



3338 Coolidge  
Berkley, Michigan 48072  
(248) 658-3320  
FAX (248) 658-3321  
[www.berkleymi.gov](http://www.berkleymi.gov)

## DRIVEWAY APPLICATION

### Work being done at:

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_

### Contractor/Applicant:

Company Name: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

**Requirements:** Site plan showing where driveway will be installed, minimum size 8 1/2 x 11 inch paper.

How wide is the driveway? <i>Minimum width is 9 feet</i>	Are you enlarging it?
How wide is the approach at the curb?	Are you enlarging it?
How long is the driveway?	Are you relocating the driveway?
How many approaches?	Are you replacing the service walk? <i>Additional fees required.</i>
Will you be cutting the curb? If so, how many feet will be cut?	Corner Lot (yes or no)?
Are you replacing the approach or the City sidewalk? <i>Additional fees and bond required.</i>	Do you have an attached garage?

*Driveways shall be poured so that water runoff will not adversely effect the adjoining property.*

*Please be advised that fees are set with the understanding that typically one or two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.*

I agree to repair any damage done to public or private property.

**This certificate is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, and may be revoked at any time upon violation of any provisions of said ordinances.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Signed

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received by (Department Representative)

### **Department use only:**

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Stipulations

\_\_\_\_\_  
Date

**CITY OF BERKLEY BUILDING DEPARTMENT  
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Driver's License Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Phone Number)

EMAIL\_\_\_\_\_

\* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws

## SECTION 9.05 DRIVEWAYS

- A. Purpose.** The purpose of this Section is to establish guidelines for the location and design of driveways that can be used for new construction in undeveloped areas and the redevelopment of existing developed areas. The objectives of these requirements are to reduce the frequency of conflicts between vehicular movements and to increase the spacing between conflict points, thereby providing motorists with increased decision process time, which will increase safety and assure smoother traffic flow.
- B.** The requirements of Section 106-47 of the Berkley Code of Ordinances apply.
- C. Construction.** All driveways must be provided with paving having an asphaltic or portland cement binder at least four inches in depth so as to provide a permanent, durable, and dustless surface. Single family residential driveways may be constructed of masonry pavers. All parking areas must be graded and drained so as to dispose of all surface water accumulated within the area according to Oakland County requirements prior to the issuance of an occupancy permit. Approaches must be provided with paving having a portland cement binder at least six inches in depth. Approaches must have a two-foot flare on each side of the driveway.
- D. Single or Two Family Residential Uses.** For single family or two family homes in all zoning districts, the following regulations apply:

- Number of driveways: The number of driveways is limited per the table below:

Table 9.05.D.1.	
Lot Width	Maximum Number of Driveways
0 to less than 100 ft.	1 per single family or two family home
100 ft. or more	Circular driveway with 2 approaches or 1 driveway per single family or two family home
100 ft. or more on a corner lot	Circular driveway with 2 approaches and 1 driveway from side street for garage facing the side street per single family or two family home

2. **Driveway widths:** The widths of driveways must meet the following requirements:

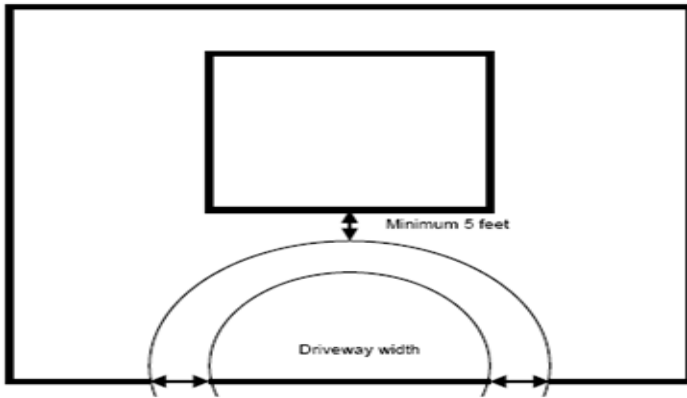
<b>Table 9.05.D.2.</b>			
<b>Type of Lot</b>	<b>Maximum Driveway Width</b>	<b>Minimum Driveway Width</b>	<b>Location</b>
Interior lot	16 ft.	9 ft.	Between the front building line and the front lot line
Interior lot with attached garage	Width of garage façade and taper uniformly to 16 ft.		At the front lot line
Corner lot when garage faces side street	20 ft. or the width of the garage, whichever is greater		At the side street lot line
Interior lot on Greenfield Road between Twelve Mile and Catalpa	20 ft.		Between the front building line and the front lot line

3. **Circular driveways.** Circular driveways may not exceed ten feet in width, may not be less than five feet from the front building line, may not be less than five feet from the side lot line as measured along the front lot line, and the total pavement coverage of the front yard may not exceed thirty-five percent of the front yard.
4. **Site Design Based Districts.** Driveways for single family and two family dwellings in the site design based districts are also subject to the requirements in Article 6, Site Design Based Zoning Districts.
5. **Coolidge Highway Between Twelve Mile Road and Webster.** Residential lots backing to Coolidge between Twelve Mile Road and Webster that have a driveway and approach onto Coolidge as of June 19, 2008, must be allowed to maintain and replace said driveway and approach. No additional driveways or approaches onto this portion of Coolidge must be permitted.
6. **Lots fronting on Greenfield.** Those residential lots fronting on Greenfield Road between Twelve Mile Road and Catalpa may be permitted a driveway approach not exceeding twenty feet in width in the area between the lot line and the street curb. Parking in an east-west direction may be permitted in this area, subject to all other parking regulations.

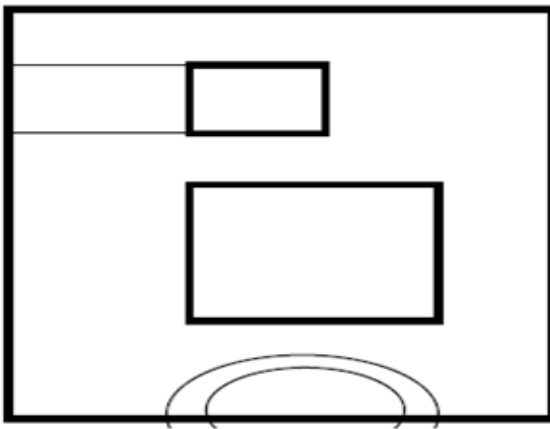
**E. Number of Driveways Per Parcel.**

1. A maximum of one driveway opening is permitted to a particular parcel from any abutting street unless these regulations conflict with the requirements of the agency that has jurisdiction over the street.
2. The Zoning Administrator or designee may permit one additional driveway entrance along a continuous site with frontage in excess of three hundred and thirty feet and two additional driveway entrances along a continuous site if driveway access volumes exceed five thousand vehicles per day and frontage exceeds six hundred feet.
3. A dual-service (median-divided) driveway is considered to be one, direct-access driveway.
4. Only one pair of one-way drives may be used per two hundred and fifty feet of street frontage.

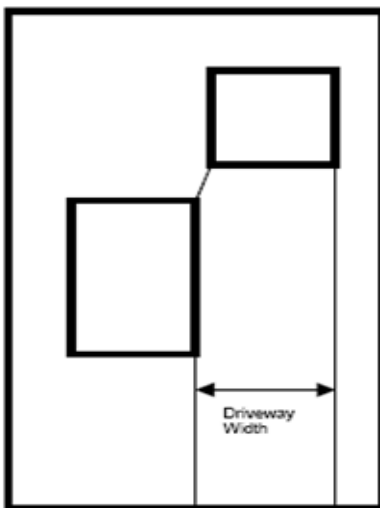
Example: Circular driveway



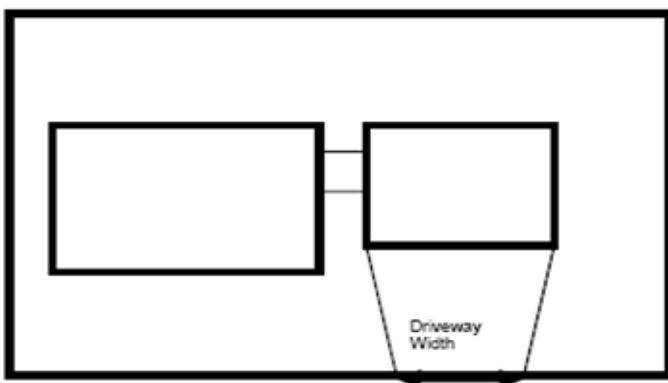
Example: Corner Lot - Circular driveway with 2 approaches and 1 driveway from side street for garage facing the side street per single family or two family home



Example: Interior Lots



Example: Interior Lots with Attached Garages



Example: Corner Lots

