

# City of O'Fallon Engineering Department

100 North Main Street  
O'Fallon, Missouri 63366  
www.ofallon.mo.us  
(636) 379-5471



For additional information send inquiries to:

**E-mail:** bcopeland@ofallon.mo.us or **Fax:** (636) 240-5511

## Driveway Installation Application

### Subject Property Information:

Property Location (Address, if applicable): \_\_\_\_\_

Name of Subdivision or Business (if applicable): \_\_\_\_\_

Type of Construction: (check all that apply): (New \_\_\_\_\_), (Remove and Replace \_\_\_\_\_), (Addition \_\_\_\_\_)

Has a Separate Grading and/or Drainage Plan Been Previously Approved for this Site: \_\_\_\_\_ Yes \_\_\_\_\_ No?  
If "Yes", Provide Date of Previously Approved Grading Plan: \_\_\_\_\_

Type of Proposed Uses: (check all that apply): (Residential \_\_\_\_\_), (Commercial \_\_\_\_\_), (Industrial \_\_\_\_\_),  
(Other \_\_\_\_\_).

Current Zoning: \_\_\_\_\_

### Contact Information (Please Type or Print):

#### Applicant:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

#### Property Owner:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

#### Contractor (If Applicable):

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

#### Engineer (If Applicable):

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

**Application Fee: \$50.00 permit fee. Make payable to the City of O'Fallon.**

Staff will conduct a comprehensive review of the applicant’s submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet the City of O’Fallon standards and specifications as outline in Chapter V. Building Code Chapter 500: Building and Construction. The *Driveway Installation Plan* will only be approved once all outstanding items have been addressed to the satisfaction of the Engineering Department. Improvements to be made within the jurisdiction of other Municipal, County or State agencies shall have written confirmation of their approvals provided to the City of O’Fallon prior to the City granting approval.

**The application shall be accompanied by the following information:**

- Provide an itemized estimated cost for all improvements necessary to install the driveway. “*Improvements*” shall include any structural material or physical change incident to servicing or furnishing facilities for the site, such as, but not limited to, the demolition of structures, removal of trees and other vegetative cover, grading, the reconstruction of street pavement, curbs and gutters, driveway approaches, sidewalks, multi-purpose trails, the relocation of traffic signals and/or any other offsite roadway improvements, which may include water mains, water meters, fire hydrant or any other water appurtenances, sanitary manholes, storm sewer inlets, culverts, waterways, canals, permanent street monuments, street trees, landscaping, or any other improvements that were installed per the requirements of the approved *Construction Site Plans*.
- This cost shall be estimated by the contractor performing the work or by using the unit cost as published and updated by St. Louis County.

The following items are those to be addressed on all *Driveway Installation Plan* submittals to the Engineering Department for review.

**CHECKLIST**

**General Requirements**

- All driveway entrances shall be built to grade.
- If a culvert is necessary in the opinion of the Engineering Department, no culvert smaller than twelve (12) inches in diameter shall be installed and no culvert shorter than sixteen (16) feet shall be installed; a larger culvert shall be installed wherever, in the opinion of the Engineering Department, it is necessary.
- No driveway shall be constructed or built or partially constructed or built within two (2) feet from the side or rear property lines.
- All driveway materials and thicknesses shall be per the attached “Integral Curb Detail “B” at Driveways”.
- All driveway approaches constructed in conjunction with a sidewalk shall give the appearance that the sidewalk is continuous. That portion of the driveway approach that doubles as a sidewalk shall have one-fourth (1/4) inch per foot cross slope or the same as the abutting sidewalk.
- A two (2) inch expansion joint is required between the street and driveway approach. One (1) additional two (2) inch expansion joint is required between the driveway and the garage floor slab. Driveways continuing along the side of the garage shall also have a two (2) inch expansion joint placed across the full width of the driveway at the point where it meets the garage before continuing along the side.

**This *Driveway Installation Application and Checklist* outlines the items typically addressed with an initial submittal of a *Driveway Installation Plan*. This checklist is a guide to the generally required information on a *Driveway Installation Plan*, but may not be inclusive of all the information that may be required to meet City Code.**

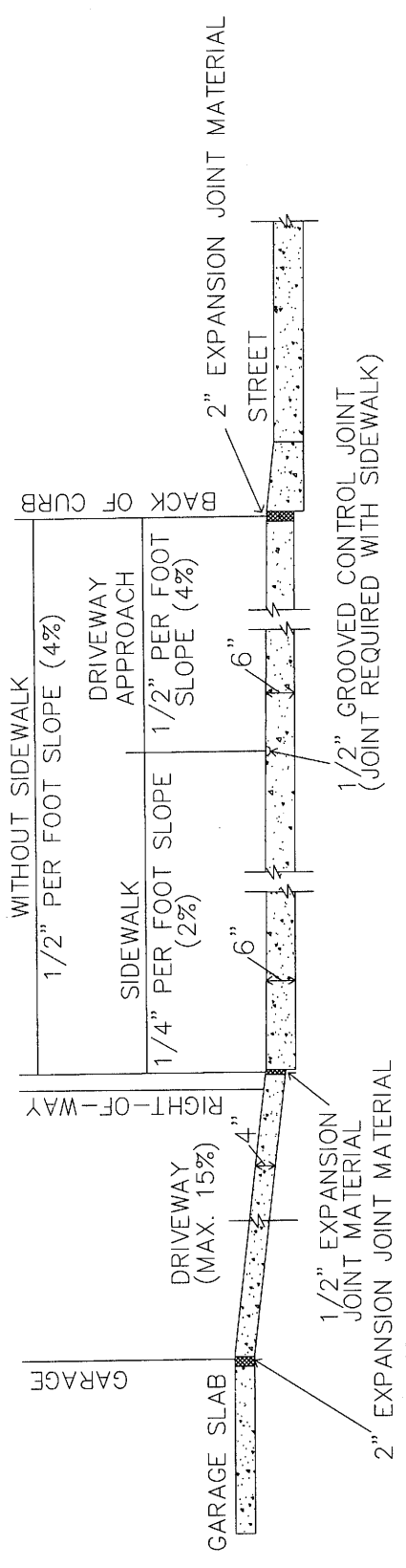
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date

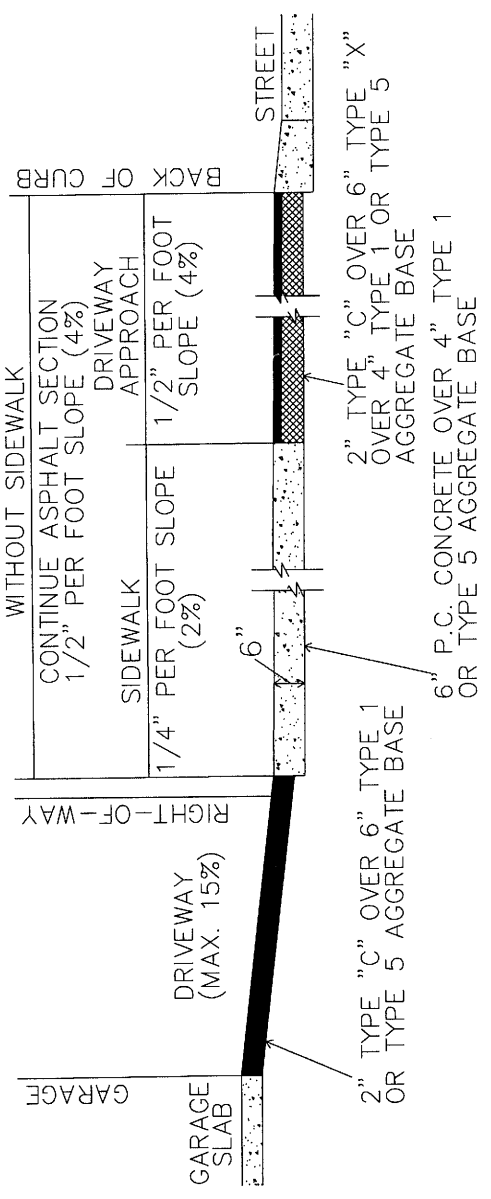
<b><u>For Internal Use Only</u></b>
Date of Initial Submittal: _____



**NOTES:**

1. 4" OF MODOT TYPE 1 OR TYPE 5 AGGREGATE BASE IS REQUIRED UNDER ALL CONCRETE DRIVEWAYS.
2. A 2" EXPANSION JOINT IS REQUIRED AT THE CURB AND GARAGE FOR ALL CONCRETE DRIVEWAYS.
3. EXPANSION JOINT MATERIAL MUST EXTEND THROUGH THE FULL DEPTH OF THE PAVEMENT.
4. SIDEWALK THICKNESS SHALL BE A MINIMUM OF 7" THROUGH COMMERCIAL DRIVEWAYS.

**CONCRETE DRIVEWAY DETAIL**



**ASPHALT DRIVEWAY DETAIL**

NOT TO SCALE

CITY OF O'FALLON ENGINEERING DEPARTMENT O'FALLON, MISSOURI
PAVEMENT CONSTRUCTION DETAILS Integral Curb Detail "B" at Driveways
DATE: _____ JULY, 2007 _____