



Residential Driveway Site Plan Instructions

For a full list of requirements, please see Sub-Section 4.11.4.6 of the Land Development Code or contact Community and Economic Development at (863)834-7526

Instructions

- 1) All residential driveway permit applications must include either a legible site plan or a boundary survey which shows the location of the proposed driveway on the property.
- 2) The site plan or survey should show all property lines with the dimensions for each property boundary. The specific dimensions and geometry for a given property can be found online at polkpa.org through the property search tool. If you would like a printout of your property on which to prepare a site plan, please ask planning staff and they will assist.
- 3) The site plan or survey should show the length and width of the new driveway and the driveway apron where it connects to any adjacent streets within public or private right-of-way.
- 4) The site plan or survey should show the footprint of the principal structure on the property, any adjacent streets or improved alleys, and any existing driveways. If existing driveways will be removed, expanded or reconfigured as part of the permit, please indicate clearly on the site plan and permit application.
- 5) Driveways in front and street side yards must be setback a minimum of three feet from the interior side lot line at the point where it connects to the street. Driveways may terminate only in front of a garage or within a carport, or along the side of the house within the interior side or rear yard of the lot or parcel.
- 6) **Please contact the City's Public Works Department at (863)834-6040 prior to applying for a driveway permit to determine the specific connection requirements for constructing a driveway apron within any right-of-way.**

