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## **ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE**

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**DIVISION:**            **Transportation & Development**

**SECTION:**            **Development Review**

**PROCEDURE #:**      **EDR-3**

**SUBJECT:**            **Commercial Driveway Permit Processing**

**DATE:**                **12/15/01**      **REVISION #:**

**PREPARED BY:**      **Michael J. Fay**

**APPROVED BY:**      **Matthew Dominy, P.E., Director Of Public Works**

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**POLICY:**            **To provide a thorough and timely review of all applications for commercial connection to County maintained roadways and to issue said permits within acceptable time frames.**

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Listed below are the procedures for reviewing and issuing Commercial Driveway Permits.

**Receiving:**

1. The Administrative Assistant logs in application.
2. After logging in, the package is given to the Development Review Specialist.

**Review:**

1. The plans are reviewed using the appropriate checklists to verify that all requirements of the Access Management Ordinance have been met. During this review, the determination of permit type (II, III, or IV) is made.
2. Field review is conducted to assure there are no on-site conflicts or design problems.

**Letters:**

1. Development Review Specialist drafts a letter to the applicant in response to review. Letters will consist of:
  - Steps that must be taken for the issuance of the Commercial Driveway Permit. These will include the appropriate fee based on the permit type and any other required information.
  - Itemized list of all plan comments and any comments concerning the drainage report if required.

2. If two sets of plans have been provided, mark up applicant's copy with our comments. If only one set was provided, have Administrative Assistant make Xerox copies of appropriate sheets and incorporate them into our copy. The applicant is provided with the appropriate original marked-up sheets.
3. Development Review Specialist forwards draft letter markups to a Civil Engineer II for comment. Civil Engineer II finalizes the letter and forwards letter and plans to Assistant Public Works Director to review and initial the letter. After authorization of Assistant Director, letter is signed by Civil Engineer II and provided to applicants, along with markups

**Issuance of Permit:**

1. After all of the comments that were outlined in the letter have been adequately addressed and the appropriate fees have been paid, the Commercial Driveway Permit can be issued.
2. Development Review Specialist drafts the letter to the applicant issuing the permit and forwards the letter and plans to the Civil Engineer II for review and comment.
3. Civil Engineer II finalizes the letter and plans and forwards them to Assistant Public Works Director for signature.