



## APPLICATION FOR DRIVEWAY APRON PERMIT

Please provide a diagram of the lot, and indicate existing and proposed structures and pavement in the space below.

Please complete the following (square footage is determined by multiplying length by width)

Description	Square Footage	Description	Square Footage
1.		4.	
2.		5.	
3.		6.	

**PLEASE NOTE:**

**YOU MUST CALL PUBLIC WORKS TO SCHEDULE INSPECTION OF THE FORMS BEFORE POURING OF CONCRETE**

## **GENERAL INFORMATION FOR DRIVEWAY APRON PERMIT**

### **Application process:**

A driveway apron is the width of pavement that crosses the City right-of-way between the street curb and private property and is intended as an entranceway or exit. The installation or replacement of a driveway apron requires a permit from the City of Takoma Park. Replacement or installation of a driveway beyond the apron may require a construction permit from Montgomery County (240) 777-6298. If you are located in the Historic District, you may also need to apply for a Historic Area Work Permit through the Historic Preservation Commission (301) 563-3400).

The driveway apron application form requires the applicant to provide a diagram of the lot with all existing and proposed structures and pavement, and a listing of the square footage of each (see sample completed application on the last page).

After receipt of a completed application and required fee, a Public Works inspector will review the application. If all requirements are met, the inspector approves the permit and the applicant is notified and a permit is mailed.

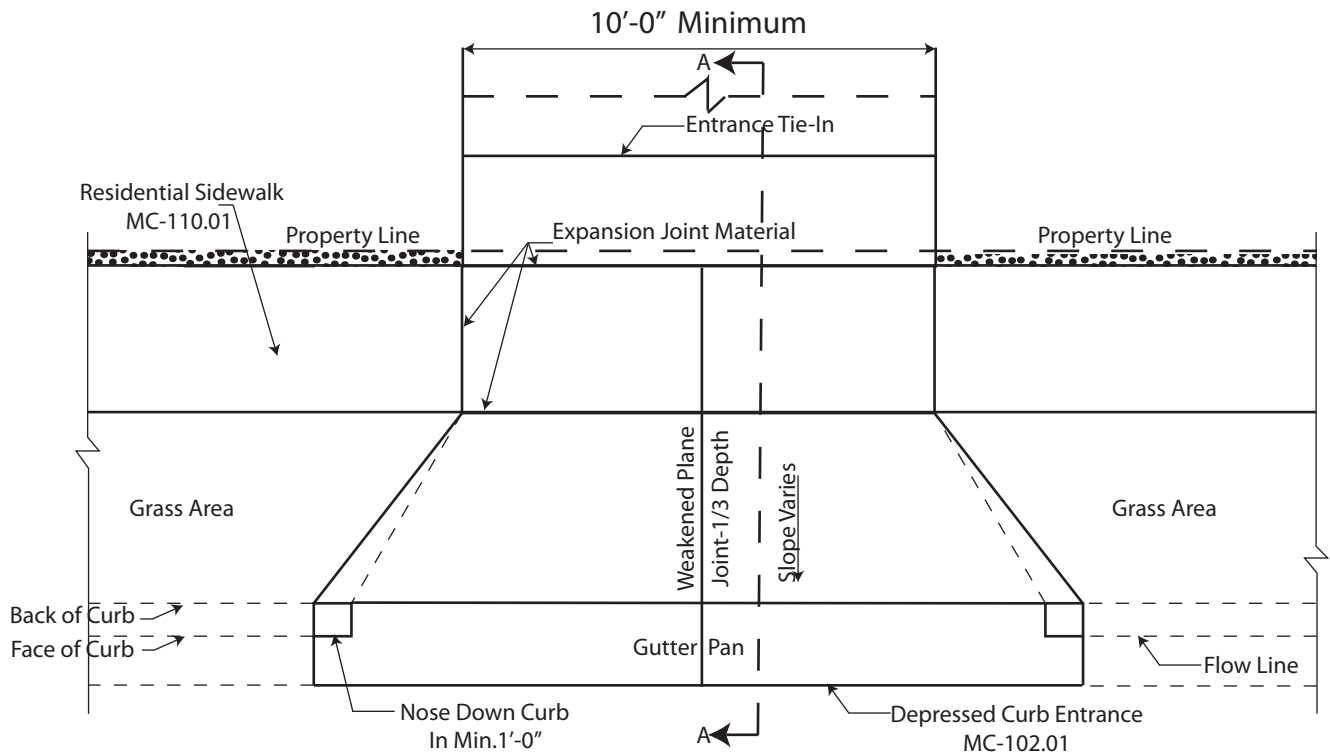
The applicant is required to call Public Works at (301) 891-7633 to schedule an appointment for the Public Works inspector to review the forms and grade and provide final approval prior to the pouring of the apron concrete.

### **Driveway Apron Requirements:**

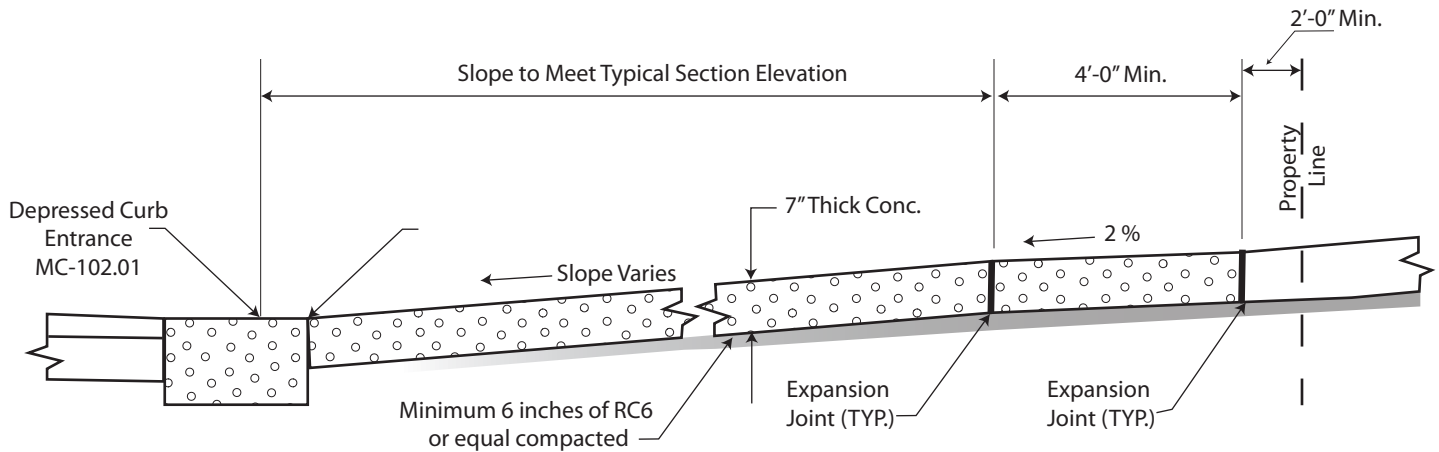
Driveway aprons for single family homes and apartments can have a maximum width of 24 percent of the property frontage, or 20 feet, whichever is less; and a minimum width of 10 feet where the property line and City right-of-way meet. The width of the driveway apron at the curbline can be 8 feet wider than the width at the property line to allow for 4 feet wide apron wings on either side of the apron.

Replacement of an existing driveway apron is exempt from the size limitations, provided that the length of the new apron is the same as the one it is replacing and is installed in the same location.

Cement concrete shall be used for installing or replacing driveway aprons. Driveway aprons cannot be installed within 3 feet of a tree planted in the City right-of-way. Applicant should contact the City Arborist at 301-891-7612 if a tree is located within 50 feet of the intended driveway area as a Tree Impact Assessment and Tree Protection Plan may be required.



PLAN (Not to Scale)



SECTION A-A (Not to Scale)

**GENERAL NOTES**

1. Refer to Maryland State Highway Administration specification for materials and methods of construction
2. Driveway and driveway apron to be maintained by property owner
3. Provide weakened plane joints at maximum intervals of 15'
4. The expansion joints shall be placed at locations shown
5. Expansion joint material shall be ½ inch performed cork, trimmed and sealed with non-staining, two component polysulfide or polyurethane elastomeric type sealant, complying with ASTM-C920.

Adopted Modification of Montgomery County Standard for Residential Driveway  
(Standard No. MC-301.01)

City of Takoma Park, Public Works Department  
 31 Oswego Avenue, Silver Spring, MD 20910  
 (301) 891-7633

**SAMPLE COMPLETED DRIVEWAY APRON APPLICATION**

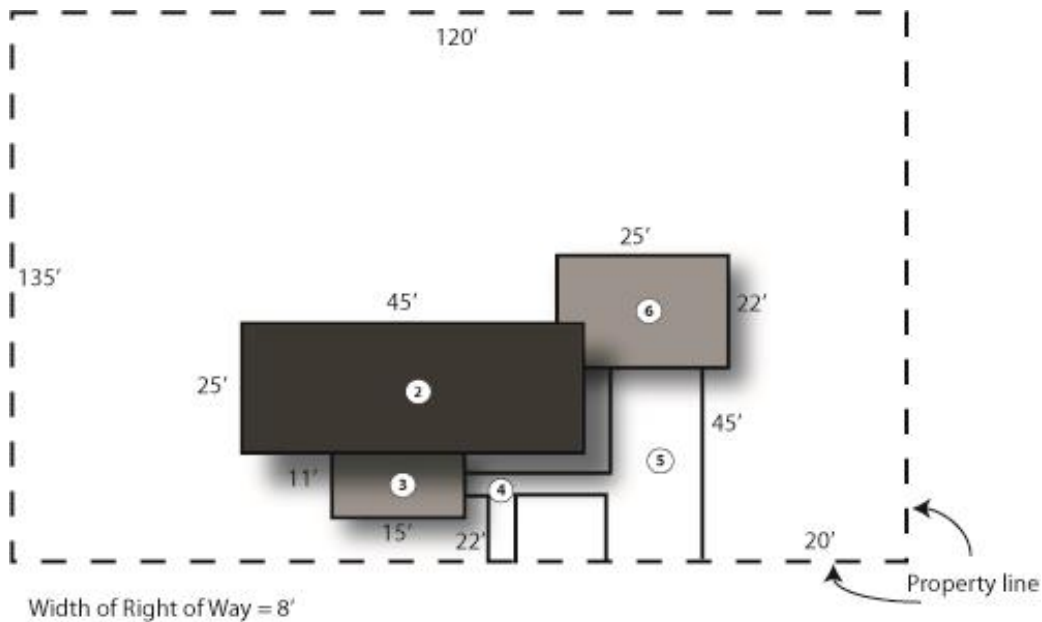
OWNER’S NAME: Jane & John Doe PHONE: 123-4567

PROPERTY LOCATION : 123 Anywhere Street  
Takoma Park, MD

SUBDIVISION: B.Y. Morrison LOT: 10 BLOCK: 2

CONTRACTOR’S NAME: Construction Inc. PHONE: 444-587000

Please provide a diagram of the lot, and indicate existing and proposed structures and pavement in the space below.



**Sample Plan (Not to Scale)**

Please complete the following (square footage is determined by multiplying length by width)

Description	Square Footage	Description	Square Footage
1. Lot	16,200	4.Walks	120
2. House	1,125	5.Driveway	900
3. Porch	165	6.Garage	550

**SAMPLE COMPLETED DRIVEWAY APRON APPLICATION**