



REQUIREMENTS

- Only 1 driveway and approach are permitted on a single-family lot. Circular drives are prohibited.
- If constructing a concrete driveway, a minimum of 3000 psi air entrant concrete must be used.
- Maximum slope/grade of a driveway shall be 8%.
- Surface water drainage from a new driveway or service walk cannot flow onto a neighboring property.
- Driveways installed up to the neighboring property line shall provide a curb, or raised edge to prohibit the flow of water directly to the neighboring property. Driveways shall be pitched to the front and back so as to not cause sheet draining onto the adjoining property and thereby cause a nuisance to neighboring properties.
- The approach width shall match the driveway width at the sidewalk with a minimum 1 ft and maximum 2 ft flare on each side at the curb or edge of pavement. The width measurement shall include all hardscape surfaces including paver blocks (i.e. driveway ribbons).
- The impervious surface for each single-family/duplex lot will be calculated as part of the driveway permit review. The maximum impervious surface shall not exceed:

Lot Size	Max. Impervious Surface
20,000 sq.ft. or larger	30%
10,800 sq.ft. – 19,999 sq.ft.	35%
Less than 10,800 sq.ft.	40%
Duplex lot	45%

- Constructions standards:

Project	Minimum Base (compacted gravel)	Minimum Material Thickness
Concrete Driveway, Approach & Sidewalk	4"	5" concrete
Asphalt Driveway	4"	3" compacted
Brick Paver Driveway	4" or manufacture's specifications (plus 1/2" of sand)	4" paver
Service Walk	4"	4" concrete



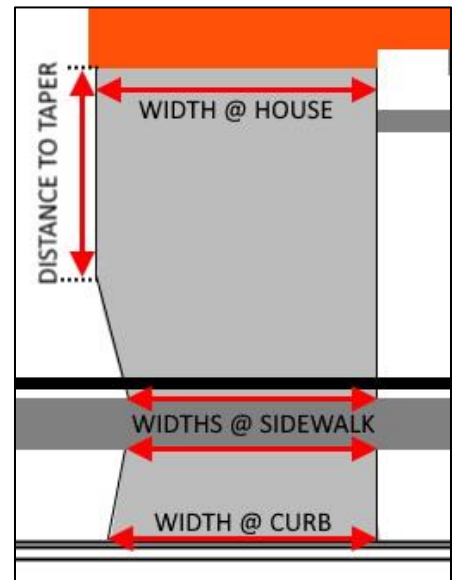
Required driveway and approach dimensions (must be labeled on Plat of Survey):

Driveway Type	Minimum Driveway Width	Maximum Width of Driveway Approach at Sidewalk	Width at Curb
Single	10 feet	18 feet	22 feet
Double	18 feet	24 feet	28 feet
Triple	27 feet	28 feet	32 feet

WHAT YOU NEED TO APPLY

- ❑ A completed and digitally signed application at the Village of Bartlett Permitting and Licensing Portal.
- ❑ A PDF of the signed **contract** describing the cost of the project and the driveway specifications
- ❑ **The Plat of Survey** (to scale), in PDF format, showing the proposed driveway with dimensions as shown on the *Required Dimension Exhibit*
- ❑ **Permit fee** (see chart below)

Required Dimension Exhibit



Estimated Cost of the Project	Permit Fee
Less than \$500.00	\$40.00
\$500.00 but less than \$1,000.00	45.00
\$1,000.00 but less than \$2,500.00	50.00
\$2,500.00 but less than \$5,000.00	60.00
\$5,000.00 but less than \$10,000.00	90.00
\$10,000.00 or more	12.00 per thousand



ADDITIONAL INFORMATION

- No work can begin until a building permit has been issued.**
- If a **contractor** is performing the work, they **must be registered with the Village of Bartlett** as a licensed contractor.
- The homeowner or contractor must call JULIE at 811 or 1-800-892-0123 before you dig.
- All projects that include work on the **driveway approach(Apron)** are subject to **Public Works approval** and extend the application review time by 5 days.
- A pre-pour inspection is required** upon completion of the base.
- A final inspection is required** upon completion of work to close out the permit.
- Schedule your inspections at the Village of Bartlett Permitting and Licensing Portal or call the Building Division at 630-540-5920 at least 48 hour – 72 hours in advance to schedule an inspection.**