



# Commercial/Subdivision Driveway Connection Permit Application

**Please complete a separate application for each road**

Date: \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Business / Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Applicant's e-mail address \_\_\_\_\_

Alt. Key# \_\_\_\_\_ / Section \_\_\_\_\_ / Township \_\_\_\_\_ / Range \_\_\_\_\_

Road Name \_\_\_\_\_

Subdivision and/or Site Plan Name \_\_\_\_\_ / Number \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_  
Paid Date Rec'd By

Applicant Name, Please Print \_\_\_\_\_

Contractor License # (Required) \_\_\_\_\_

This permit may not be applied for prior to the site plan and/or subdivision construction plans having been approved by Lake County. Issuance of a driveway permit does not vest any rights to the property for zoning, land use changes, or site improvements. The owner must follow all County procedures for permitting of the commercial, retail or other land uses.

All roadway construction must be completed per the approved site plan and/or subdivision construction plans. The design has been reviewed and upon completion should meet the regulations and requirements as noted in the approved site plan and/or subdivision construction plans. Lake County reserves the right to modify the permitted driveway(s) at any time including median, turn lane, or other modifications within County right of way. It is understood by the applicant that they shall not receive compensation nor compensatory damages relating to such modification by Lake County.

County Road # \_\_\_\_\_ **To be completed by County Staff**

Driveway Permit Fees: \* ADT Average Daily Traffic

Less than 100 ADT = \$320.00     100 ADT to 1,000 ADT = \$390.00     More than 1,000 ADT = \$700.00

Fee Codes:                      **(PUBC1)**    **(PUBC2)**    **(PUBC3)**

---

Permit # \_\_\_\_\_ Maint Area: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Engineering*

Signed \_\_\_\_\_ Date Approved: \_\_\_\_\_

*Construction Inspection Manager*

Expiration Date: \_\_\_\_\_ Permit Shall Expire One (1) Year From the Approval Date – See Item 8 in Permit Application Requirements for exceptions.

Date of Final Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

---

**For inspection, call the Lake County Public Works Department at 352-253-6019**  
**Submit Permit to: Lake County Public Works, Post Office Box 7800, Tavares, FL 32778**



## Commercial/Subdivision Driveway Connection Permit Application Requirements

Please complete a separate application for each road or driveway.

\_\_\_\_\_  
**Subdivision Name and/or Site Plan Name**

\_\_\_\_\_  
**Permit Number**

\_\_\_\_\_  
**Engineer or Contractor**

\_\_\_\_\_  
**Telephone Number**

1. Submittal shall include one (1) application and one (1) set of construction plans drawn to scale, as well as a location map.
2. Prior to construction applicant shall provide written notice to all residences adjacent to the project limits. Within a minimum of fourteen (14) calendar days prior to construction, applicant shall provide to Lake County Public Works a copy of the notification with a list of parties notified. This notice shall include the anticipated construction schedule, maintenance of traffic plan, and any impacts (permanent or temporary) to the subject residence and adjacent area.
3. If turn lane construction is required applicant shall install Portable Changeable (Variable) Message Signs (PCM's, FDOT Index 6740) on the County Road(s) impacted by construction. The PCM's shall be installed one (1) week prior to construction in order to inform residents and roadway users of the impending construction. The PCM's shall display lane closure information including anticipated lanes to be closed, extent of lane closure (i.e. 'Next 3 miles'), daily hours of closure, and temporary restrictions.
4. If turn lane construction is required, submittal shall also include:
  - a. Turn lane(s) layout with dimensions;
  - b. Striping plan with typical pavement section;
  - c. Traffic maintenance plan;
  - d. Record survey of right-of-way signed and sealed by a Florida licensed surveyor.
5. All turn lane improvements shall be overlaid from taper to taper, full width.
6. If a culvert is required all right-of-way disturbed by this work shall be restored to its original condition and in accordance with applicable Lake County Codes. All disturbed areas must be sodded, matching existing grass type. Applicant shall be responsible for sod until it is established.
7. In areas where sidewalks are present or planned, the driveway must include a minimum 4 foot wide path traversing the driveway apron (at a maximum 1.5% cross slope) in compliance with ADA requirements.
8. Driveway connection permit shall expire when the development approval that the permitted driveway serves expires; or one (1) year from date approved when the connection is permitted without an associated development.
9. Driveway connection shall be a minimum of three hundred (300) feet from any intersection.
10. Commercial Driveway Connection Permit Application shall include a check made payable to Lake County Board of County Commissioners (BOCC).

**I have read and understand the above requirements** \_\_\_\_\_

**Applicant's Signature/Date**