



Town of Kingston Springs

Building and Codes Department
 PO Box 256
 396 Spring Street
 Kingston Springs, TN 37082
 615-952-2110

Applications will be processed in the order received and will be completed as soon as possible once all required submissions are provided by the applicant.

Driveway Permit Application

Property Owner Name:	INTERNAL USE ONLY Permit #: Expiration Date:
Project Address:	
Phone Number:	
Email:	
Map/Parcel # (leave blank if not known):	

Type of Property:	<input type="checkbox"/> 1-Family	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial Property
Owners Name:	Owners Phone:		
Owners Address	City:	State:	Zip:
E-mail:			

Type of Driveway Work:			
<input type="checkbox"/>	New Driveway	<input type="checkbox"/>	Additional Access
<input type="checkbox"/>	Resurface that alters scope of Driveway	<input type="checkbox"/>	Temporary Access
<input type="checkbox"/>	Relocate Driveway	<input type="checkbox"/>	Agricultural Access

Contractor Information			
Company:		Contact Person:	
Address:		City:	State: Zip:
Phone:		State of TN License #:	
Cell:		Cheatham County Business License #:	
Email Address:		NOTE: Include Copies of Licenses with Application	
Scope of Work:			

The information submitted in this Project Application may be used by the Town of Kingston Springs and/or any of its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Town issues a permit for the work described in this Project Application, you certify that the Towns Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Property Owner Contractor

Signature: _____ Print Name: _____ Date: _____



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SETBACK REQUIREMENTS

It is the responsibility of the applicant to comply with the placement of any improvements on a lot (footings, foundation, etc.) in accordance with the minimum required building setback lines on the front, rear, and side of the property. These requirements are set by the Zoning District the property is located in, as well as by other plans, plats or restrictive covenants of record. The Town of Kingston Springs and its planning commission will gladly provide information on setback requirements established by the town’s zoning ordinance, but is not responsible for providing information or enforcing requirements from plats of record or restrictive covenants.

The applicant must determine that all minimum setback requirements are met and are strongly encouraged to use a licensed surveyor to establish certainty. Additionally, it is the applicant's responsibility to place the improvement within the building envelope and not encroach upon restricted lot areas such as the septic disposal field and public utility and drainage easements. Should this office question the placement of the building at the time of the footing inspection, a surveyor's certificate will be required. Failure to comply will not guarantee a variance will be granted or required. However, it may have a financial impact on the applicant with regard to third parties such as a mortgage lender. If you have any questions, please contact the Building Inspector.

ZONING REQUIREMENTS

It is the responsibility of the applicant to comply with the placement of any improvements on a lot (footings, foundation, etc.) in accordance with the minimum required building setback lines on the front, rear, and side of the property. These requirements are set by the Zoning District the property is located in, as well as by other plans, plats or restrictive covenants of record. The Town of Kingston Springs and its planning commission will gladly provide information on setback requirements established by the town’s zoning ordinance, but is not responsible for providing information or enforcing requirements from plats of record or restrictive covenants.

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I have read and understand the Town of Kingston Springs policy regarding setback and zoning requirements and I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Signature _____ Print Name _____ Date: _____



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Site Plan

(May include on separate sheet)

	Distance to and location of any critical area, such as stream, creek, river, irrigation ditch, floodplain
	Street frontage
	Access/Driveway
	Lot lines and dimensions
	Location of all structures and specific use (any new buildings will require building permits)
	Location of well, septic, and drain field
	Distances between all structures and property lines
	Easements and/or right-of-way and any overhead or underground utility lines

I hereby certify that all work related to this application will be performed in accordance with all applicable Town and State laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner of record or an authorized agent of the property owner listed on this application and have authority to make application for work to be performed.

Property Owner Contractor

Signature: _____ Print Name: _____ Date: _____



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DRIVEWAY ACCESS POINT REQUIREMENTS

Copies of all Federal and State approvals must be furnished to the Town of Kingston Springs for Planning and Zoning Review

Per the Kingston Springs, Tennessee Zoning Ordinance - 3.090:

Access control. In order to promote the safety of the motorist and pedestrian and to minimize traffic congestion and conflict by reducing the points of contact, the following regulations shall apply:

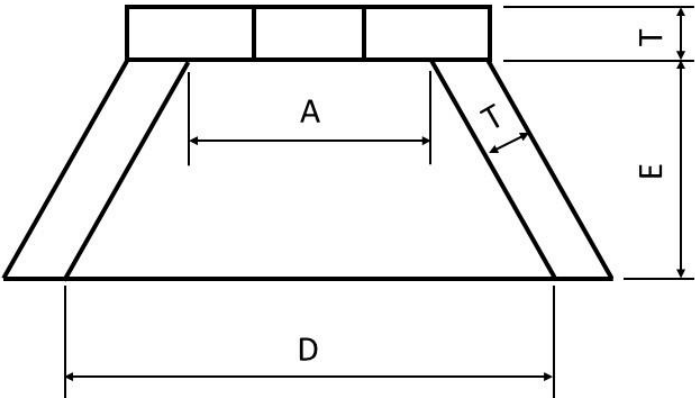
- A. A point of access for vehicles onto a street shall not exceed thirty (30) feet in width for all residential uses. Such points of access shall not exceed thirty-five (35) feet for all retail and commercial services land uses. For industrial land uses a point of access for vehicles onto a street shall not exceed forty-five (45) feet in width. A minimum of an eighteen (18) inch culvert shall be provided in the ditch line.
- B. There shall be no more than one (1) point of access to anyone (1) public street for lots with less than four hundred (400) feet of lot frontage. There shall be a maximum of two (2) points of access to anyone (1) public street for lots with four hundred (400) or more feet of lot frontage. (Amended by Ordinance 05-009. June 16,2005)
- C. No point of access shall be allowed within twenty-five (25) feet of the right-of-way line of any public intersection. On collectors or arterials this minimum shall be forty (40) feet.
- D. No curbs on city streets or right-of-way shall be cut or altered without written approval of the City Manager, and if a state highway, a permit must also be obtained from the Tennessee Department of Transportation.
- E. Where two driveways are provided for one lot frontage, the clear distance between the driveways shall not be less than twenty-five (25) feet.
- F. Cases requiring variances relative to the above provisions due to topographic limitations shall be heard and acted upon by the Board of Zoning Appeals, provided, further, that no curb cuts for off-street automobile storage or parking spaces shall be permitted where the arrangement would require that vehicles back directly onto a public street.

Please see the following page for Driveway Headwall Specifications

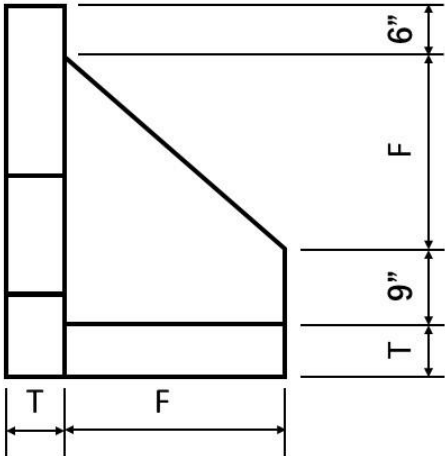
Driveway Headwall Specifications

REINFORCED CONCRETE HEADWALLS

TOP VIEW



SIDE VIEW



FRONT VIEW

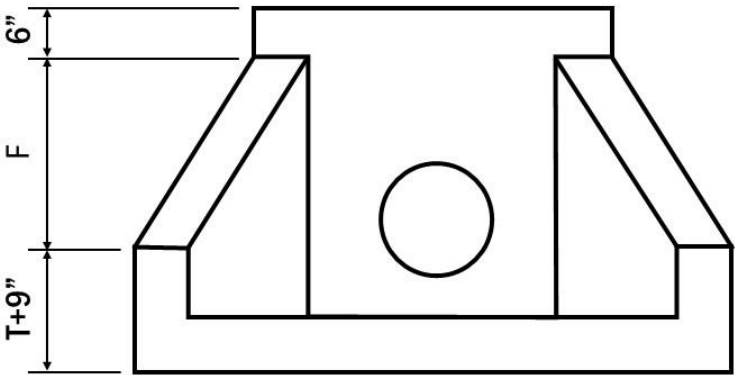


TABLE OF DIMENSIONS

PIPE SIZES	A	D	E	F	T (MIN.)
15"	2"-6"	5"-0"	2"-6"	1"-9"	6"
18"	2"-6"	5"-0"	2"-6"	1"-9"	6"
21"	2"-6"	5"-0"	2"-6"	1"-9"	6"
24"	4"-0"	6"-6"	3"-0"	3"-3"	6"
30"	4"-0"	6"-6"	3"-0"	3"-3"	6"
36"	5"-6"	8"-0"	3"-6"	4"-5"	6"
42"	5"-6"	8"-0"	3"-6"	4"-5"	6"
48"	5"-6"	8"-0"	3"-6"	4"-5"	6"
54"	7"-0"	9"-5"	4"-6"	5"-9"	6"
60"	7"-0"	9"-5"	4"-6"	5"-9"	6"
66"	8"-6"	11"-0"	5"-6"	6"-11"	6"
72"	8"-6"	11"-0"	5"-6"	6"-11"	6"

CONCRETE: 4000 PSI AT 28 DAYS
 REINFORCED WITH NO. 4 BARS @ 10" C/C
 EACH WAY WITH WINGS AND TOE SLAB
 DOWELLED TO HEADWALL WITH NO. 5 BARS.

3/4" CHAMFER ON ALL EXPOSED EDGES.



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REVIEW and INSPECTION PASS-THRU CHARGES

Per Section 20-301 of the Kingston Springs, Tennessee Municipal Code the town has the authority to pass-thru charges incurred by Town staff or consultants related to project review or inspection that may be required on a per project basis:

Ordinance 04-009. Section 20-301. Oversight and Project Site Inspection Charges.

1. All owners, developers and applicants, individually or by their authorized agents, employees or servants, seeking municipal approval for any proposed development/improvement of land by: subdivision, planned unit development, site plan, special exceptions approved by the board of zoning appeals, use changes, landscape plans, sketch plats, preliminary plats, final plats, construction plans, grading plans, roadway plans, drainage plans, wastewater facility plans, matters requiring the establishment of performance bonding, dedication of easements and facilities/structures associated with any of the foregoing, shall be responsible for the reimbursement to the Town of Kingston Springs for all actual review charges including, but not limited to, engineering review, engineering oversight and project site inspection charges/fees for services incurred by said town by virtue of, and as relate to the foregoing, by the town's designated consulting engineer and/or his appointed designee, City Attorney or any other designated consultant rendering services ancillary to the foregoing for and on behalf of the municipality.
2. All actual charges to be reimbursed to the municipality shall be paid within fifteen (15) days from the date of billing by the municipality. In the event said reimbursed charges are not paid, timely, any permit or approval before given or issued shall become void and default may be declared upon any performance bonding posted with the Town of Kingston Springs.
3. Notwithstanding all of the foregoing, certain charges shall be paid at the time of submittal or time of application is made to the town or its planning commission as a base minimum, all of which is set forth on Appendix "A" of the Municipal Code hereto and of which is incorporated by reference herein.
4. This ordinance is not deemed to be a tax but is to offset actual incurred expenses of the municipality for an owner, developer and applicant seeking development of land and improvement of lands within the municipality. (Ord. #95-001, April 1995, as replaced by Ord. #04-009, Sept. 2004)

I have read Section 20-301 of Ordinance 04-009 and understand that I am responsible for all review and inspection fees to be reimbursed to the Town of Kingston Springs.

Signature: _____

Date: _____

OFFICE USE ONLY

APPLICANT DO NOT WRITE BELOW THIS LINE

Approved/Rejected:

Zoning/Land Use: _____ Date: _____

Building Official: _____ Date: _____

COMMENTS:

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING PERMITS****

Permit Fees:

Driveway (per entrance): \$75.00 (32690)

Pass-Thru Charges (if applicable): \$_____ (13270)

Pass-Thru Reason: _____

TOTAL PERMIT FEE: _____

Date Paid: _____

Amount Paid: _____

Receipt Number: _____