



# RESIDENTIAL DRIVEWAY REQUIREMENTS & WORKSHEET

City of New Port Richey  
Development Department  
City Hall, 5919 Main Street, 1<sup>st</sup> Floor  
New Port Richey, FL 34652  
Phone: (727) 853-1047 Fax: (727) 853-1052

Permit # \_\_\_\_\_  
Date Received: \_\_\_\_\_

Site Address: \_\_\_\_\_  Associated with building permit # \_\_\_\_\_

New driveways and/or driveway extensions require a permit and must comply with regulations regarding location, surface materials, setback, dimension and impervious surface ratio and drainage:

- Submit a recent **survey or site plan** drawn to scale (show scale) with property boundaries, dwelling, existing driveway, proposed driveway, fences, landscaping and any other structure within the vicinity of the proposed driveway. Provide dimensions of the existing and proposed driveway that may be verified with the scale;
- Show the **direction of proposed drainage** from new driveway surface that flows toward drainage easements or street (not towards and onto adjacent properties). Use arrows to indicate flow direction  $\longrightarrow$ ;
- Show the **location of the driveway so that it complies with Section 11.05.00**
- Provide a minimum **three-foot setback** from side and rear property lines;
- Add note regarding **material thickness**: that all portions of a driveway in the right-of-way (public property) will be six inches thick concrete
- Calculate the **maximum impervious lot coverage** for the property. This coverage is calculated by adding all building areas at one level (footprint) plus all drives, walks, patios, sheds, swimming pools and deck, etc. The maximum shall not exceed 60 percent of the overall lot.

Lot area:            Existing area:            Proposed area:            Total area:            Allowable area:

**\* Inspections:** After forming new driveway area, please call New Port Richey Inspection Hot-line 727-853-1048 for an inspection on the next working day prior to placing concrete, asphalt or pavers. Plans and permit must be posted and available for inspector at the job site.

I hereby certify, affirm or swear that I am the owner or authorized agent for the owner of the property for which this worksheet is requested. I further certify that this worksheet is a true representation of all facts concerning the existing and proposed impervious area.

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

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_