



Permit #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Fee: \$ \_\_\_\_\_

**CITY OF NEW HAMPTON, IOWA  
 DRIVEWAY & SIDEWALK PERMIT APPLICATION AND APPROVAL**

**Applicant Information:**

Owner of Property:
Mailing Address:
Telephone Number:
Email Address:
Applicant (If not owner):
Telephone Number:
Email Address:
Contractor:
Telephone Number:
Email Address:

**Property Information:**

Street Location of Driveway and/or sidewalk:
General Address of Property in Question (parcel number, street address or road address):
Legal Description of Property in Question (Attach, if necessary):
If Corner Lot, Distance from Driveway to Intersection:
Distance from Property Line (minimum of 2 ft if no signed agreement):
Driveway Surface Material:
Curb Removal: <input type="checkbox"/> Yes <input type="checkbox"/> No (If curb is to be removed, refer to attached spec. sheet)
Driveway Width: <span style="float: right;">Curb Cut Width:</span>
Sidewalk Length: <span style="float: right;">Number of Panels:</span>
<b>Note:</b> Call Iowa One Call at 800-292-8989 for protection against underground utility damage.
<b><i>*Draw a sketch on the reverse side, or attach a separate sheet showing the driveway location relative to the streets, property lines, sidewalks and/or building.</i></b>

**Acknowledgement and Certification of the Applicant and/or Owner:**

I/We understand this application, and that it with required attachments, constitutes our complete driveway permit application for the installation of a driveway and/or curb cut stated above. I/We certify that the information we have provided to the Public Works Director and/or Street Superintendent is complete, accurate, and true to the best of our knowledge. Any intentional falsification or change in the information contained in this application, or to the attached information, shall cause: this application to become null and void and any approval granted herein to be revoked.

An applicant who is issued a driveway permit is bound, by acceptance of the permit, to commence the construction for which the permit is issued and is bound to finish said construction within twelve (12) months from and after said date of issue. A driveway permit issued under the City Code shall be valid for a period of twelve (12) months from and after the date of issue of said permit. Upon expiration of a permit, the holder shall make a new application for a new permit under the provisions of this chapter and shall otherwise go through the same procedure as required for issuance of the original zoning permit. The fee for the second permit, as in the case of the original permit fee, shall be set by resolution by the City Council.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Applicant Signature (if not the owner)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval of the City:**

Based on the information provided in this application, and attested to, by the applicant, I have reviewed the request and hereby approve of this application and permit for compliance on behalf of the City of New Hampton, Iowa.

\_\_\_\_\_  
Signature of Public Works Director or Street Superintendent

Date: \_\_\_\_\_

# **CITY OF NEW HAMPTON DRIVEWAY & SIDEWALK REQUIREMENTS**

## **DRIVEWAY REQUIREMENTS**

**Section 141.02 DRIVEWAY REQUIREMENTS.** All driveways shall meet the following minimum construction requirements:

1. Thickness. Driveways shall be paved and shall be not less than four (4) inches thick.
2. Width. Residential curb cuts shall be sixteen (16) feet for a single drive and twenty-four (24) feet for a double drive, and 32 feet for a triple drive or commercial cuts. A different width may be specifically approved by the council according to plans and specifications adopted by resolution. Curb cuts shall be made only after obtaining a permit from the street superintendent. Applicants shall include a design sketch showing expansion joints.
3. Expansion Joints. Expansion joints of not less than one inch of approved material shall be placed at each edge of sidewalk and at the edge of the paving or curb.
4. Any new driveway approaches shall either be paved with concrete or Portland cement. Any and all gravel or similar surfaces are prohibited. Any new driveway shall comply with all Iowa Statewide Urban Design and Specifications (SUDAS) Standards.
5. All curb cuts shall be done by an approved contractor by the City. The City, at this time, utilizes Iowa Wall Sawing – 1-(800)-717-4577.

## **SIDEWALK REQUIREMENTS**

**Section 142.07 PERMIT REQUIRED.** No person shall remove, reconstruct, or install a sidewalk unless such person has obtained a permit from the City and has agreed in writing that said removal, reconstruction, or installation will comply with all ordinances and requirements of the City for such work. A written application for such permit shall be filed with the City and shall be accompanied by a permit fee, set by resolution of the Council.

**142.08 SIDEWALK STANDARDS.** Sidewalks repaired, replaced, or constructed under the provisions of this chapter shall be of the following construction and meet the following standards:

1. Cement. Portland cement shall be the only cement used in the construction and repair of sidewalks.
2. Construction. Sidewalks shall be of one-course construction.
3. Sidewalk Base. Concrete may be placed directly on compact and well-drained soil. Where soil is not well drained, a three-inch sub-base of compact, clean, coarse gravel or sand shall be laid. The adequacy of the soil drainage is to be determined by the City.
4. Sidewalk Bed. The sidewalk bed shall be so graded that the constructed sidewalk will be at established grade.
5. Length, Width and Depth. Length, width and depth requirements are as follows:

- a. Residential sidewalks shall be at least five feet (5') wide and four inches (4") thick, and each panel section shall be no more than five feet (5') in length.
  - b. All sidewalks throughout the Business District shall be constructed from lot line to the curb line unless the location of the sidewalk is varied by an appropriate resolution of the Council upon application by the landowner.
  - c. Driveway areas shall be not less than six inches (6") in thickness.
6. Location. Residential sidewalks shall be located with the inner edge (edge nearest the abutting private property) on the property line, unless the Council establishes a different distance due to special circumstances.
  7. Grade. Curb tops shall be on level with the centerline of the street, which is the established grade.
  8. Elevations. The street edge of a sidewalk shall be at an elevation even with the curb at the curb or not less than one-half inch above the curb for each foot between the curb and the sidewalk.
  9. Slope. All sidewalk slopes shall comply with the Iowa Statewide Urban Design and Specifications (SUDAS) – *Section 7030.101*. Target cross slope of 1.5% with a maximum cross slope of 2.0%. Running slope shall not exceed 5.0%.
  10. Finish. All sidewalks shall be finished with a broom finish or wood float finish.
  11. Curb Ramps and Sloped Areas for Persons with Disabilities. If a street, road, or highway is newly built or reconstructed, a curb ramp or sloped area shall be constructed or installed at each intersection of the street, road, or highway with a sidewalk or path. If a sidewalk or path is newly built or reconstructed, a curb ramp or sloped area shall be constructed or installed at each intersection of the sidewalk or path with a street, highway, or road. Curb ramps and sloped areas that are required pursuant to this subsection shall be constructed or installed in compliance with applicable federal requirements adopted in accordance with the Federal Americans with Disabilities Act, including (but not limited to) the guidelines issued by the Federal Architectural and Transportation Barriers Compliance Board.

(Code of Iowa, Sec. 216C.9)

### **Staff Requirements**

Contractor/Owner shall notify staff 24-hours in advance of pouring concrete to verify forms and size. If forms are being setup the same day as pouring concrete, then staff shall be notified the day prior of construction starting so an inspection can occur. Staff will also inspect the final product to confirm it meets all requirements.

Shall contact either:

**Casey Mai**  
Public Works Director  
(641)-557-8244  
[nhpublicworksdirector@gmail.com](mailto:nhpublicworksdirector@gmail.com)

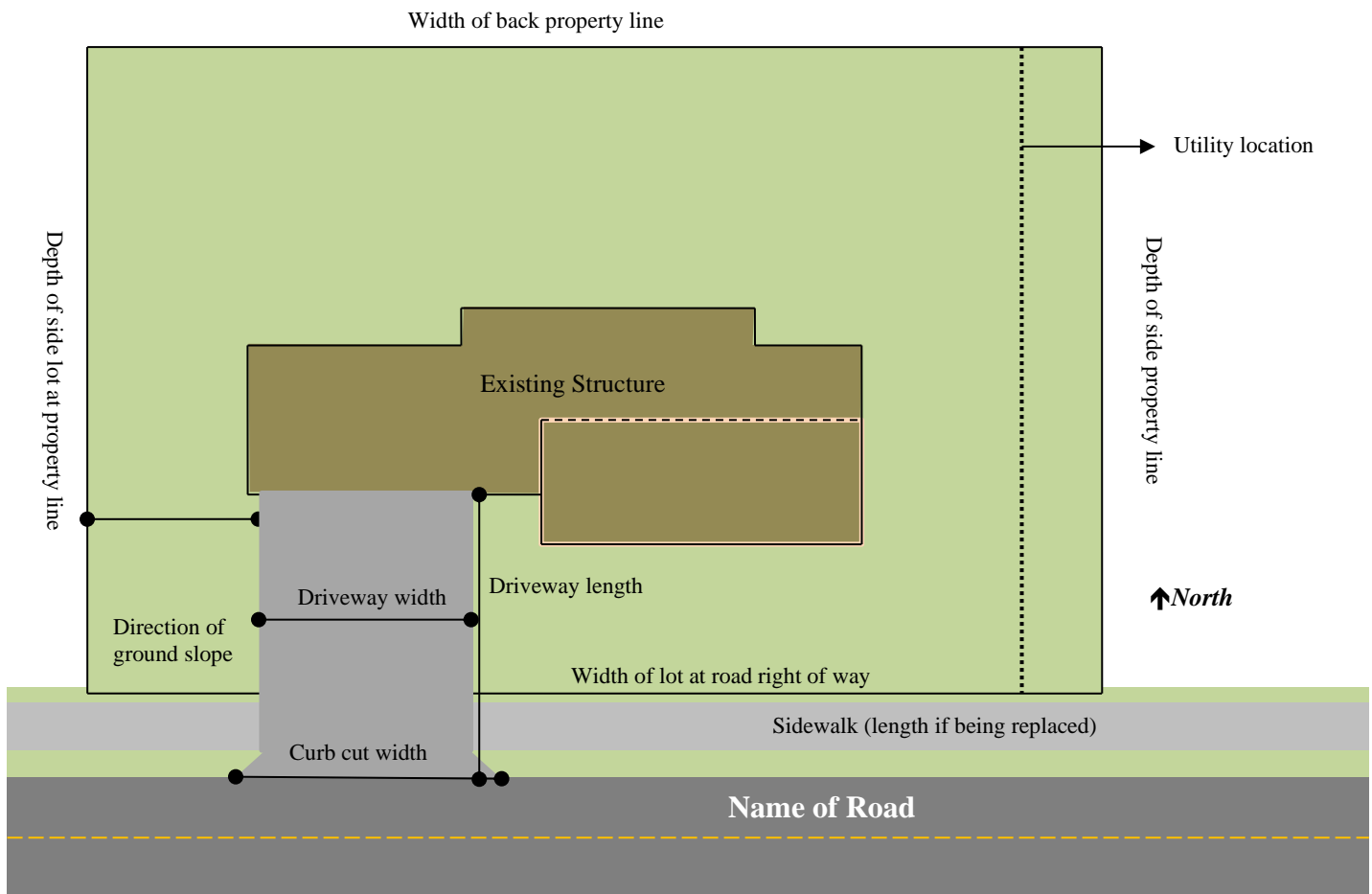
**Kyle Anderson**  
Street Superintendent  
(641)-330-0609  
[nhstreetdept@gmail.com](mailto:nhstreetdept@gmail.com)

## Sample Site Plan (See also **Checklist** on next page)

Indicate: Existing buildings with dimensions (solid line).  
Lot size and property lines.  
Driveway length and width.  
Curb Cut Width.  
Number of sidewalk panels or length of sidewalk being replaced

Also indicate: Distance between drive way and lot property line.  
Direction of ground slope in relation to driveway.  
Underground and overhead utilities including water supply line.  
An arrow indicating north.  
Scale

GIS Tools: Beacon Schneider online mapping system provides property data and measuring tools for Chickasaw County and the City of New Hampton. Visit: <https://beacon.schneidercorp.com/>



# SITE PLAN

# LOT LINE DRIVEWAY/PARKING AREA AGREEMENT

The undersigned enter into the following agreement:

1. Owner(s) of driveway/parking area:

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

2. Adjoining property owner(s):

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

3. Driveway/parking area property description:

a. Street Address: \_\_\_\_\_

b. Legal Description (Please include the LEGAL DESCRIPTION that is found on the deed of each property. DO NOT use the legal description from the GIS section of Chickasaw County's website, it is not descriptive enough for recording purposes. You may also go to the Chickasaw County Recorder's Office to get the correct description. It must be written on the lines below.)

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

4. Adjoining property owners' description:

a. Street Address: \_\_\_\_\_

b. Legal Description (Please include the LEGAL DESCRIPTION that is found on the deed of each property. DO NOT use the legal description from the GIS section of Chickasaw County's website, it is not descriptive enough for recording purposes. You may also go to the Chickasaw County Recorder's Office to get the correct description. It must be written on the lines below.)

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

5. The driveway or parking lot owner intends to construct a driving or parking area that complies with City regulations. Said area will be situated on or near the mutual lot line with adjoining owner identified above. The driveway or parking lot owners hereby agree that he/she/they will maintain the area in good repair after construction and that no water will be graded onto neighboring properties.

6. Adjoining owner hereby consents to the construction of the driveway or parking area on or near the mutual lot line and hereby grants the driveway or parking lot owner reasonable access to the driveway or parking area for maintenance and reconstruction purposes.

7. This agreement shall run with the land and be binding upon the parties and their successors in interest.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Driveway or Parking Lot Owner(s):

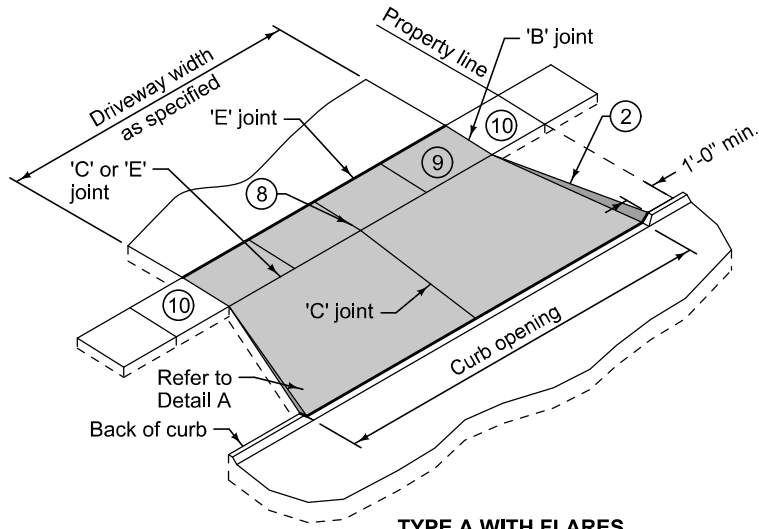
\_\_\_\_\_  
By:

\_\_\_\_\_  
By:

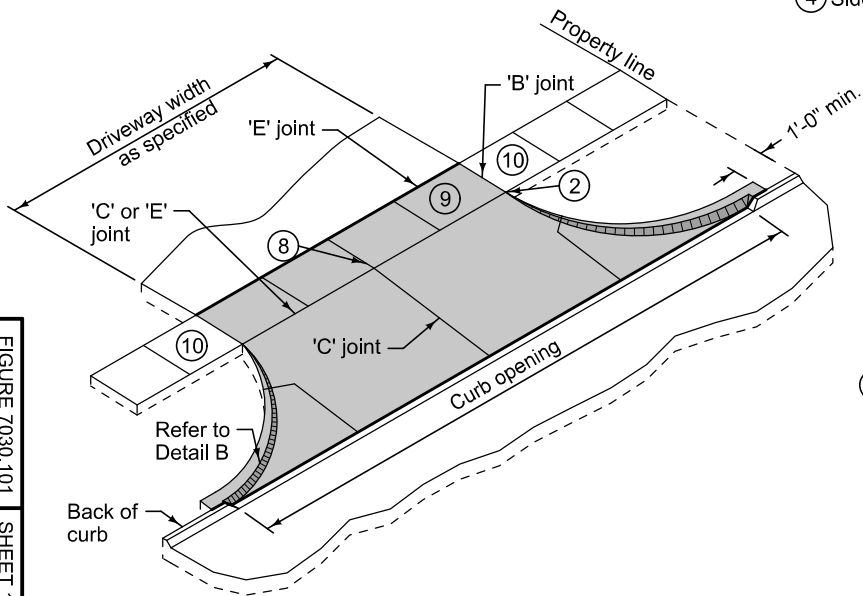
Adjoining Owner(s):

\_\_\_\_\_  
By:

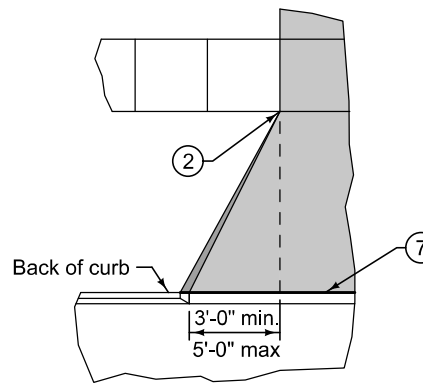
\_\_\_\_\_  
By:



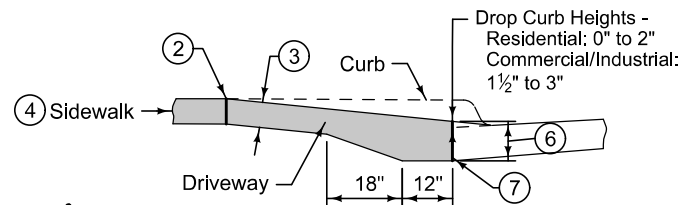
**TYPE A WITH FLARES**



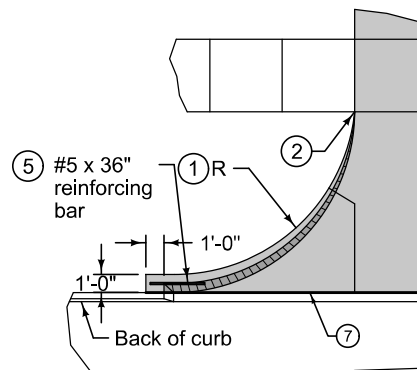
**TYPE A WITH RADII**



**DETAIL A**  
(Residential/Agricultural Only)




**TYPICAL SECTION**

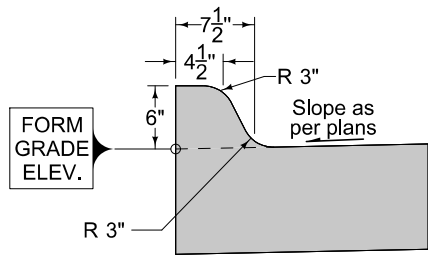


**DETAIL B**

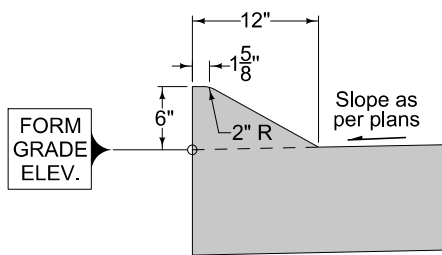
- ① Driveway radius (R).  
Residential: 10 foot minimum, 15 foot maximum.  
Commercial and industrial: As specified in the contract documents.
- ② Transition the curb height to 0 inches at end of taper/radius or at the front edge of sidewalk. Do not extend raised curb across sidewalk.
- ③ Pavement thickness.  
Residential: 6 inches minimum.  
Commercial and industrial: 7 inches minimum.
- ④ Sidewalk thickness through driveway to match thickness of driveway.
- ⑤ Center reinforcing bar vertically in the pavement.
- ⑥ Match thickness of adjacent roadway, 8 inches minimum.
- ⑦ Provide 'E' joint at back of curb unless 'B' joint is specified.
- ⑧ For alleys, invert the pavement crown 2% toward center of alley.
- ⑨ Target cross slope of 1.5% with a maximum cross slope of 2.0%. If specified in the contract documents, construct the sidewalk through the driveway 5 feet wide to serve as a passing space.
- ⑩ If cross slope of adjacent sidewalk panel exceeds 2.0%, remove and replace to transition from existing sidewalk to sidewalk through driveway. If elevation change requires a curb ramp, comply with Figure 7030.205; verify need for detectable warning panel with Engineer.

	REVISION 3   2020 Edition
	<b>7030.101</b> SHEET 1 of 1
SUDAS Standard Specifications	
CONCRETE DRIVEWAY, TYPE A	

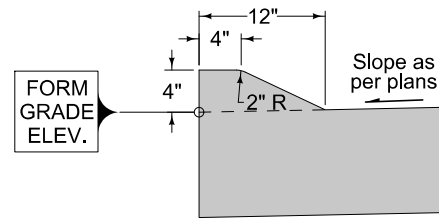




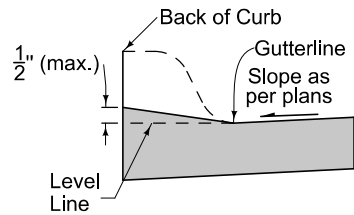
**6" STANDARD CURB**



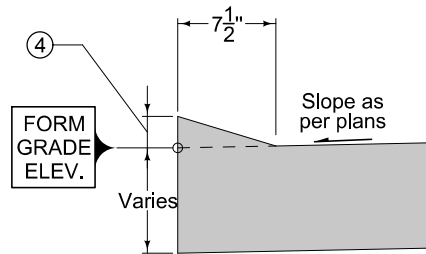
**6" SLOPED CURB**



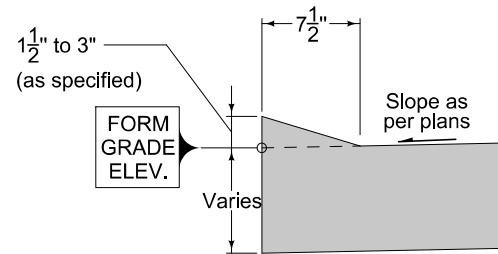
**4" SLOPED CURB**



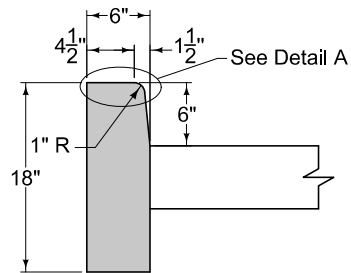
**DROP CURB AT SIDEWALK**



**DRIVEWAY DROP CURB**  
(Iowa Department of Transportation is not the Contracting Authority)

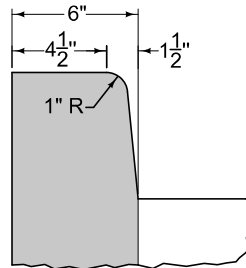


**DRIVEWAY DROP CURB**  
(Iowa Department of Transportation is the Contracting Authority)

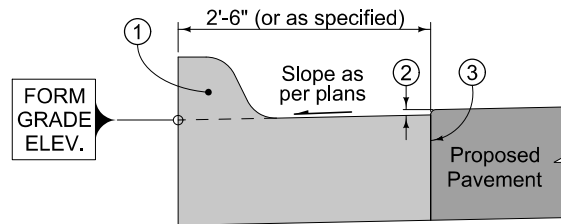


**BEAM CURB\***

\*For short replacement sections, match existing curb profile



**DETAIL A**



**CURB AND GUTTER UNIT**

For joint details, see PV-101.

- ① 6 inch Standard Curb, 6 inch Sloped Curb, or 4 inch Sloped Curb as specified.
- ② 1/8 inch if Proposed Pavement is HMA. No elevation difference if Proposed Pavement is PCC.
- ③ 'BT', 'KT', or 'L' joint if Proposed Pavement is PCC. 'B' joint if Proposed Pavement is HMA.
- ④ 0 to 2 inches for residential entrances. 1 1/2 to 3 inches for industrial or commercial entrances.

FIGURE 7010.102 SHEET 1 OF 2

SUDAS	IOWADOT	REVISION
		5 04-21-20
FIGURE 7010.102	STANDARD ROAD PLAN	<b>PV-102</b>
		SHEET 1 of 2
REVISIONS: Split DRIVEWAY DROP CURB detail into two details. Added new circle note 4 on Sheet 1, Renumbered circle note on Sheet 5.		
<i>Paul D. Wiegand</i> SUDAS DIRECTOR		<i>Shawn Miller</i> DESIGN METHODS ENGINEER

**PCC CURB DETAILS**