



**DRIVEWAY VARIANCE REQUEST FORM**  
**DEPARTMENT OF PUBLIC WORKS**  
*(Applicant must submit a plot plan of the proposed work area)*

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Property Address: *(if different from Applicant's address)* \_\_\_\_\_

Tract\_\_\_ Block\_\_\_ Lot\_\_\_ Location of Proposed Driveway: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**"Article 7- Roadway Access"**

If a property owner desires to build an entrance at a location that fails to meet the criteria set forth in "Article 7", he/she may file a request for variance. Such a request should identify the location of the proposed entrance and describe how full compliance with "Article 7" requirements constitutes an undue hardship. The variance application form along with the driveway permit application shall be provided to the Department of Public Works. After consideration of the request, the Engineer will approve or deny the variance.

Request/Reason:

\_\_\_\_\_  
\_\_\_\_\_

I certify that I am the Property Owner of Record, or an Agent authorized by the Property Owner to file this variance request on their behalf.

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

\_\_\_\_\_  
Date

**\*\*OFFICE USE ONLY**

**Requirements:**

Width \_\_\_\_\_  
Wing Dimensions \_\_\_\_\_  
Radius Dimensions \_\_\_\_\_  
Culvert \_\_\_\_\_  
Headwalls \_\_\_\_\_  
Distance between Driveways \_\_\_\_\_  
Distance from Intersection \_\_\_\_\_  
Distance from Property Line \_\_\_\_\_  
Other \_\_\_\_\_

**Approved:**

Width \_\_\_\_\_  
Wing Dimensions \_\_\_\_\_  
Radius Dimensions \_\_\_\_\_  
Culvert \_\_\_\_\_  
Headwalls \_\_\_\_\_  
Distance between Driveways \_\_\_\_\_  
Distance from Intersection \_\_\_\_\_  
Distance from Property Line \_\_\_\_\_  
Other \_\_\_\_\_

Variance Granted on \_\_\_\_\_

Approved by \_\_\_\_\_