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## DRIVEWAY APPROACH CONSTRUCTION PERMIT APPLICATION

**This application is required with all new residential construction applications, unless there is an existing driveway that meets the conditions below.**

Property owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Physical address of property: \_\_\_\_\_

Parcel number: \_\_\_\_\_

- Proposed driveway to be on the (example: East): \_\_\_\_\_ side of what street: \_\_\_\_\_.
- Draw a plot plan for the lot showing:
  - the proposed driveway approach;
  - the distance from the centerline of the driveway to the two lot corners;
  - the distance from the lot to the actual street; and
  - the location of the street.
- Public Works Inspections: the proposed driveway approach location must be staked and flagged on the site. Applicant must call City Hall and schedule a Public Works inspection for proper drainage, traffic hazards, and general acceptability before a permit will be issued.
- Drainage Culvert: a drainage culvert will normally be required near the street. The Public Works Inspector will determine the location and size.
- Paving: any driveway connecting to a paved city street shall have a driveway approach that is paved or surfaced with asphalt or concrete from the paved street surface to the property line, or for 10-feet, whichever is farther. The Public Works Inspector shall determine the surfacing requirements.
- A Driveway Approach Construction Permit shall be valid for one year. If a driveway approach is not completed in that time, the city may take appropriate action to complete the driveway approach and bill the property owner for actual costs, plus ten percent (10%) administration fee. If the billed amount is not paid within one month, it will become a lien against the property.

Property owner signature: \_\_\_\_\_ Date: \_\_\_\_\_