



Driveways Permit Guidelines and Requirements

- Two permits are necessary for a new or renovated driveway. Below are the permit applications:
 - Building permit for the work on your property: [building-permit-application-form.pdf \(townofsurfsidefl.gov\)](https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/building/public-works-driveway-permits-detail.pdf?sfvrsn=c4f51594_2)
 - Public Right-of-way Access permit: [public-works-right-of-way-permit-application.pdf \(townofsurfsidefl.gov\)](https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/building/public-works-driveway-permits-detail.pdf?sfvrsn=c4f51594_2)
- Required Permit Materials: (provide two paper copies and a digital version of all materials)
 - Unmarked current survey that shows the property in its current state. The property survey must be signed and sealed by a licensed professional. The survey should be no older than a year.
 - A site plan of the property showing the proposed driveway with dimensions; including but not limited to driveway entrance width and setbacks from property line. The site plan must demonstrate:
 - The front yard is no more than 50% paved over. (except properties on Harding Avenue which may be 70% paved) The front yard is the first 20 feet of a property.
 - The property must have a minimum of 35% pervious/landscaped material. This must be presented on the site plan.
 - The driveway must be at least 5-feet from the side property lines.
 - Driveway material information, which is limited to materials and textures consistent with the overall character of the building. The driveway may be comprised of pavers (manufacturer's specification sheet and installation detail in needed) or color and texture treated concrete. Painted concrete and asphalt are not permitted.
- Driveway and Curb:
 - Public Works Driveway Permits detail: https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/building/public-works-driveway-permits-detail.pdf?sfvrsn=c4f51594_2
 - Curb and Gutter Detail: [PowerPoint Presentation \(townofsurfsidefl.gov\)](https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/building/public-works-driveway-permits-detail.pdf?sfvrsn=c4f51594_2)
 - Curb requirements for the single family home neighborhood.
 - The curb cut cannot be located within five feet of a side or rear lot line. For corner lots, the curb cut must be located at least 25 feet from the intersection of the front and secondary frontage lot lines.
 - When a driveway is installed with two curb cuts, a landscaped island containing at least 60 SF shall be provided between the curb cuts in the front yard area
 - In properties with a front lot line less than 100 feet in width, you are allowed either:
 - One curb cut, not more than 24 feet in width, or
 - Two curb cuts, each curb cut shall be no more than 12 feet in width and there shall be at least 12 feet between curb cuts.
 - The curb cut width is measured at the property line.

Building Department requirements during inspection:

1. Confirm dimensions and location match approved site plan.
2. Confirm foundation is properly installed.