Walton County Public Works Division

Policy and Procedure

Subject/Situation: Driveway Connection Permit Policy

1.0 INTRODUTION AND PROCEDURES

1.1 Intent of this Policy

The Walton County Board of County Commissioners recognizes the need to establish a driveway connection policy for any connection to a County facility. County facility is defined as rights of way that have been dedicated to and accepted for maintenance by Walton County or areas where the County has continually maintained rights-of-ways and has prescriptive rights. Municipal facilities maintained by the County pursuant to the most current roadway maintenance interlocal agreement with each associated municipality and private facilities are excluded from this policy. This policy outlines the requirements and evaluation procedures used to ensure minimum standards are established.

2.0 APPLICATION PROCESS

2.1 Residential Driveway Permitting Procedure

Residential Driveway Connection Permit applications will be provided in conjunction with the building permit application packet or at Public Works. The applicant will be responsible for providing the required information and executing any required documents. Completed applications will be submitted to Public Works for review. A site visit will be conducted to verify information provided on the application. Upon completion of the review by Public Works, the application will be returned to the applicant with staff approval, conditional staff approval with comments that must be addressed before proceeding, or staff denial. If an application is denied, staff may provide comment concerning the denial, if appropriate, on alternatives the applicant could pursue regarding the application. The applicant will then be responsible for constructing the driveway connection in accordance with the approved permit and notifying Public Works upon completion. Upon notification that construction is complete, staff will verify compliance with the approved permit.

2.1.1 Residential Driveway Permit Requirements

a. Single family residential driveways shall be limited to a maximum of 20 feet (width) as measured from the driving surface with a maximum driveway connection of 24 feet. *(See Exhibit A: Typical Residential/General Driveway Detail)*
b. Driveway surface material shall be hardened in a manner not to allow transport of material onto the driving surface of adjacent roadway.
c. Mitered end sections are required for arterial and/or collector roads or to match development trends within the vicinity.

d. The applicant is responsible for obtaining any applicable federal or state permits.
e. All driveways located in the County right-of-way are subject to being removed, modified, or relocated if deemed necessary in regard to future roadway improvements.
f. Driveways will be constructed in accordance with County regulations at the time the permit is issued.
g. Brick pavers or similar alternative materials or construction finishes are allowed only if a Right of Way Release/Hold Harmless Agreement is signed holding the County harmless in the case of damage, removal, modification, or relocation in regard to future roadway or infrastructure improvements. Applicants as part of this agreement will be required to acknowledge and accept responsibility for all maintenance needs for alternative materials within the County's right of way. If not maintained in accordance with the approved County permit, the applicant will receive notice to perform repairs within ten (10) days. Applicant understands the County will only replace driveway material with cast in place concrete or asphalt. Application and Right of Way Release/Hold Harmless Agreement must be recorded with the Clerk of Court by the applicant. A recorded copy must be given to Public Works before a final inspection can be approved.
h. A sketch showing the location of the proposed driveway(s) and the parcel(s) lines shall be provided with the permit application. Materials to be used for the driveway should be noted on the sketch. (Culvert type, driveway surface material, etc.).
i. If permitted driveway or driveways are not constructed within 90 days of the date of approval, the permit becomes void.
j. The applicant agrees to save and keep the County harmless from all damages, claims, or injuries that may occur by reason of the construction of said facility.

2.2 Commercial Driveway Permitting Procedure

A development order may serve as the required driveway connection permit for commercial projects located in unincorporated portions of the County. A commercial driveway connections permit shall be required for developments projects proposing to access any County facility located within incorporated municipalities. Technical comments from Engineering/Public Works may be issued through a municipality's development order process. However, it is the Applicant's responsibility to coordinate with Walton County Engineering/Public Works to apply for a driveway connection permit to a County facility. The Applicant is encouraged to coordinate with Walton County on the driveway connection permitting requirements concurrently with coordinating with the municipality on their development order application process. All permitted commercial driveway connections shall meet the requirements set forth in the Walton County Land Development Code.

As a condition of a commercial driveway permit, a traffic impact analysis or traffic operational analysis may be required to determine if operational improvements are warranted for enhanced safety or traffic flow on County facilities at the discretion of the County Engineer or their designee.

2.3 General Use Driveway Connection Permitting Procedure

General Use Driveway Connection Permits are reserved for any proposed access to a County facility not subject to a development order or building permit within either the unincorporated or incorporated areas of the County. Agricultural uses, silvicultural uses, recreational uses, or temporary uses are eligible for a General Use Driveway Connection Permit. Permits will be received, reviewed, and issued by Public Works.

2.3.1 General Use Driveway Permit Requirements

a. General Use driveways shall be limited to a maximum of 20' feet width as measured from the driving surface with a maximum driveway connection of 24' feet, unless otherwise approved by Public Works. *(See Exhibit A: Typical Residential/General Driveway Detail)*
b. Driveway surface material shall be hardened in a manner not to allow transport of material onto the driving surface of adjacent roadway.
c. The applicant is responsible for obtaining any applicable federal or state permits.
d. All driveways located in the county right-of-way are subject to being removed, modified, or relocated if deemed necessary in regard to future roadway improvements.
e. Driveways will be constructed in accordance with County regulations at the time the permit is issued.
f. Brick pavers or similar alternative materials or construction finishes are allowed only if a Right of Way Release/Hold Harmless Agreement is signed holding the County harmless in the case of damage, removal, modification, or relocation in regard to future roadway or infrastructure improvements. Applicants as part of this agreement will be required to acknowledge and accept responsibility for all maintenance needs for alternative materials within the County's right of way. If not maintained in accordance with the approved Count permit, the applicant will receive notice to perform repairs within ten (10) days. Applicants understand the County will only replace driveway material with cast in place concrete or asphalt. Application and Right of Way Release/Hold Harmless Agreement must be recorded with the Clerk of Court by the applicant. A recorded copy must be given to Walton County Public Works Department before a final inspection can be approved.
g. A sketch showing the location of the proposed driveway(s) and the parcel(s) lines shall be provided with the permit application. Materials to be used for the driveway should be noted on the sketch. (Culvert type, driveway surface material, etc.)
h. If the permitted driveway(s) are not constructed within 90 days of the date of approval, the permit becomes void.
i. The applicant agrees to save and keep the County harmless from all damages, claims, or injuries that may occur by reason of the construction of said facility.

3.0 EFFECTIVE DATE

The effective date of this Driveway Connection Permit Policy is April 9, 2024.

Approved by the Walton County Board of Commissioners.

Anthony "Tony" Anderson, Chair

Drafted by Public Works Department

Approved by the BCC April 9, 2024