



DRIVEWAY PERMIT APPLICATION

23204 58th Avenue W
Mountlake Terrace, WA 98043
Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

FOR STAFF USE ONLY	
Permit # _____	Receipt # _____
Fee \$ _____	Plan Check Fee \$ _____
Total \$ _____	
RECEIVED BY: _____ (Initials) DATE: ____/____/____	

Single-Family Residential

Multi-Family

Commercial

Job Site Address _____

Description of Work _____

Square Footage of New Improved Surface _____

Project Value: \$ _____

Commercial / Multi-Family Submittal Requirements:

1. The [Permit Contact Information Form](#) (next page) is required to accompany this application.
2. Two sets of plans must be submitted.
3. Complete Plot Plan Checklist (see page 3).
4. **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 the information provided on this permit application is true and correct.

Owner / Agent _____ Date _____

Signature

Owner / Agent _____

Print



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PERMIT CONTACT INFORMATION

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Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ **Suite No.** _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		
State License #	Expires	City Business License #	Expires	_____

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

Signed: _____ **Print Name:** _____ **Date:** _____

DRIVEWAY PERMIT
SUBMITTAL REQUIREMENTS CHECKLIST

To be completed by applicant

- Plot plan 8-1/2" x 11", scaled 1" to 20' or 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)
 - Hard surfaces calculation including square footages of all paved surfaces and structures located on property divided by total lot area in square feet to conform to hard surface maximums defined in MTMC 19.30.030(C) (40% lot coverage, 45% impervious surface, 55% hard surface)
Hard surface is defined as an impervious surface, a permeable pavement, or a vegetated roof per the 2014 Department of Ecology Stormwater Management Manual for Western Washington as Amended in 12/2014.
 - Width of driveway in right of way (maximum of 24 feet)
 - Length of driveway (from property line and from right-of-way to structures)
 - Water meter location on property
 - Retaining Walls (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 _____