



## **CITY OF FONTANA**

**Department of Engineering**  
8353 Sierra Avenue, Fontana, CA 92335  
Phone: (909) 350-7610  
[www.fontanaca.gov](http://www.fontanaca.gov) ~ Email: [engineering@fontanaca.gov](mailto:engineering@fontanaca.gov)

# **HANDBOOK ON DRIVEWAY APPROACH CONSTRUCTION PERMITS**

### **GENERAL INFORMATION**

A driveway approach is an area, construction, or improvement between the roadway of a public street and private property intended to provide access for vehicles from the roadway of a public street to a definite area of the private property, such as a parking area, a driveway, or a door at least seven feet wide intended and used for the entering and exiting of vehicles. The component parts of the driveway approach are termed the apron, the end slopes and sidewalk section.

In order to remove, alter, or construct a curb and gutter, sidewalk, pavement, or other improvement associated with a driveway approach in a public right-of-way, a property owner must first obtain a Driveway Approach Construction Permit. This permit pertains to only non-development driven residential, commercial, and industrial projects.

### **GENERAL CONDITIONS OR REQUIREMENTS**

Any proposed construction to any curb, sidewalk, gutter, pavement, or other improvement associated with a driveway approach in a public right-of-way, must be in accordance with City of Fontana Standards Design Guidelines, Standard Plan No. 1001.

Upon issuance of the permit, the permittee shall notify the Inspection Section at least 2 days in advance of commencing any work at (909) 350-7610. Permitted work will be subject to a pre-construction meeting as determined by the Public Works Inspectors; this meeting must take place before the start of any work. No work is to be done on the weekends unless an overtime inspection has been scheduled.

It is the responsibility of the permittee to notify emergency services, local agencies, and/or residents that will be affected by the permitted work.

## **EXCEPTIONS:**

Fontana Municipal Code Section 25.246:

- A. Any person desiring permission to deviate from the standards established by this article may file a request therefore in writing with the Department of Public Works. Such request shall state the exact nature of the deviation requested and the reason for requesting it.

## **REQUIRED SUBMITTALS:**

1. Driveway Approach Construction Permit Application
2. Exhibit of Driveway Approach (for non-development driven residential, commercial, and industrial projects)

## **OTHER POTENTIAL REQUIREMENTS:**

1. Utility Permit Application
  - a. When temporary traffic control is necessary to maintain safe crossings for vehicle and pedestrian traffic in all street intersections, alleys, and private driveways while the project is in progress.

## **FREQUENTLY ASKED QUESTIONS:**

1. *How long is the permit valid?*

The permit shall remain active for a period of one year from the date of issuance.

2. *What is a violation?*

Any persons attempting to remove, alter or construct any improvement associated with a driveway approach in a public right-of-way:

- a. Not according to City of Fontana Standards Design Guidelines, Standard Plan No. 1001.
- b. Without paying the applicable fees and obtaining the appropriate permit(s).

Temporary traffic control not installed when necessary or required by the Public Works Inspector, or traffic control is installed or maintained incorrectly.

Performing any work without first participating in a pre-construction meeting with a Public Works Inspector.

## **FEES, CANCELLATIONS, AND REFUNDS**

### **APPLICABLE FEES:**

#### **Engineering Fees for Driveway Approach **Plan Review****

Off-Site Construction/Inspection Permit Application – Review Fee	\$286.00
Computer Software and Hardware of Permitting Program	5% of all plan check fees

#### **Engineering Fees for Driveway Approach **Construction Permit****

Off-Site Construction/Inspection Permit Processing – Issuance Fee	\$45.00
Construction – Minimum Inspection Fee	\$176.00
Computer Software and Hardware of Permitting Program	5% of all plan check fees

### **CANCELLATIONS AND REFUNDS:**

The Driveway Approach Construction Permit may be cancelled by the permittee prior to the start of construction work. Refunds are offered on a case-by-case basis.



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## DRIVEWAY APPROACH CONSTRUCTION PERMIT APPLICATION

**(SAMPLE)**

**STAFF USE ONLY** ELP.C.: **ELPC23-00005**

**\*\*Ask Inspectors about this box\*\***

Map Sheet Index No.: **34**

### GENERAL INFORMATION (Print or Type)

Name of Proposed Project:

**Driveway Approach Widening**

Project Location:

**8353 Sierra Avenue**

Assessor's Parcel No.(s):

**019203123**

Applicant's Name:

**John Doe**

Phone: **(909) 350-7600**

Mobile: **(909) 350-7610**

Address:

**8353 Sierra Avenue**

Email:

**jdoe@fontana.org**

Legal Property Owner's Name (if different from above):

**Same as above**

Phone:

Mobile:

Address:

Email:

Contractor Name:

**American Asphalt and Concrete**

Phone: **(909) 427-8276**

Mobile: **(909) 427-8276**

Address:

**14436 Santa Ana Avenue, Fontana, CA 92337**

Email:

**Lyles@americanaspaltsouth.com**

### TYPE OF REVIEW REQUESTED (Please Check All Applicable Boxes)

Residential  Commercial  Industrial

Traffic Control Required:  Yes  No

### PROJECT DESCRIPTION

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary):

**Widen existing driveway approach from 12' to 16' for access to recent detached garage addition.**

Total Driveway Width:

Residential: **16 feet**

Commercial: \_\_\_\_\_

Industrial: \_\_\_\_\_

Review per Standards and Approved By:

Engineering Staff: **Jane Doe**

The Following Information is Required with all Driveway Approach Submittals:

- Application
- Exhibit of Driveway Approach
- Per City of Fontana Driveway Standards

Please see attached submittal checklist for specific requirements for type of review.

### OWNER CERTIFICATION

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a notarized letter of authorization signed by the legal property owner must accompany this form.)

Signature:

Date:

**03/06/2017**

Print Name and Title:

**John Doe, Homeowner**



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## DRIVEWAY APPROACH CONSTRUCTION PERMIT APPLICATION

### **STAFF USE ONLY**

ELPC.: \_\_\_\_\_

Map Sheet Index No. \_\_\_\_\_

### **GENERAL INFORMATION (Print or Type)**

Name of Proposed Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Assessor's Parcel No.(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Property Owner's Name (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **TYPE OF REVIEW REQUESTED (Please Check All Applicable Boxes)**

Residential  Commercial  Industrial

Traffic Control Required:  Yes  No

### **PROJECT DESCRIPTION**

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary):  
Click here to enter text.

Total Driveway Width: \_\_\_\_\_

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

Industrial: \_\_\_\_\_

Review per Standards and Approved By:

Engineering Staff: \_\_\_\_\_

The Following Information is Required with all Driveway Approach Submittals:

- Application
- Exhibit of Driveway Approach
- Per City of Fontana Driveway Standards

Please see attached submittal checklist for specific requirements for type of review.

### **OWNER CERTIFICATION**

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Signature: \_\_\_\_\_

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

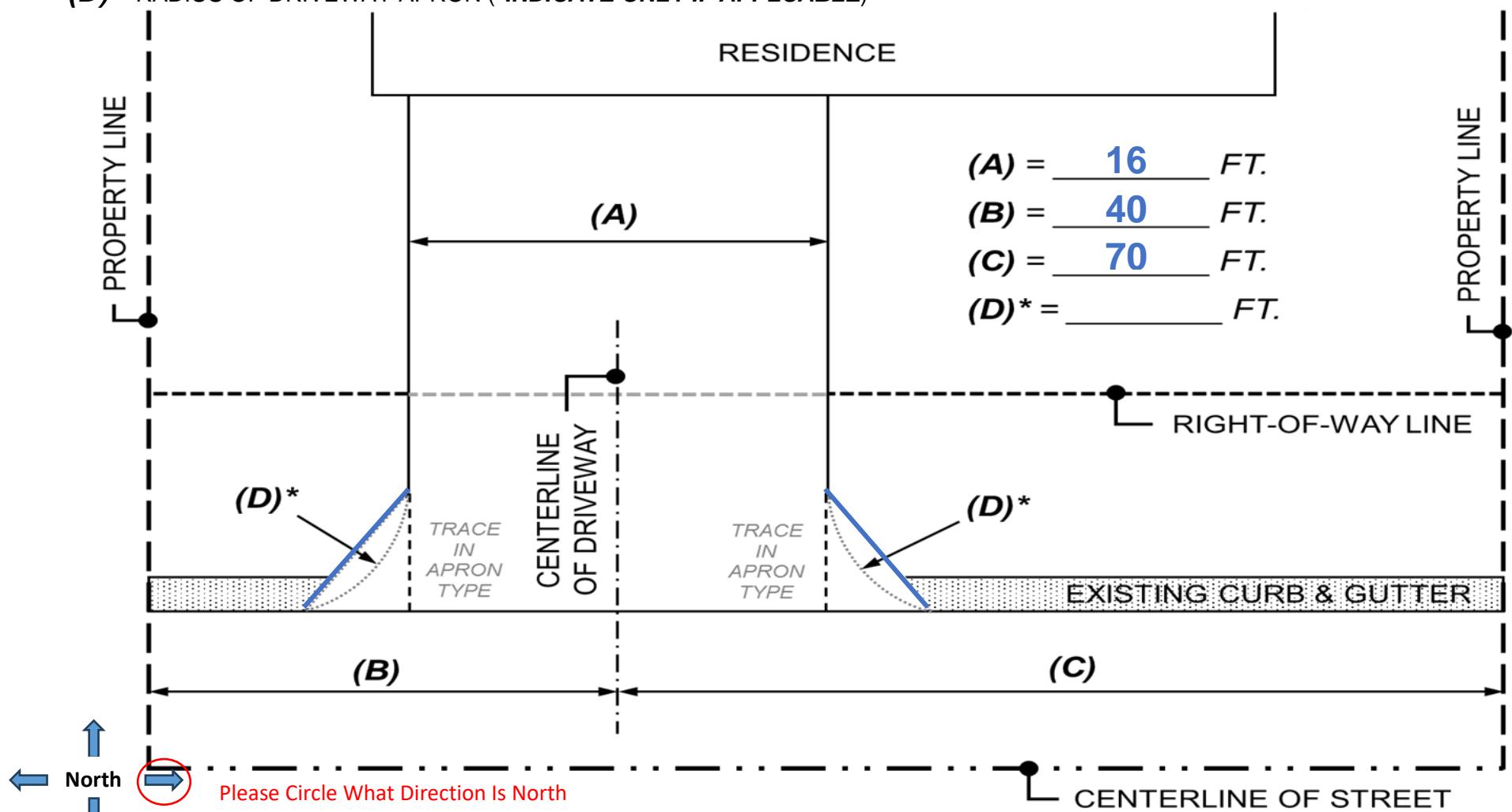
Print Name and Title: \_\_\_\_\_

## (SAMPLE) DRIVEWAY APPROACH CONSTRUCTION EXHIBIT

### LEGEND

- (A) WIDTH OF DRIVEWAY
- (B) SMALLEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (C) LARGEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (D) RADIUS OF DRIVEWAY APRON (\**INDICATE ONLY IF APPLICABLE*)

Per City Std.:  1001  
**STAFF USE ONLY**  
 ELPIC: **ELPC23-00005**



# DRIVEWAY APPROACH CONSTRUCTION EXHIBIT

## LEGEND

- (E) WIDTH OF DRIVEWAY
- (F) SMALLEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (G) LARGEST DISTANCE BETWEEN PROPERTY LINE AND CENTERLINE OF DRIVEWAY
- (H) RADIUS OF DRIVEWAY APRON (\**INDICATE ONLY IF APPLICABLE*)

<b>STAFF USE ONLY</b>	Per City Std.: <input type="checkbox"/> 1001
ELPC:	

