

## Procedures for Obtaining an Access Permit for Residential Construction

An access permit is required before constructing, building or cutting an access in the City of Maryville right-of-way. The permit is obtained from the City of Maryville Engineering Department.

The following items are required for issuance of permit:

### Plot Plan

- Owner's Name, Address, & Telephone Number
- Contractor's Name, Address, & Telephone Number
- Address or Lot Number and Subdivision Name
- Dimension of Proposed Access
- Distance from Property Lines
- Curbed or Shouldered Street
- Size and Type of Tile

The Engineering Department will visit the site and determine if a driveway tile is required and what size is needed based upon the existing conditions.

Access permit fees are \$25.00 per access. Only one access is allowed for every 100' of street frontage.

Driveway can be no closer than 5' from property line with a minimum 10' wide and 20' maximum and a minimum 5' radius at street entrance.

All permits require a \$10.00 administrative fee.

The access permit for new residential construction is obtained at the time of building permit issuance.

Driveway specification detailed available upon requests.

Plans need to be submitted to the Engineering Department located at the Maryville Municipal Center (west end lower level). Please allow 1-2 days for plans review.

Office hours for the Engineering Department are 8:00 a.m.-5:00 p.m. Monday-Friday. The office is closed for lunch between 12:00 p.m.-1:00 p.m.

Inspector's office hours are 8:00 a.m.-9:00 a.m. and 1:00 p.m.-2:00 p.m.

### Telephone Numbers

Engineering Office	273-3500
Construction Inspector	273-3515
Assistant City Engineer	273-3505

