

PERMIT NUMBER: _____

BAY COUNTY FLORIDA

**ACCESS CONNECTION FOR
COMMERCIAL DEVELOPMENT AND SUBDIVISIONS**

Instructions to Applicant

- If applying for a new road intersection provide distances from all intersecting roads and median openings as follows:

Service Area	Type Road	Posted Speed	Distance either side of proposed connection
Rural	Arterial	All	¼ Mile
Other	Arterial	45 mph +	660 feet
Other	Arterial	<45 mph	330 feet
Rural	Collector	All	¼ mile
Other	Collector	35-45 mph	445 feet
Other	Collector	10-30 mph	245 feet
Rural	Local	All	445 feet

- New road names must be assigned or approved by Bay County Addressing
- If for commercial driveway, distances should extend 300 feet either side of driveway centerline
- Show all objects over 18 inches above the edge of pavement that may encroach in sight distance triangle per FDOT Index 546
- Provide Application Fee of \$150.00.
- Provide drawing of plan view and cross section connection detail that shows pavement layers, shoulders, and how roadside drainage flows past driveway.
- Drawings must be legible, to scale and on maximum 24" x 36" size.
- Provide federal/state stormwater and dredge and fill permit application or letter of exemption from permitting agencies.

▪ **NOTICES:**

- Any future maintenance or repairs on the driveway are the sole responsibility of the PROPERTY OWNER.
- Driveway construction must commence within two (2) years of permit issuance. This permit will expire two (2) years from the date of issue if the driveway's construction has not yet started.

Please print or type

APPLICANT:

Check one:

- Owner Designated Agent (Must provide notarized letter of authorization with permit)

Name: _____

Company: _____

Address: _____

City, State: _____

Zip: _____ Phone: _____ Fax: _____

Email: _____

Name of Project _____

LAND OWNER: (if not applicant)

Name: _____

Company: _____

Address: _____

City, State: _____

Zip: _____ Phone: _____ Fax: _____

Email: _____

Parcel ID (RE number) _____

INFORMATION ON ROAD CONNECTING TO

Name of Road: _____

Functional Classification of Road: _____

Posted speed limit at proposed connection: _____

Service Area (check one): Rural Other

Provide an estimate of the daily traffic volume anticipated for the entire property at build out.

Daily Traffic Estimate=_____ (use the latest Institute of Transportation (ITE) Trip Generation Report)

If you used the ITE Trip Generation Report, provide the land use code, independent variable, and reference page number.

ITE Land Use Code	Independent Variable	ITE Report page number reference
For commercial driveway corner clearance to nearest road intersection > 125 feet <input type="checkbox"/> Yes <input type="checkbox"/> No		

Notes to Applicant:
 Permittee is responsible for maintenance of traffic in work zones in compliance with the MUTCD and FDOT Indexes.

INFORMATION REQUIRED IF NEW ROAD INTERSECTION

Road Name _____

Road centerline separation to nearest road intersection (s) _____(provide distances)

Bay County Land Development Regulation Separation required: _____

Pavement Type:

Flexible -- pavement thickness _____ inches Rigid – pavement thickness _____ inches

Drainage Type:

Culvert Size _____

Pipe cover measured from bottom of base to top of pipe _____

Note: Minimum cover required _____ (Ref. FDOT Index 205)

Pipe Material Type (check one) : RCP Hardie Pipe BCCMP

Swaled: change in pavement slope _____ (cannot exceed 12 percent)

Driveway centered at drainage break

Other _____

Other requirements (show on plans)

Driveway has minimum of 5 foot shoulder

Road shoulder slope and width per FDOT Design Standards

30-32 inch sod strip

All disturbed areas in right of way restored and sodded or seeded per following:
 Up to 1:4 (V:H) slope seed or sod, >1:4 < 1:3 sod, >1:3 < 1:2 sod lapped and pinned, >1:2 not allowed

Any future maintenance and/or repairs on the driveway are the sole responsibility of the property owner. By signing this application the applicant certifies that all state, federal, and local permits for this work shall be obtained prior to the start of construction activities authorized by this permit.

Applicant's Signature: _____ Date: _____

Permit Approved: _____
 (Date)

BAY COUNTY PUBLIC WORKS DIVISION

BY: _____

Connection system inspected and approved by: _____ DATE: _____

Bay County, Florida
Commercial Driveway Permit
(Information Sheet)

Permit Fee \$150.00. Fee not required if application is submitted as part of a development order application

A permit is required for all new driveways or roads serving commercial establishments that include, but may not be limited to businesses, subdivisions, town homes, condominiums, religious establishments, public places of assembly, mobile home parks, etc. Driveways must be designed in accordance with the Florida Department of Transportation Standard Specifications for Roads and Bridges, and Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System, Drainage Manual (latest editions), and the Bay County Land Development Regulation. Submit plan view that shows a minimum 25 foot turning radius, minimum 24 foot wide opening (22 feet for named roads), five foot minimum shoulder, sodded edge treatment and note that all disturbed areas in the county right-of-way should be sodded or seeded per Florida DOT index 105. The plan view should show the next upstream and downstream existing pipe inverts and ditch bottom elevations along the applicant's property. Driveways must be installed to maintain the existing roadside drainage flow. Also submit a cross section that shows invert elevations, pipe cover per Florida DOT index 205, mitered end sections per Florida DOT Index 273, 12 inches stabilized subgrade (LBR 40 minimum), optional base group 1 minimum and 1½ inches thick of FDOT Type S-1 asphaltic concrete or Superpave equivalent. If PCC driveway, show 6 inches minimum thickness of Florida DOT Class I pavement over 12 inches stabilized subgrade (LBR 40 minimum) and base as required. Concrete to be reinforced with WWM or fibers and jointed as necessary for crack control. Drawings submitted on 8½ X 11 or 11X17 sheets are preferred. New roads will require a drawing showing distances to adjacent intersections. A Florida licensed profession engineer should design driveways. The County allows swaled driveways, slotted driveways with grates and piped driveways using RCP and BCCMP. For your convenience AutoCAD® drawing files for use as guides or to be modified for the permit application may be provided by contacting the Bay County Public Works Engineering Division at 850-248-8301.