



# City of Keystone Heights

555 South Lawrence Blvd  
Keystone Heights, Florida 32656  
352.473.4807 Off 352.473.5101 Fax



## Driveway Application

Application for a permit to install a driveway / drainage structure pursuant to County Ordinance 89.98

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

Construction Address: \_\_\_\_\_  
\_\_\_\_\_

Pursuant to the above referenced County Ordinance 89.98, please issue a permit to the undersigned applicant to install a driveway / drainage structure as hereinafter detailed:

- Attached are (3) copies of the plans showing the layout of the proposed construction, a check / cash payment for the application fees and a self-addressed stamped envelope for the permit.
- Type(s) of Construction (please select one of the following):
 

<input type="checkbox"/> Driveway Apron	<input type="checkbox"/> Existing Driveway
<input type="checkbox"/> Driveway Culvert	<input type="checkbox"/> Other _____
- All construction activities will be accomplished according to the Clay County specifications. Applicant must stake driveway location within (1) business day of the date of application.  
(Please initial your acknowledgment) \_\_\_\_\_

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

Upon receipt of a properly submitted permit application, the Department will cause to be reviewed the appropriate engineering plans, if available, will investigate to verify proper elevations, will stake out all proposed inverts for the driveway culverts and/or drainage structures, and will establish a TEMPORARY bench mark (unless otherwise noted), such as an edge of pavement, monument, property iron, nail/spike in tree, or other reasonable reference to the elevation on-site.

