



DRIVEWAY/SIDEWALK PERMIT WALK-IN CHECKLIST

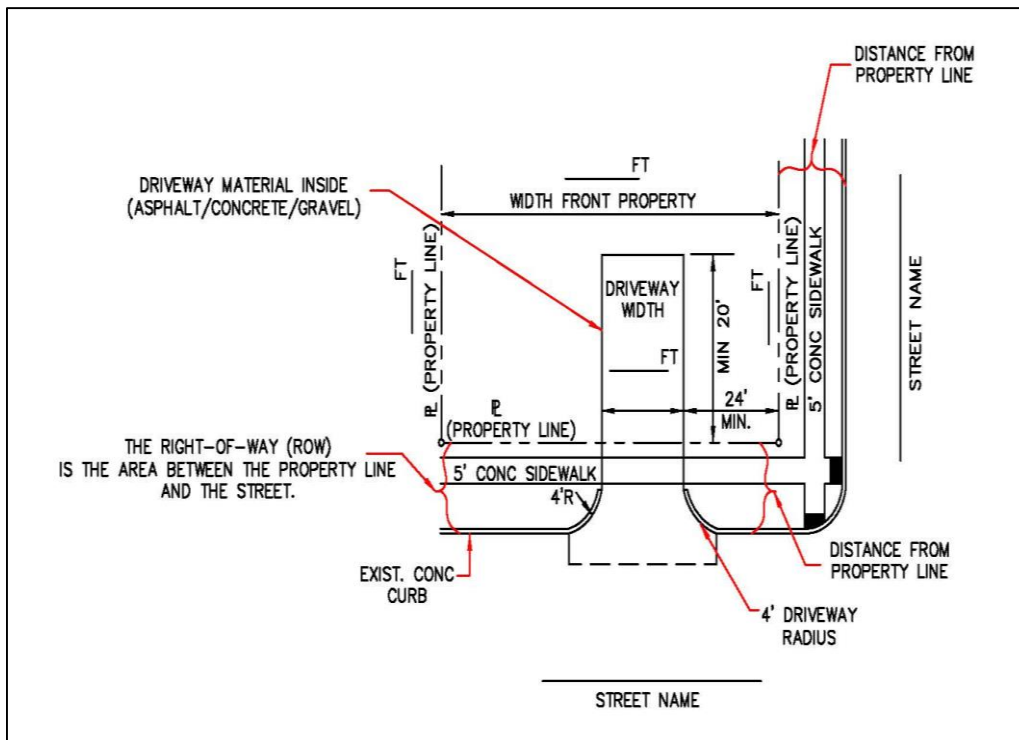
The following checklist provides the requirements to obtain a sidewalk/driveway permit in the City of Houston’s Right of Way.

General Requirements	
	Item Description
<input type="checkbox"/>	1. Permit Application – A completed “Driveway/Sidewalk Permit Application” (Form #CE-1023)
<input type="checkbox"/>	2. Project Number – Assigned by the Permits Section (1002 Washington Ave, 1 st Floor). Visit the Information Desk on the 1 st Floor for additional information.
<input type="checkbox"/>	3. Site Plan* – Provide 2 copies of a sketch or survey of the property showing the following details.
<input type="checkbox"/>	Street name and property line
<input type="checkbox"/>	Width and radius of the driveway
<input type="checkbox"/>	Width of the public sidewalk/private walkway
<input type="checkbox"/>	Distance from property line to edge of street
<input type="checkbox"/>	Length of driveway inside the property
<input type="checkbox"/>	Driveway material in the City’s Right of Way (asphalt or concrete only)
<input type="checkbox"/>	Driveway material inside the property (asphalt/concrete/gravel)
<input type="checkbox"/>	Location of all existing trees in the Right of Way. <i>Driveways/sidewalks near the trees must be approved by Urban Forestry prior to Traffic approval: forestryplanreview@houstontx.gov.</i>
<input type="checkbox"/>	4. Bond – Submit original bond (Surety Bond) to the Permits Section on the 1 st Floor in the sum of \$2,000 for scope of work that includes new driveway/sidewalk OR removal and replacement of driveway/sidewalk in the Right of Way.

**Please refer to page 2 of this checklist for driveway/sidewalk templates based on type of street.*

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Driveway/Sidewalk Template for Curb & Gutter Street



Driveway/Sidewalk Template for Open Ditch Street

