

CITY OF FONTANA

HANDBOOK ON RESIDENTIAL DRIVEWAY APPROACH CONSTRUCTION PERMITS

GENERAL INFORMATION

A driveway approach is an area, construction or improvement between the roadway of a public street and private property intended to provide access for vehicles from the roadway of a public street to a definite area of the private property, such as a parking area, a driveway or a door at least seven feet wide intended and used for the entering and exiting of vehicles. The component parts of the driveway approach are termed the apron, the end slopes and sidewalk section.

In order to remove, alter, or construct a curb and gutter, sidewalk, pavement, or other improvement associated with a driveway approach in a public right-of-way, a property owner must first obtain a Driveway Approach Construction Permit. This permit pertains to only non-development driven residential, commercial, and industrial projects.

GENERAL CONDITIONS OR REQUIREMENTS

Any proposed construction to any curb, sidewalk, gutter, pavement or other improvement associated with a driveway approach in a public right-of-way, must be in accordance with **City Standard Plans No. 1001 and 1002**.

A licensed bonded contractor is required to perform any work in the Public Right of Way and must obtain the permit for construction.

Upon issuance of the permit, the permittee shall notify the Inspection Section at least 2 working days in advance of commencing any work at **(909) 350-7693**. Permitted work will be subject to a pre-construction meeting as determined by the Public Works Inspectors; this meeting must take place before the start of any work. No work is to be done on the weekends unless an overtime inspection has been scheduled.

REQUIRED SUBMITTALS

1. Driveway Approach Construction Permit Application
2. Exhibit of Driveway Approach (Attached in Packet)
3. Copy of Contractor's license, classifications A and/or appropriate C only
4. Proof of General Liability Insurance (Minimum \$1,000,000 Limit) and Workers Compensation Insurance (Minimum \$1,000,000)
5. Contractors must obtain or have a City of Fontana Business License on file

OTHER POTENTIAL REQUIREMENTS

1. Excavation and Traffic Control Permit Application
 - a. When temporary traffic control is necessary to maintain safe crossings for vehicle and pedestrian traffic in all street intersections, alleys, and private driveways while the project is in progress.
2. **Additional paving limits may be required based on the amount of removals that are required. Prior to construction have a clear understanding of the limits of work for the paving requirements from your Public Works Inspector.**

FREQUENTLY ASKED QUESTIONS

1. *How long does it take to get one?*

For single family residential projects, when all documents are ready, the Driveway Approach Construction Permit may be issued in 1 to 3 days.

2. *How long is the permit valid?*

The permit shall remain active for a period of 30 days from the start of construction.

3. *What is a violation?*

Any persons attempting to remove, alter or construct any improvement associated with a driveway approach in a public right-of-way:

- a. Not according to City Standard Plans No. 1001 and 1002.
- b. Without paying the applicable fees and obtaining the appropriate permit(s).

Temporary traffic control not installed when necessary or required by the Public Works inspector, or traffic control is installed or maintained incorrectly.

Performing any work without first participating in a pre-construction meeting with a Public Works inspector even if a permit was issued. Your project will be subject to being shut down until proper notification and compliance is met. Any work completed is subject to removal at the cost of the homeowner, and additional fees shall apply.

FEES, CANCELLATIONS, AND REFUNDS

APPLICABLE FEES

Table 1: Engineering Fees for Driveway Approach Construction Permit.

Off-Site Construction/Inspection Permit Processing – Issuance Fee	\$41.00
Construction – Minimum Inspection Fee (Covers 5 Working Days)	\$160.00

CANCELLATIONS AND REFUNDS

The Driveway Approach Construction Permit may be cancelled by the permittee prior to the start of construction work. Refunds are offered on a case-by-case basis.



CITY OF FONTANA
 Engineering Department
 8353 Sierra Avenue, Fontana CA 92335
 Engineering@Fontana.org
 Phone: (909) 350-7610
 Fax: (909) 350-7676

(DRAFT)

**DRIVEWAY APPROACH
 CONSTRUCTION PERMIT
 APPLICATION**

Staff Use Only ELPT No.: ELPT15-000123	Map Sheet Index No.: 34
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GENERAL INFORMATION (Print or Type)

Name of Proposed Project:
Driveway Approach Widening

Project Location:
8353 Sierra Avenue

Assessor's Parcel No.(s):
019203123

Applicant's Name: **John Doe** Phone: **(909) 350-7600**
 Mobile: **(909) 350-7610**

Address: **8353 Sierra Avenue** Email: **jdoe@fontana.org**

Legal Property Owner's Name (if different from above):
Same as above Phone: _____
 Mobile: _____

Address: _____ Email: _____

Contractor Name: **American Asphalt and Concrete** Phone: **(909) 427-8276**
 Mobile: **(909) 427-8276**

Address: **14436 Santa Ana Avenue, Fontana, CA 92337** Email: **Lyles@americanasphaltsouth.com**

TYPE OF REVIEW REQUESTED (Please Check All Applicable Boxes)

Residential Commercial Industrial Traffic Control Required: Yes No

PROJECT DESCRIPTION

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary):
Widen existing driveway approach from 12' to 16' for access to recent detached garage addition.

Total Driveway Width:
 Residential: 16 feet
 Commercial: _____
 Industrial: _____

Review per Standards and Approved By:
 Engineering Staff: Jane Doe

The Following Information is Required with all Driveway Approach Submittals:

- Application
- Exhibit of Driveway Approach
- Per City of Fontana Driveway Standards

Please see attached submittal checklist for specific requirements for type of review.

OWNER CERTIFICATION

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a notarized letter of authorization signed by the legal property owner must accompany this form.)

Signature: _____ Date: **03/06/2017**

Print Name and Title:
John Doe, Homeowner

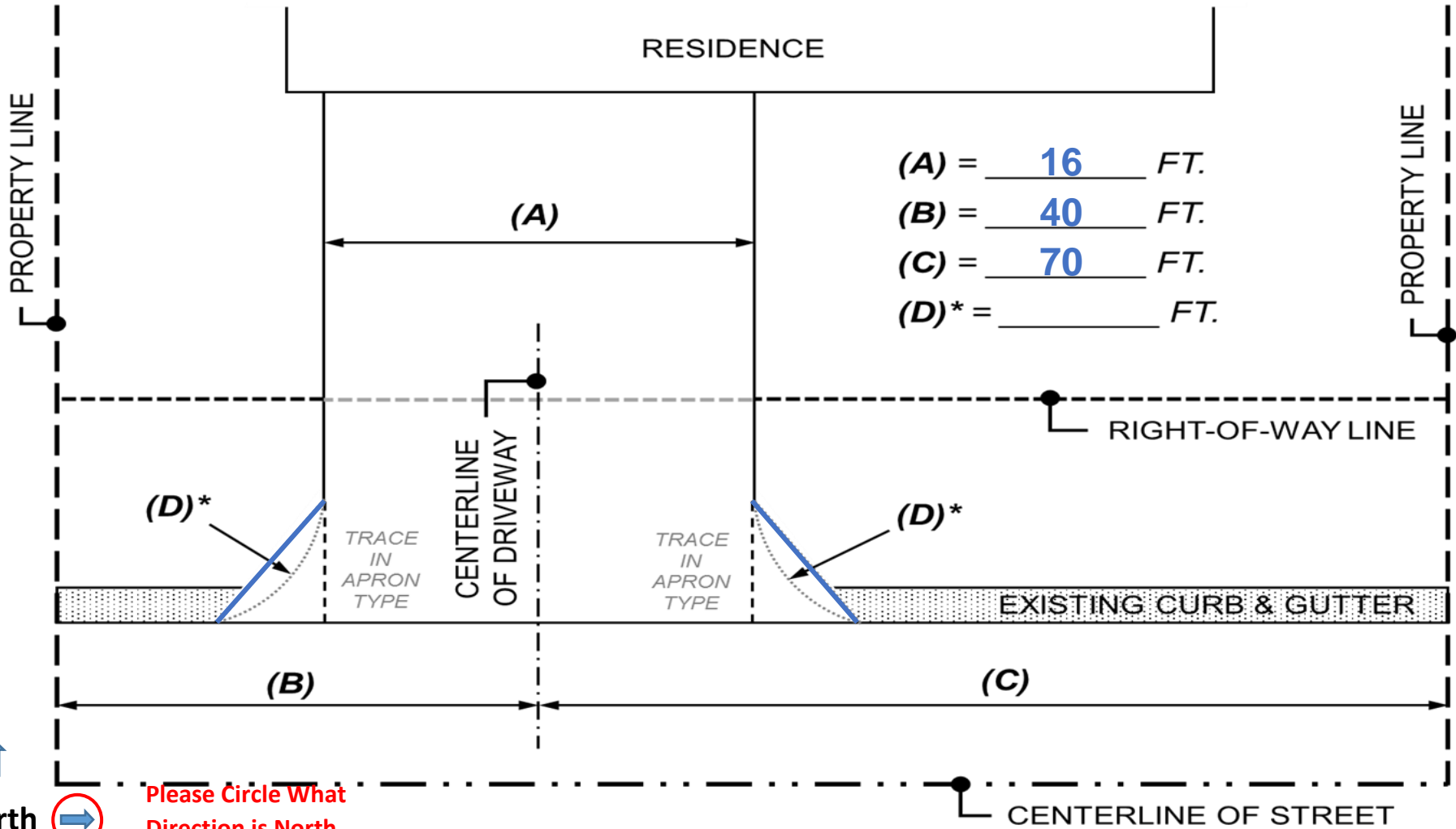
(DRAFT) DRIVEWAY APPROACH CONSTRUCTION EXHIBIT

LEGEND

- (A) WIDTH OF DRIVEWAY
- (B) SMALLEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (C) LARGEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (D) RADIUS OF DRIVEWAY APRON (*INDICATE ONLY IF APPLICABLE)

Staff Use Only	Per City Standard:	<input type="checkbox"/> 1001
		<input checked="" type="checkbox"/> 1002/SHT 1
		<input type="checkbox"/> 1002/SHT 2
ELPT No.:		ELPT15-000123

(A) = 16 FT.
 (B) = 40 FT.
 (C) = 70 FT.
 (D)* = _____ FT.



Please Circle What Direction is North



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Fax: (909) 350-7676

DRIVEWAY APPROACH CONSTRUCTION PERMIT APPLICATION

Staff Use Only

ELPT No.:

Map Sheet Index No.:

GENERAL INFORMATION (Print or Type)

Name of Proposed Project:

Project Location:

Assessor's Parcel No.(s):

Applicant's Name:

Phone:

Mobile:

Address:

Email:

Legal Property Owner's Name (if different from above):

Phone:

Mobile:

Address:

Email:

Contractor Name:

Phone:

Mobile:

Address:

Email:

TYPE OF REVIEW REQUESTED (Please Check All Applicable Boxes)

Residential Commercial Industrial

Traffic Control Required: Yes No

PROJECT DESCRIPTION

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary):

Total Driveway Width:

Residential: _____

Commercial: _____

Industrial: _____

Review per Standards and Approved By:

Engineering Staff: _____

The Following Information is Required with all Driveway Approach Submittals:

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Signature:

Date:

Print Name and Title:

DRIVEWAY APPROACH CONSTRUCTION EXHIBIT

LEGEND

- (A)** WIDTH OF DRIVEWAY
- (B)** SMALLEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (C)** LARGEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (D)** RADIUS OF DRIVEWAY APRON (**INDICATE ONLY IF APPLICABLE*)

Staff Use Only	Per City Std.:	<input type="checkbox"/> 1001
		<input type="checkbox"/> 1002/SHT 1
		<input type="checkbox"/> 1002/SHT 2
ELPT No.:		

