



APPLICATION FOR DRIVEWAY PERMIT

City of Palestine
504 North Queen Street
Palestine, Texas 75801

PROPERTY OWNER/ APPLICANT INFORMATION

Property Owner: _____

Owner Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Phone Number: _____ Fax Number: _____

The person applying for this driveway permit is _____ the Property Owner _____ the Contractor

Contractor Name: _____ Registration No: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____ Email: _____

PROJECT INFORMATION

Property type (check one): Residential _____ Commercial _____ Multi Family _____

Installation of a new or replacement of an existing driveway, or new driveway? _____

Address where driveway will be installed or repaired: _____

Type of pavement to be used: _____

Type of street in which the driveway will connect to: Concrete ___ Asphalt ___ Other _____

Does the existing street have curb and gutter or a bar ditch? _____

ADDITIONAL INFORMATION/ REQUIREMENTS

- Driveway approach must be at least three feet from any obstruction (fire hydrant, utility pole or any other device).
- The number of driveway approaches permitted will be determined by the width of the property.
- The installation of a new driveway must continue through the property from the approach until reaching the off-street parking area.
- Driveway must be installed as required by the City of Palestine specifications.
- The driveway approach shall retain the same amount of storm water that the existing curb and gutter or bar ditch sections are retaining within the street right-of-way.
- All of curb and gutter must be replaced in the event that it has to be removed for the installation of a new driveway.
- Provide a copy of the approved permit from the Texas Department of Transportation (TXDOT) for any driveway which terminates onto a TXDOT maintained road. You can call the local maintenance office for more information at 903-729-5834.

SITE PLAN SUBMITTAL REQUIREMENTS

Include a site plan which shows the following information that applies:

- Property lines and building setbacks
- All existing structures
- All utility poles, telephone and cable pedestals
- Proposed driveway and approach with dimensions
- Radius of the section of the driveway which connects to the public street.