



### DRIVEWAY PERMIT

#### FOR PERMIT TO USE TOWN OF CHINO VALLEY ROADS OR DEDICATED STREETS

The undersigned herewith applies for a permit to enter upon and use a portion of the right-of-way of Town of Chino Valley roads or dedicated streets for the purpose of **INSTALLING A DRIVEWAY**.

This form is available to complete and submit at [WW.CITIZENSERVE.COM](http://WW.CITIZENSERVE.COM) Citizen Access Portal (CAP)

- A Pre-inspection is required to determine the size of the culvert required (If Any) and if any ditch grading is necessary.
- A final inspection of the driveway is required before the structure may receive final approval and a Certificate of Occupancy granted.

Inspection requests can be scheduled by texting or calling the Interactive Voice Response (IVR) Inspection Request Line at (855) 855-8919. Requests made before midnight will be scheduled for the next work day.

**PLEASE PRINT ALL INFORMATION - APPLICATION NEEDS TO BE FILLED OUT COMPLETELY**

OWNER	
First Name: _____	Last Name: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Phone Number: _____	Email: _____
Address of Installation: _____	
Parcel Number: _____	Lot Number: _____ Subdivision: _____
Type of Installation: (Check One)	<input type="checkbox"/> New <input type="checkbox"/> Relocate <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Widen
CONTRACTOR	
Company Name: _____	Contact: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Phone #: _____	Cell: _____ Email: _____

**By Signing Below, the Applicant Accepts Responsibility For:**

- Calling **1-800-STAKE IT** (782- 5348) prior to digging
- Allowing 15 workdays processing time.
- Installing the driveway in accordance with the applicable section of the Town of Chino Valley Standards and specifications for road and bridge construction.
- **Permit Fee: \$70.00** may be paid online or in person at the Customer Service counter when applying for the permit.
- Any grading or landscaping in the roadway easement shall be limited to shaping ditch and pipe installation.
- Note: Landscaping placed within the right-of-way is done so at the owner's risk. The town shall not be liable for any damage, removal, or replacement costs if work is required within any areas so landscaped.

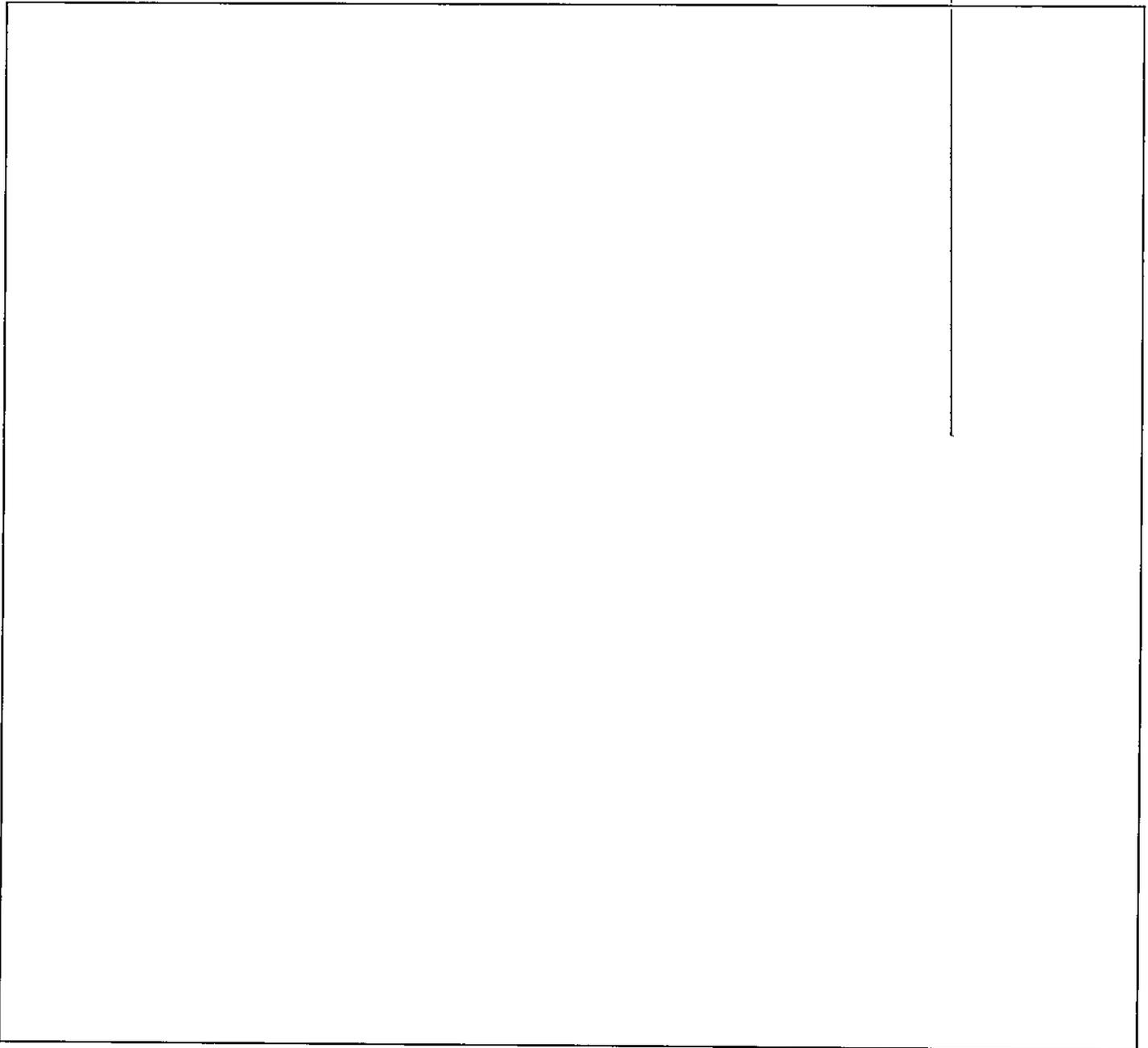
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Sketch Plan** - In the space below please draw a site plan illustrating the following:

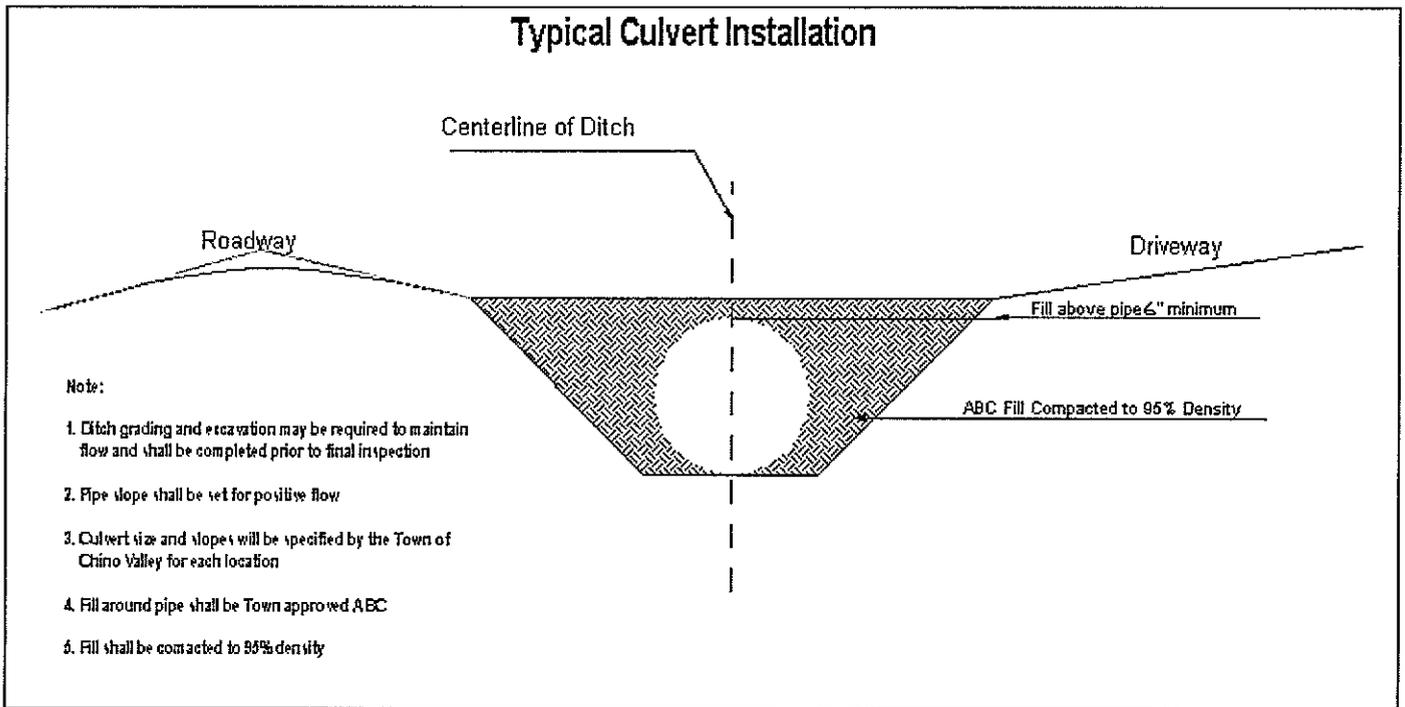
- An outline of property lines with dimensions
- Location and outline of proposed driveway , with dimensions
- All easements and right of way on the property
- All adjacent streets and the street names
- Any water course that crosses the property (drainage, channels, streams, washes)

Please be as accurate as possible as any of the above information that is not shown in the sketch will result in a delay of obtaining a Driveway Permit.

A large, empty rectangular box with a black border, intended for the applicant to draw a site plan. The box is currently blank.

Please mark the edges of the proposed driveway on the ground with flags or an appropriate substitute.  
LOT NUMBER NEEDS TO BE MARKED CLEARLY ON PROPERTY.

Town of Chino Valley  
Typical Culvert Installation



**Note:**

1. Ditch grading and excavation may be required to maintain flow and shall be completed prior to final inspection
2. Pipe slope shall be set for positive flow
3. Culvert size and slopes will be specified by the Town of Chino Valley for each location
4. Fill around pipe shall be Town approved ABC
5. Fill shall be compacted to 95% density