



DRIVEWAY APPLICATION

6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043
Phone 425.744.6267 Fax 425.775.0420
PermitSpecialist@ci.mtl.wa.us
www.cityofmlt.com

Permit # _____

Single-Family Residential

Multi-Family

Commercial

Job Site Address _____

Description of Work _____

CONTACT INFORMATION

OWNER

Name _____

Address _____

City _____ State _____ Zip _____

Ph _____ Fax _____

E-mail _____

Contact Name _____

Ph _____ Fax _____

E-mail _____

CONTRACTOR

Name _____

Address _____

City _____ State _____ Zip _____

Ph _____ Fax _____

E-mail _____

State Lic. # _____

City Lic. # _____

1. Square Footage of New Improved Surface _____

2. Estimated Value of Construction for Work done under this application. \$ _____

3. Plot Plans required: 2 Copies

Please Attach Two (2) Copies of a Cost-Estimate Breakdown by quantity, unit price, type and total for each item. (Fees are due at time of application. A deposit applies instead if valuation exceeds \$30,000.)

I certify to the best of my knowledge, the information provided on this application is true and correct.

Sign Applicant _____ **Date** _____

Print Applicant _____ **Date** _____

OFFICE USE ONLY

Received By _____ Date _____

Plan Check Fee \$ _____ Date _____ Receipt Number _____

Permit Fee \$ _____ Date _____ Receipt Number _____

DRIVEWAY PERMIT
SUBMITTAL REQUIREMENTS CHECKLIST

To be completed by applicant

_____ Plot plan 8-1/2 x 11, scaled 1" to 30' (larger sheet sizes are acceptable if needed to show parcel).*

The following items need to be shown on the plot plan.

_____ Dimensions of lot showing all lot lines

_____ Location of driveway on property (limited to one driveway access per property)

_____ Width of driveway

_____ Width of driveway in right of way (maximum of 25 feet including wings)

_____ Length of driveway

_____ Water meter location on property

_____ Retaining Wall (if any)

_____ Type of driveway (e.g., type of materials)

_____ Show and label the distance from the property line(s) to the edge of any street pavement or sidewalk next to the property (specify street or sidewalk).

RIGHT OF WAY

To be completed by City

If the proposed location of the driveway is in a City right of way, additional review time, permits and procedures will be needed.

_____ Will the driveway extend into the public right of way?

_____ City Right of Way permit submitted; date submitted _____

_____ City Right of Way permit approved; date approved _____

*City Planning staff can provide a plot plan upon request, for most properties, for the applicant's use.