



## DRIVEWAY PERMIT



Date \_\_\_\_\_ Permit No: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Residential Address (provide mailing address if different from residential) \_\_\_\_\_

Address/Parcel Number of Driveway to be constructed \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Please convey type of driveway:

- Commercial Driveway
- Villages Residential Driveway - A copy of The Villages Architectural Review Committee (ARC) Home/Property alteration form approval must be submitted with this application. Once approved by ARC, a copy of the approved ARC form must be submitted with this permit application.
- Residential Driveway within the city limits of Center Hill, Coleman or Webster
- Residential Driveway within unincorporated Sumter County

### If applying for a residential driveway, please convey what material will be used:

- Concrete/Asphalt (will require County – Engineering staff inspection)
- Rock/Gravel/Mill/Dirt (County will provide material for residential driveways within unincorporated Sumter County to ensure safe passage of its users from the County rights-of-way(s) to the edge of the County maintained roadway)

If applicable, please contact your home owners' association to confirm which materials are allowed for new driveways prior to applying for driveway permit.

**REQUIRED** - Please provide a simple sketch of the proposed driveway. The sketch should include the approximate width of right- of- way, proximity to nearest County Road, dimensions of driveway to be constructed and **if commercial** - purpose of driveway with type, drainage features and amount of traffic expected.

## TERMS AND DISCLAIMER

- The applicant will save and keep Sumter County harmless from any and all damages, claims or injuries that may occur by reason of construction of said facility.
- The applicant is bound to conform to the description and sketch as approved and to all rules, regulations and ordinances of Sumter County.
- The applicant is cautioned that utilities may be located within the area of construction and that it is the applicant's responsibility to notify any affected utility company in order to avoid damages to said utilities. **Call SUNSHINE 811 or 1-800-432-4770.**
- During the permit review process, if a pipe is deemed necessary, you will be contacted by County Staff. Culvert pipe shall be CMP or concrete only within the County Right-of-Way. Sumter County Public Works offers a no cost delivery and installation of culvert pipe if the pipe is purchased within Sumter County and paid for in advance. For driveways within the city limits of Center Hill, Coleman and Webster, the applicant will be solely responsible for the delivery and installation culvert pipes and driveway materials.
- For driveways located within the city limits of Center Hill, Coleman and Webster, the driveway permit approval shall be only for driveway location and determination of need for driveway culverts to facilitate right-of-way drainage.
- The applicant agrees that all work shall meet Sumter County standards and The Florida Department of Transportation's latest edition of the Design Standards.
- County staff will provide all necessary inspections for driveway and drainage culvert installations to insure constructed facilities comply with the permit documents and the aforementioned standards.
- The applicant agrees as a condition of this permit to notify Public Works Engineering Department at least **24 hours** prior to beginning construction. (352-689-4400)
- The applicant agrees to notify Public Works Engineering Department for a final inspection upon completion of construction to insure all County property and rights-of-way are restored to its original condition. (352-689-4400)
- The applicant agrees to have a copy of the **approved permit** on site at all times during construction.
- The applicant agrees **NOT TO COMMENCE CONSTRUCTION** on the right-of-way until receipt of approval (hardcopy or email).
- Permit is only valid for 90 days. After 90 days, you will be required to submit a new application unless noted otherwise.
- Upon site plan approval, the property owner, assignees, heirs and/or successors are required to maintain the access connections, their features and appurtenances to a level which ensures safe passage of its users from the County rights-of-way(s) to the edge of the County maintained roadway.

BY SIGNING BELOW, THE APPLICANT IS AGREEING TO THE ABOVE TERMS AND DISCLAIMER

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Submit this application, together with any applicable fees, ARC approval form (if applicable) and sketch to:

Development Services  
319 E. Anderson Avenue  
Bushnell, FL 33513  
(352) 689-4400

Development Services  
7375 Powell Road  
Wildwood, FL 34785  
(352) 689-4400

Once the completed application with any applicable fees and forms is received by Development Services, it will be reviewed by Engineering Staff.

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STAFF ONLY:

Approved by: \_\_\_\_\_

Residential Driveway will require a culvert pipe.

Residential Driveway will not require a culvert pipe.

Culvert pipe size \_\_\_\_\_

Comments or Special conditions: \_\_\_\_\_

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