

Driveway permit application steps.

1. Complete application, include a plot plan or drawing (with measurements) of lot with driveway location on it and pay fee.

Be sure and read **PRIVATE DRIVEWAY AND SIDEWALK RULES AND INFORMATION** in its entirety.

2. Mark location of driveway at lot with either stakes or paint.

3. County Highway Department will then check location to see if it meets the driveway ordinance.

**If driveway location meets all the requirements the driveway is approved.
Go to step 9.**

4. If the location of the driveway does not meet all of the ordinance requirements the applicant will be contacted.

5. If the location of the driveway can be moved from the purposed location to another location on the lot so that all ordinance requirements are met it will be relocated and will be approved for the new location. Go to step 9.

6. If there is not a location that will meet all ordinance requirements a variance must be requested to allow you to install a driveway.

7. The Hancock Co. Highway will take the variance request to the County Commissioners. You must sign a variance request form. The County Commissioners will decide if you will be granted a variance to put a driveway on your lot. This is a public meeting and you are welcome to attend. (Most Monday mornings at 7:30 am)

8. If the variance is approved you will be allowed to put your driveway at the location approved by the County Commissioners.

9. After the location is approved and before you start work you must submit a **bond or a cash deposit** and you will be issued your permit.

Bond to be made to: **HANCOCK COUNTY BOARD OF COMMISSIONERS**

10. **FINAL INSPECTION** Your driveway and/or sidewalk **must be completely done and clean** before you can have final inspection or get occupancy of your home. In subdivisions the curb must also be clean so a visual inspection can be preformed.