



TOWN OF HAVERHILL

4585 Charlotte Street, Haverhill, Florida 33417 | 561-689-0370 Ext. 2

Please email to: permits@townofhaverhill-fl.gov or drop off in person

Residential Driveway Application Checklist

- ☐ Building permit application form, signed & notarized by both owner and contractor.
- ☐ Property Appraiser Detail from www.pbcgov.com/PAPA
- ☐ HOA approval (if applicable)
- ☐ NOC for a value of \$5,000 or greater
- ☐ Detail cross section of driveway. (standard driveway details is acceptable)
- ☐ Marked up survey: showing location of existing driveway, new areas with setbacks.
- ☐ Picture(s) of existing driveway
- ☐ Impervious percentage calculation of front yard to not exceed 40% (provide calculation)
- ☐ The width of driveway to not exceed 24' wide.
- ☐ Minimum dimensions of 8' wide and 20' are met.
- ☐ New material shall match existing material.
- ☐ Driveway does not impede drainage.
- ☐ Driveway is setback at least 5' from property line.
- ☐ This document completed.

REQUIRED REVIEWS.

1. *Building Code review.*
2. *Town Engineer review.*

Permit card will be issued to include the following inspections:

- *Engineering In Progress. (at placement of compacted sub surface)*
- *Engineering Final Inspection (after hard surface is installed)*
- *Building Final Inspection (all work completed, area resodded)*

Applicant understands and agrees that all work must demonstrate compliance with current codes and standards. Properties that abut major thoroughfare may require county and state permits as well. Please contact 811 prior to any excavations.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner/Builder.

Project: _____ **Date:** _____

Property Address:

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fees, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the Town of Haverhill to process this application.

Check one: I am the ☐ Contractor ☐ Authorized Signatory of the Contractor
☐ Owner/Builder.

Name (Type, Stamp, or Print Clearly)

Signature

Email Address

Phone Number

Haverhill, Florida - Code of Ordinances Chapter 58 - ZONING

• **Sec. 58-365. - Residential driveways.**

(a) Regulation of the configuration, location, dimension and composition of driveways from private property onto streets is necessary to provide for safe and efficient control of vehicular movement and circulation. The criteria for the size and dimension of residential parking areas contained herein shall apply to all residential areas, including both town and privately maintained streets and roadways within such residential areas, except where a development order has been issued that contains parking requirements more restrictive than those contained herein. The standards which constitute a nuisance under the Town Code of Ordinances, including [chapters 38](#) and 58, shall apply to all residential parking, regardless of the date the parking area or building was originally constructed, or whether a development order or building permit was issued or required. The requirements of this division are supplemental to standards that are found in other portions of the Town Code of Ordinances, including, but not limited to, regulations relating to the parking of recreational vehicles, mobile homes and commercial vehicles in residential areas.

(b) A building permit is required for all installations, modifications and improvement to driveways and parking areas.

(c) All motor vehicles (as defined in [chapter 38](#)) on a residential lot must be parked in a garage/carport or on a driveway/parking area that has been designed and permitted for that purpose. All motor vehicles shall be parked on a durable surface as approved by the town engineer, including concrete, pavers or asphalt. In addition, the town engineer may approve an alternative surface type. The parking of motor vehicles on the landscaped or sodded front yard is not permitted. Each parking space for dwelling units that do not share a common parking lot shall be a minimum of eight feet wide and 20 feet long. Parking spaces may be side to side, end to end, or not contiguous to each other.

(d) The total impervious area in the front yard shall not exceed 40 percent including driveways, parking areas, walkways and patios. There shall be a minimum five feet landscape buffer between the driveway/parking areas and the residential structure on the lot, except for the portion of the driveway connecting directly to a garage or carport.

(e) Driveway connections and separation (spacing) standards shall comply with the town and Palm Beach County standards as may be applicable. In order to expedite vehicle ingress and egress to and from the street and the driveway, the driveway width at the point where it connects to the street pavement shall be flared as determined by the town or county engineer, whichever is applicable. No lot within the town shall have more than two driveway access points to any street.

(f) Driveway expansions shall match the existing driveway in material. A decorative border or design shall be permitted as long as all sections have a continuous pattern and do not divide or delineate one section of the driveway from another. Sidewalks shall not be altered, painted or stained. Swales shall not be altered unless an engineering permit is obtained approving the alteration or alternative design.

(g) The minimum driveway width shall be ten feet and the maximum width shall be 24 feet, except for any driveway which is also required for emergency vehicle access in which case the minimum width shall be 18 feet.

(h) New off-street parking spaces and driveways within a front yard or a corner side yard shall be set back a minimum of five feet from a front and/or corner side property line and five feet from a side or rear property line, except for that portion of the driveway adjoining the apron and connecting to a street. Expansions to existing off-street parking spaces and driveways within a front yard or a corner side yard shall be set back a minimum of five feet from a front and/or corner side property line and five feet from a side or rear property line, except for that portion of the driveway adjoining the apron and connecting to a street. Existing off-street parking spaces and driveways which are not set back a minimum of five feet from a front or corner side property line and five feet from a side or rear property line may be repaired as part of normal maintenance, but may not be enlarged. Existing off-street parking spaces and driveways which are not set back a minimum of five feet from a front and/or corner side property line and five feet from a side or rear property line may be replaced in the exact location or with a greater setback than currently exists.

(i) For circular driveways the interior arc may be an irregular shape, but shall have a minimum radius of five feet. The interior arc shall be landscaped with living plant material.

(j) Maintenance of driveways within the right-of-way shall be the responsibility of the abutting property owner using the driveway.

(k) All driveways shall be of such a design and slope so as not to impede drainage as determined by the town engineer. For any driveway crossing a swale or other drainage facility, the town may require the installation of a pipe.

(l) All of the provisions of this [section 58-365](#) are subject to any stricter requirements including those found in [section 58-315](#) of the Code. In addition, any property meeting the requirements of this [section 58-365](#), which may not have been in compliance with the previous stricter requirements of this section, shall be deemed in compliance with the Code.

(m) All multi-family and non-owner occupied residential property not in compliance with the requirements of this section, shall come into compliance on or before September 30, 2025. Notwithstanding the foregoing, all residential rental units for which a rental permit is required, must submit a parking plan as part of the application for a rental permit, and must come into compliance with this section prior to the issuance of such rental permit. In no event shall a driveway which is a legal and valid nonconforming use and/or structure be extended or enlarged.

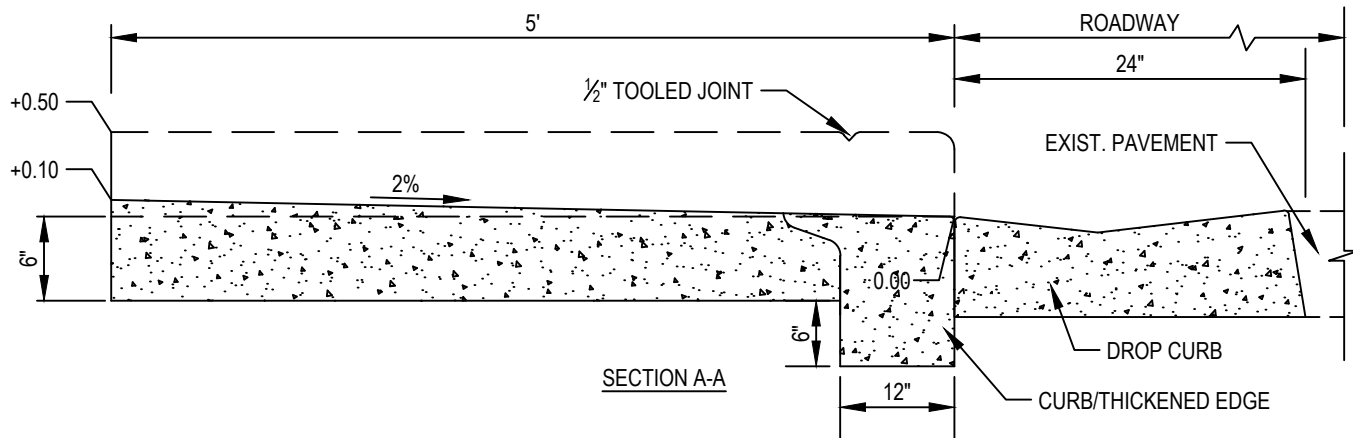
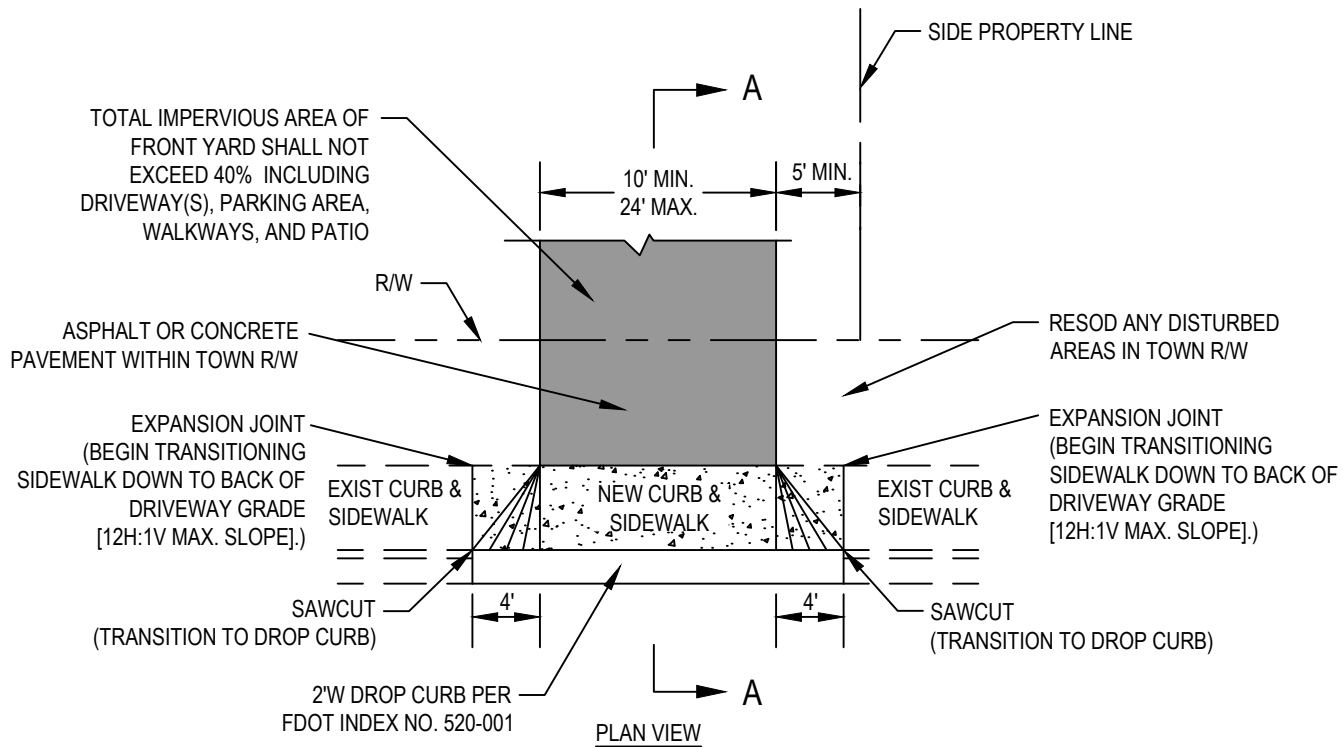
([Ord. No. 527](#), § 2(Exh. A), 7-25-24)



TOH ENGINEERING STANDARDS – DRIVEWAY LAYOUT

These Engineering Standards (designs) can be used as is (must be followed exactly as the design is drawn) or can be used as a guide for applicant's own (driveway layout) design/plans. Plans do not have to be signed/sealed by an Engineer but must be of professional quality.

STANDARD DRIVEWAY DETAILS



DRIVEWAY CONNECTION TO CURB/GUTTER ROADWAY

MINIMUM PAVEMENT SPECIFICATION IN TOWN R/W			
MATERIAL	SURFACE	BASE COURSE	SUBGRADE
CONCRETE:	6" THICK (3,000 PSI) MIN.	N/A	12" THICK @ 98% AASHTO T-180
ASPHALT:	1.5" THICK SP-9.5 OR S-III	6" THICK (LBR100) @ 98% AASHTO T-180	12" THICK @ 98% AASHTO T-180



TOWN OF HAVERHILL ENGINEERING STANDARDS

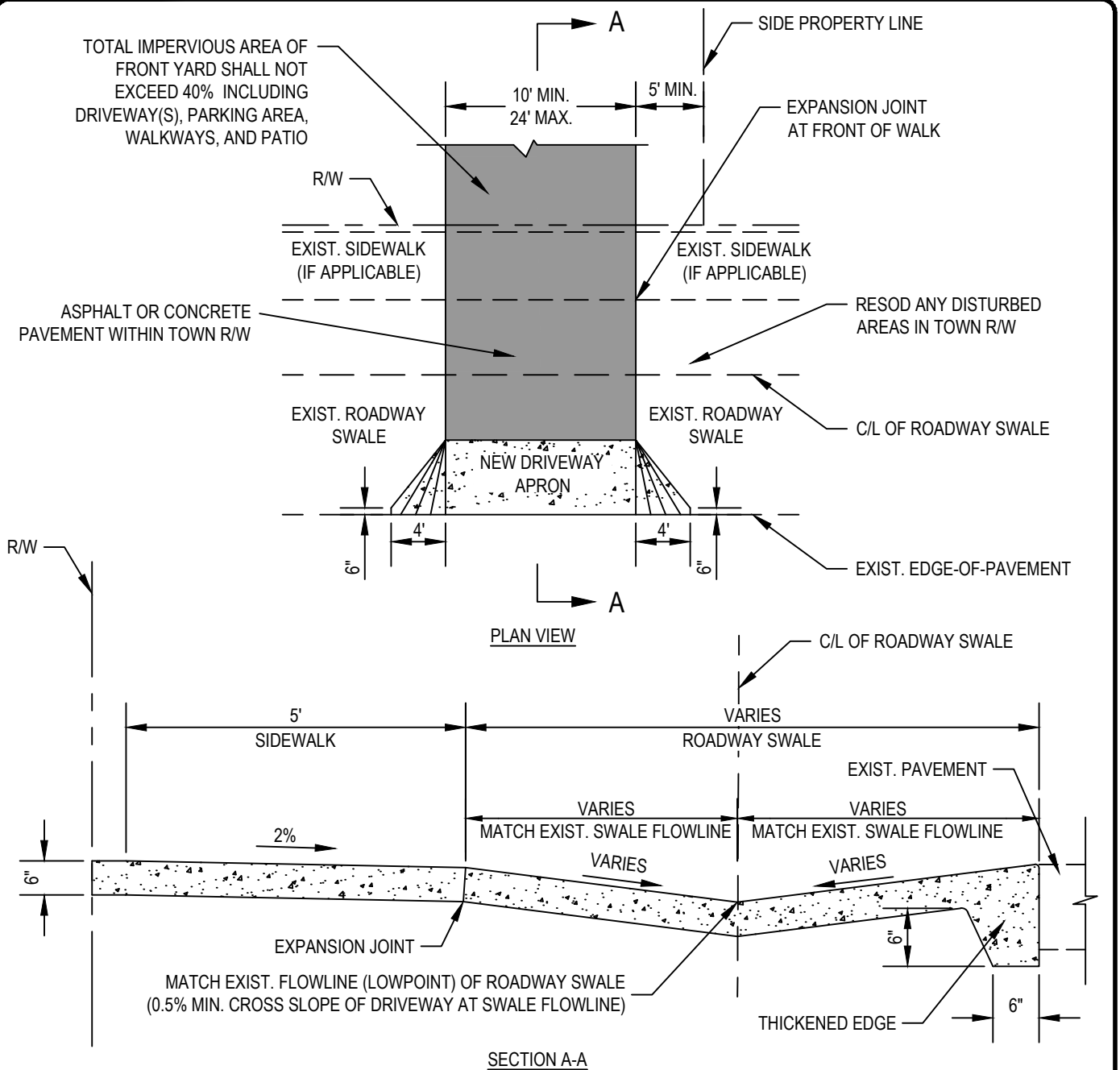
RESIDENTIAL DRIVEWAY: CURB /GUTTER

DETAIL NO.

01

ISSUED: 06/05/2024

STANDARD DRIVEWAY DETAILS



DRIVEWAY CONNECTION TO UNCURBED SWALE ROADWAY

MINIMUM PAVEMENT SPECIFICATION IN TOWN R/W			
MATERIAL	SURFACE	BASE COURSE	SUBGRADE
CONCRETE:	6" THICK (3,000 PSI) MIN.	N/A	12" THICK @ 98% AASHTO T-180
ASPHALT:	1.5" THICK SP-9.5 OR S-III	6" THICK (LBR100) @ 98% AASHTO T-180	12" THICK @ 98% AASHTO T-180



TOWN OF HAVERHILL
ENGINEERING STANDARDS

RESIDENTIAL DRIVEWAY: SWALE

DETAIL NO.
02
ISSUED: 06/05/2024