalk exists, the builder may delete this section, understanding that should the City propose and construct sidewalks in the future, the City will make the necessary adjustments.
12. Driveways shall be constructed of Georgia Department of Transportation Class B, or better, concrete not less than 4" in thickness at any given point, when there is an existing or proposed curb and gutter for the street. If the existing street does not have curb and gutter or if the curb and gutter are not proposed in the future, the concrete above specified may be deleted and in its place material which is identical to the street surface material can be used and must be upgraded by the property owner when the street material is upgraded by the City, the upgrading shall be identical to the upgrading provided on the street surface.
13. The property owner, when the permit is issued, shall form the driveway and thoroughly compact the driveway and shall not proceed with further construction until the prepared forming has been accepted by a City representative.

CITY OF THOMASTON STANDARD  
 FOR DRIVEWAY ENCROACHMENT  
 ON EXISTING FORMED CURB



SECTION AT Q DRIVEWAY CUT

NOTE: ENTIRE CURB AND GUTTER SHALL BE REMOVED AND RESHAPED AS SHOWN USING ALL NEW MATERIALS. INSTALLATION SHALL BE SUPERVISED AND APPROVED BY THE CITY.

11/1/05

11/1/05