

# CITY OF WINCHESTER, VIRGINIA



Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782  
www.ci.winchester.va.us

## Public Services Department Application for Driveway/Entrance/Sidewalk Permit

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Driveway/Entrance

Sidewalk

Property Owner:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
City, State & Zip Code

Applicant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

The applicant does hereby apply to construct an entrance or driveway at the location set forth above. It is understood and agreed that the following terms shall be adhered to:

1. The work is to be completed within 30 days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee.
2. This Permit must be kept on the work site and shown on request.
3. The City must be notified when the work commences and when the project is completed.
4. Traffic control is the responsibility of the applicant and all methods shall be approved by the Public Services Department prior to commencing work. The applicant shall submit a traffic control plan for approval and furnish any and all devices necessary for implementing the approved traffic control plan, including but not limited to signs, cones, barrels and flagmen.

5. Restoration shall be in accordance with the City of Winchester Standards Manual.
6. The Owner acknowledges and agrees that they will be responsible for maintenance and repair of the driveway/entrance in a manner acceptable to the City and will at all times indemnify and save harmless the City of Winchester from responsibility, damage and/or liability arising from the exercise of the privileges granted by the permit.
7. Concrete entrances shall consist of 7 inches (minimum) Class A3 air-entrained concrete, constructed on a prepared subgrade of 2 inches (minimum) crushed stone.
8. Asphalt entrances are to be surfaced with a minimum of 6 inches of crushed stone plus an asphalt-type treatment or stable material that will not track onto the roadway.
9. Entrances are to be constructed so as not to impair drainage within the right-of-way, with all necessary drain pipe being supplied and installed by the Applicant or Owner.
10. Concrete sidewalks shall consist of 4 inches (minimum) Class A3 air-entrained concrete, constructed on a prepared subgrade of 2 inches (minimum) crushed stone.
11. All forms and foundations shall be inspected by the City prior to the pouring of concrete. Final inspection of the work shall be made by the City. To schedule an inspection, call 24 hours in advance to Department of Public Services, Engineering Division, (540) 667-1815, extension 1455 or 1481.

SUBMITTED:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

FINAL INSPECTION & APPROVAL

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

A diagram showing the location of the driveway or entrance shall be submitted with this permit request.