



# DRIVEWAY ACCESS AND PAVING APPLICATION

Submit to Administrative Services Division  
515 Clark Ave, Room 205, Ames, IA 50010  
515-239-5160 FAX 515-239-5261  
www.cityofames.org

The City of Ames requires a permit for all paving of a new on-site driveway, replacement of an existing on-site driveway, expansion of a driveway, or construction of a driveway approach or replacement of an existing driveway approach in the right-of-way.

All paving is subject to standards of the Ames Municipal Code for minimum and maximum dimensions and locations of driveways and parking. An inspection of the driveway installation is also required to close out the permit as completed and receive a certificate of occupancy if applicable.

Routine maintenance and repair of a portion of a driveway are exempt from requiring a permit prior to paving. However, replacement or reconstruction of a driveway is not maintenance and requires conformance to current standards and requires a permit. Paving of a gravel driveway will also require paving of the driveway approach.

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A complete application form with a dimensioned sketch of the proposed driveway configuration shall be included with this application. See detail requirements of the driveway sketch below.

Project Address \_\_\_\_\_

Applicant is:    Property Owner    Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

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If contractor, provide the property owner's name \_\_\_\_\_

If contractor, provide State of Iowa Contractor Registration No. \_\_\_\_\_

Driveway and Approach     Driveway On-Site only     Driveway Approach Only

The permit fee is \$100.00 for review of the application and an on-site inspection of the paving. Payment of the fee is required prior to issuance of the permit.

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

Example of Complete Site Plan and Standard Specifications are show below – **Please show dimensions for measurements marked with an 'x' with the submittal.**

**A complete application will be reviewed by the Planning Division and Transportation Division within 5 working days.**

## Summary of Standards

Paving is only permitted in the front yard if it leads to an attached garage or to uncovered parking in the side or rear yard. The front yard extends for the full width of the lot. Chapter 29 (Zoning Ordinance) and City adopted standards of the Statewide Urban Design & Specifications (SUDAS) include standards for the dimensions, design, and location of driveways. All driveways will be reviewed and inspected for conformance to these standards.

### Driveway Width

On-site driveway width is limited in width based upon the size of the garage or parking spaces on the site. Width is measured at the sidewalk transition or at the property line as it relates to the size of the garage directly accessed from the street.

1-Car	Minimum of 9 feet, maximum of 12 feet
2-Car	Minimum of 9 feet, maximum of 20 feet
3 and 3+ Car	Minimum of 9 feet, maximum of 24 feet

Paving can widen out from the sidewalk to the width of the garage.

An exception to exceed the maximum width is allowed for the addition of a “flared” parking area located to outside edge of the driveway and in conformance with the other standards. Flares require generally a 45-degree taper extending out 5 feet from the driveway.

Paving a driveway in front of the portion of home that is not the garage is prohibited. An exception of up to four feet for a 1-car garage site may be approved by the Planning Division when no other option to widen a driveway exists.

On-site turnarounds may be permitted for high-volume streets or lengthy driveways as an exception to the width and location requirements.

All sites are subject to conformance to maximum impervious coverage limits based upon zoning.

### Driveway Approach Width

The width of the approach must be proportional to the on-site driveway width, with a minimum of 10 feet. The maximum width is determined in relation to the on-site driveway width for a 1, 2, or 3 or more car garage.

In addition to the width of the approach, flares of 3-5 feet are required. Flares must be a minimum of 1-foot from the property line.

The driveway approach width cannot be increased to match the width of a “flared” parking area.

### Sidewalks Across Driveways and Approaches

All sidewalks crossing a driveway in the Right-of-Way (ROW) are subject to SUDAS for design specifications. Special attention shall apply to conformance with cross slope requirements of a maximum of 2.0%. The City of Ames recommends that a sidewalk be poured separately from the approach and driveway to more easily meet the cross-slope standard and to design the sidewalk with a 1.5% cross slope to address construction tolerances. **No sidewalk in excess of 2.0% will be accepted by the City of Ames as compliant. Removal of driveways and sidewalk and a new pour of concrete will be required to make a sidewalk conforming.**

## Paving Inspections

To complete a driveway permit and inspection of the driveway is required.

A final inspection is required within 48 hours of the driveway being poured.

Inspections may be requested by calling Administrative Services at 515-23-5153 or through our online permitting portal at

[https://energov.cityofames.org/EnerGov\\_PROD/SelfService/AmesIAProd#/home](https://energov.cityofames.org/EnerGov_PROD/SelfService/AmesIAProd#/home).

If you would like an inspector to look at the framing of the driveway before pouring, you may request a code consultation in the same manner you would an inspection. The code consultation will be scheduled between 9:30-11:30 and 1:30-3:30 M-F subject to standard scheduling policies of the Inspection Division.

**If there is no inspection request or the paving does not comply with the permit upon inspection, the City may withhold Occupancy Permits until a site is in compliance and/or issue a municipal infraction for noncompliance.**

## Number of driveways

A property may have only one driveway unless there is 150 linear feet of frontage. Driveways must still lead directly to a parking space and meet separation requirements. This means "looped" driveways are typically will not comply with these standards.

# ACCESS AND PAVING PERMIT SUBMITTAL GUIDELINES

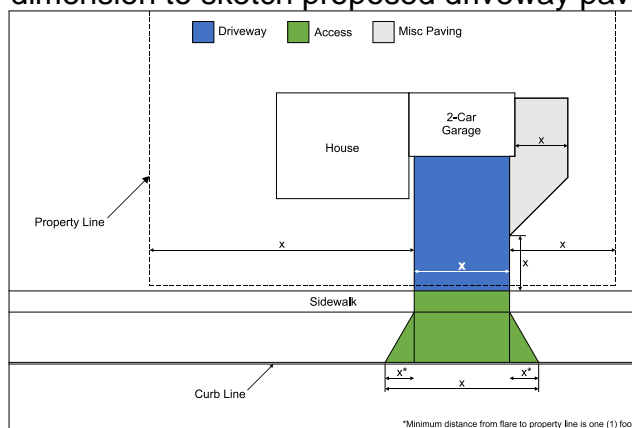
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## 1. Permit Application

## 2. Dimensioned Site plan showing:

- All buildings on the property
- Location and dimensions of the proposed driveway with distances from lot lines
- Location and dimensions of all existing driveways on the property
- Driveway width at sidewalk
- Driveway access width at the curb, edge of flare to property line
- Any fire hydrants, manholes, or utility located within 5' of the proposed location.

Example of Site information and dimension requirements. Applicant may use an aerial photo with a scale or annotated dimension to sketch proposed driveway paving.



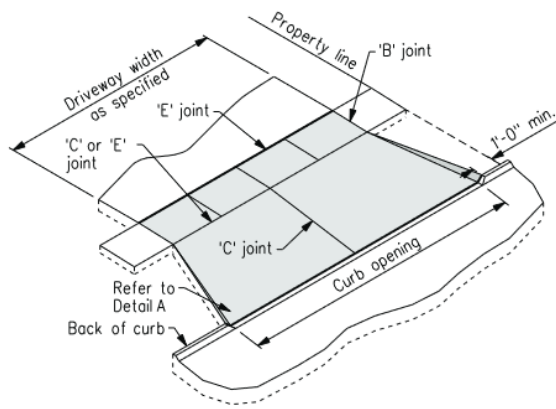
# ADDITIONAL INFORMATION

All driveways are subject to Public Works design requirements based upon SUDAS. The following are standards details for conformance to these standards. The City's Traffic Engineer can consider unique conditions for deviations to these details, i.e. significantly curved lot frontages on cul-de-sacs.

Driveway approaches and sidewalks must be concrete in accordance with City of Ames Supplemental standards and SUDAS specifications.

Driveway Approaches must be a minimum of six (6) inches thick and have an expansion joint between the back of curb and the approach.

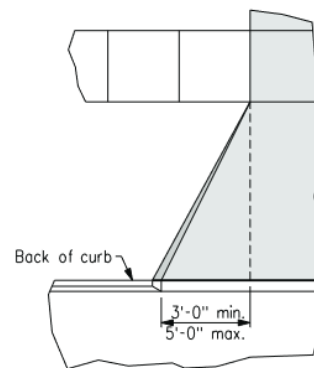
On-site driveways and sidewalks may be a minimum of 5 inches thick.



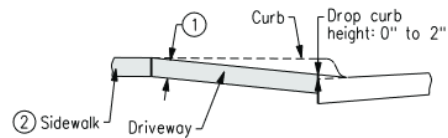
TYPE A WITH FLARES

- ① Pavement thickness.  
Residential: 6 inches minimum.
- ② Sidewalk thickness through driveway to match thickness of driveway.

NOTE: See SUDAS figure 7030.101 for more detail



DETAIL A



TYPICAL SECTION