



Town of Old Orchard Beach

Code Enforcement Department
1 PORTLAND AVE
OLD ORCHARD BEACH, MAINE 04064
Tel. (207) 937-5645

For Office Use Only

App Date: _____
Permit #: _____
MBL: _____
Date Paid: _____

APPLICATION FOR DRIVEWAY PERMIT FEE: \$100

Address of Proposed Work: _____

Property Owner Name: _____

Property Owner Address: _____ Phone (daytime): _____

Contractor Name: _____ Phone (daytime): _____

Contractor Address: _____ Email: _____

Contractor Business Name: _____

Please check what applies:

1. Residential driveway _____ Number of units using driveway _____
2. Commercial Driveway _____
3. New Driveway _____
4. Existing Driveway _____ Expansion _____ Alteration _____

Minimum Requirements:

A site sketch showing:

1. Location of existing and proposed driveway entrance, including:
 - a. Distance from property boundaries
 - b. Distance from adjacent streets
 - c. Street frontage
2. Width and length of existing and proposed driveway
3. Proposed grades if the driveway slope exceeds 5% within twenty feet of the right-of-way
4. Sidewalk, if applicable

If the project includes excavation anywhere within the limits of the Town right-of-way, inspections must be scheduled through the Department of Public Works as follows: **1.** Initial startup; **2.** Before fill in of utility (if applicable); **3.** Upon completion

As the Applicant/Owner, I hereby agree to the following:

1. To construct driveway entrance(s) in accordance with the requirements set forth by the Town of Old Orchard Beach and any State Agency requirements that may apply.
2. To furnish, install, and maintain drainage structures to maintain drainage across driveway entrance(s).
3. To notify the Code Enforcement Office and Department of Public Works for inspection (when applicable) and upon completion of construction activities.
4. Pay the Driveway Permit fee in the amount of \$100 payable to the Town of Old Orchard Beach.
5. Post a \$1,000 Bond or Cash/Check payment in escrow with the Public Works Director.

Applicant/Owner Printed Name: _____

Applicant/Owner Signature: _____ Date: _____

Permission to construct a driveway at the above-requested location, in accordance with Chapter 78, Article VIII, Division 4, Subdivisions II and III of the Town of Old Orchard Beach Code of Ordinances (attached) has been granted. Applicant must complete work within 1 year of the date of permit approval unless another date is approved by the Department of Public Works.

Director of Public Works or Designee: _____ Date: _____

Code Enforcement Officer: _____ Date: _____

Site Sketch (include all requirements on page 1)

Property Boundary

Property Boundary

Edge of right-of-way

Edge of pavement