

Driveway Permit Technical Standards

- Driveways must be located no closer to the corner of intersecting rights of way than 60 percent of the parcel frontage or 150 feet whichever is less.
- A maximum number of driveway approaches allowed per streets determined by the frontage of the property on that street. The distance between driveways must be 100 feet center to center on non-curb and gutter streets and 35 feet inside edge on curb and gutter streets.
- Driveway approaches may be paved with a hard surface such as concrete or asphalt.
- The angle of approach shall be approximately 90 degrees.
- Driveways shall be a minimum of 12' and maximum of 24' wide at the R.O.W. line not including radius.
- Ditch line grading and installation of driveways must ensure positive drainage for entire length of property.
- Grade on all driveway approaches shall not exceed 10% unless otherwise approved by City of Santa Clara.
- The Line-of-Sight (L.O.S.) requirements on a typical 35 MPH roadway is 250'.
- Install erosion/sediment controls for construction activities when required/requested by City of Santa Clara.

After construction to City standards it is the responsibility of the property owner to maintain the structural and functional integrity of the driveway approach.

Rural Driveway Approach Inspection Requirements

A field assessment of rural driveway Straight Tie-In, Dip, or Culvert-style approaches will be done upon permit application to ensure the design meets the roadside conditions. After permit approval, a pre-pour inspection is required on Straight Tie-In, Dip, or Culvert-style approaches to ensure construction will meet standards before final completion.

Physical identification must be made within 48 hours after Permit Application is submitted such as street marking or address board, which is preferred so it can double as a place to post permits and notices.

Driveway Inspection Requests:

Contact City Hall at (830) 914-4443

Failure to contact the City of Santa Clara for a required pre-pour inspection, or failure to construct the driveway to the approved City Permit and standards may result in a notice to remove and replace.

Driveway Permit Submittal

A fully completed Permit Application form must be turned in to the City of Santa Clara along with a Site Plan detailing the information:

- Property Lines
- Proposed/Existing Improvements
- Mailboxes/Guardrails
- Proposed Driveway(s)
- Nearby intersecting streets/Curbs
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City of Santa Clara Residential Driveway Permit Brochure

A City of Santa Clara Application for Improvement within Public Right-of-Way (ROW) is required for constructing a driveway approach onto a Santa Clara roadway. The driveway approach is the portion of the driveway between the property line and the road pavement within the City ROW.

The City of Santa Clara requires permit application and review, and field inspection of rural design driveway permits, to ensure City standards for proper drainage, construction, and safety are followed, to reduce ROW erosion and maintenance, and maintain traffic safety.

This brochure describes requirements for residential driveways, including:

- Types of Driveway Approaches Allowed
- Driveway Technical Standards
- Driveway Permit Submittal Requirements
- Driveway Permit Inspection Requirements

For more information on how to obtain a Permit contact City Hall at:

1535 N. Santa Clara Rd. * (830) 914-4443

Straight Tie-In Driveway

Used when there is no roadside ditch section.



Dip Style Driveway

Used when the roadside ditch is less than 12" deep.



Culvert Style Driveway

Used when roadside ditch is 12" or deeper.



Key Standards for Culvert Style Driveways:

- Must be reinforced. All pre-cast conduits or pipe shall be new, tongue and groove (bell-ended pipe shall not be used).
- Must be at least 18" in diameter; and between 16' in length and 40' in length.
- Must be bedded and backfilled with cement stabilized sand.
- Must be slanted to grade and include concrete safety end-treatments to protect the culvert pipe and ensure traffic safety.



Curb-and-Gutter Driveway



Key Standards for Curb-and-Gutter Driveways:

- ADA (Americans with Disabilities Act) requirements for sidewalk cross section must be complied with. Grade of driveway may not exceed 2% where the sidewalk crosses the driveway.
- If a curb inlet is present there must be ten (10) feet between the inlet opening and the edge of the driveway curb return.