



DRIVEWAY PERMIT APPLICATION

Revised: 10/08/2024

DATE _____

OWNER INFORMATION

Name _____ Telephone _____

Email Address _____

Parcel(s)No./Address _____

DRIVEWAY PERMIT FEES	
COMMERCIAL	RESIDENTIAL
\$35 + IMPACT FEE	\$35
IMPACT FEE	*The IMPACT FEE is a one-time cost assessed to commercial permits, based on the size of the commercial building, to offset the latent effects on the island's infrastructure.
UP TO 3000 SQ. FT. \$450	
OVER 3000 SQ. FT. \$650	
ACCEPTED METHODS OF PAYMENT Cash, Credit Card, Money Order, OR Check	

DESIGNER INFORMATION

Name _____ Email Address _____

Telephone _____ Registration No. _____

Driveway Width _____ ft.	Swale Width _____ ft.
Swale Length _____ ft.	Swale Depth _____ ft.
Grade of proposed Road/Driveway at intersection of Public Road and/or highway	____ percent/Indicate plus or minus slope ____
Along intersection of Culvert	Invert Depth _____ft., W _____ Ft. & L _____

Please submit four (4) copies of map showing: site plan, location map and detailed driveway drawings.

DEPARTMENTAL USE ONLY

<input type="checkbox"/> Permit Approved	<input type="checkbox"/> Permit Disapproved	Permit # _____
Date Issued _____		Expiration _____
Total Amount Due _____		Permit Fees Collected _____
Attachments: <input type="checkbox"/> Drawings Samples		<input type="checkbox"/> Construction Specifications

Commissioner:

V.I. CODE TIT. 20, § 7 (2019)

(a) No person shall cut, grade, construct or cover with concrete or any other surface material any private road or driveway which intersects with a public road without first applying for, and obtaining, a permit from the Commissioner of Public Works.

(b) Such application shall be made on forms provided by the Commissioner of Public Works and shall be accompanied by a fee of \$35.00.

(c) No private road or driveway that intersects with a public road shall be constructed or surfaced in such a manner as to reduce the width of any public road or to prevent proper drainage along public roads or to deposit any dirt or rock or other material on the public road or to damage the main road.

V.I. CODE TIT. 29, § 302 (2019)

When an excavation is to be made to any depth whatsoever, the architect, engineer, contractor, or other person causing the excavation to be made shall make sure that all the necessary precautions are taken to protect the adjoining property against any damage and shall, when necessary, provide adequate shoring and/or underpinning.

The backfill shall be properly compacted in order to prevent lateral displacements of the soil of the adjoining properties after the removal of the shoring or other protection used during the performance of the excavation work.

APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS:

1. Bound post at all times shall be exposed and flagged.
2. No structure or appurtenance shall be constructed within public right of way. Any structure or appurtenance found encroaching on the Public Right of Way at a latter date shall be subject to removal at the expense of the property owner.
3. Public road drainage shall in no way be altered or blocked at any time. Any driveway, structure or appurtenance found altering the flow of drainage at a latter date shall be subject to removal at the expense of the property owner.

DRIVEWAY PERMIT APPLICATION REQUIREMENTS

Applicants who are submitting driveway permits on St. John and Water Island – submit Five (5) maps and on St. Thomas-submit Four (4) maps.

- A. Four (4) copies of driveway permit application completed.
- B. Five (5) designs for St. John & Water Island and four (4) designs for St. Thomas on 18"x24" or 24"x36" sheet
- C. Submission of designs or drawing should include:
 - 1. Island map indicating site location
 - 2. Two (2) minimum photos of proposed driveway entrance
 - 3. Location drawing identifying surrounding roadways and site plan
(MapGeo or similar Photo shot)
 - 4. Indicate column parking footing detail on site plan with section number
 - 5. Provide swale materials and details
 - 6. Location of swale within the limits of the property line
 - 7. Retaining Wall location and details showing type of steel to be used
- D. Indicate all sections and details on site plan
- E. Clearly convey proposed driveway plan
- F. Provide Easement Permit (If applicable)
- G. Provide Vicinity Map (If applicable)
- H. Driveway permits that are issued by the DPW will expire at the time that the building permit expires.

SITE PLAN TO INCLUDE THE FOLLOWING:

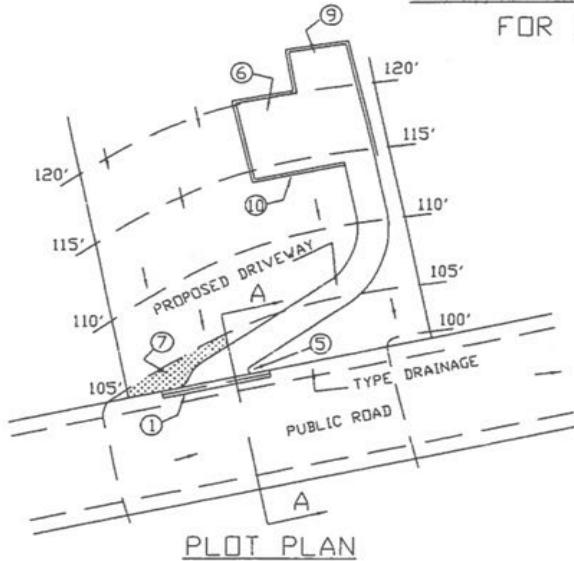
- 1. Location of building and structures
- 2. Off street parking designs and scale of drawings
- 3. Topo(s) and grade(s)
- 4. Roadway widths and names of site plans
- 5. Turn around facilities within property boundaries
- 6. 20 feet radius at both sides of driveway entrance **(Preferable)**



DRIVEWAY PERMIT REGULATIONS

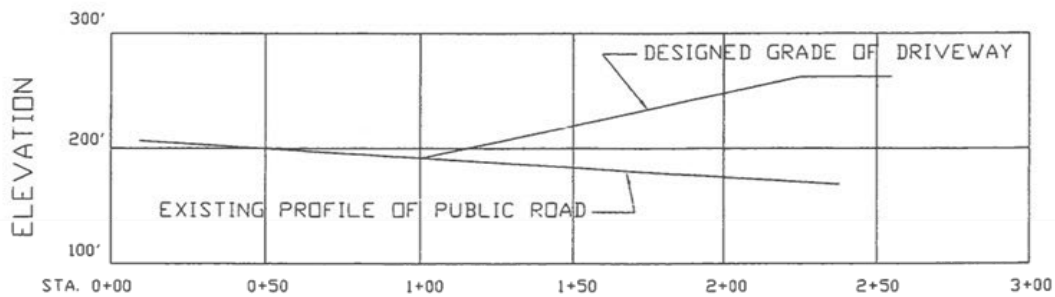
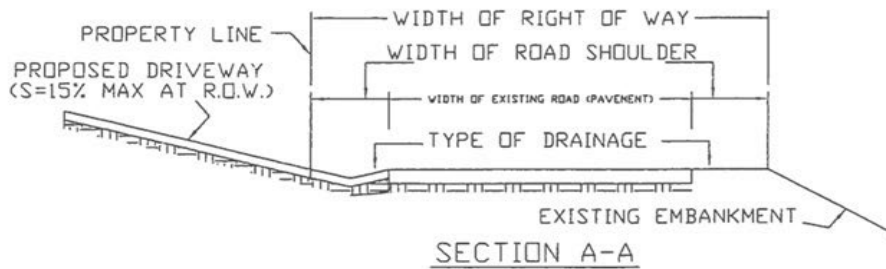
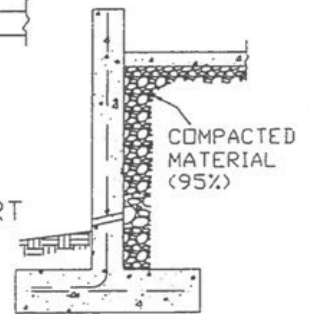
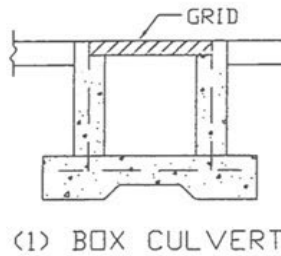
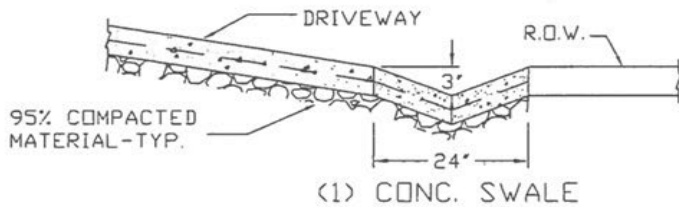
7. Low ground covering on both sides of driveway entrance **(Preferable)**
8. Existing and proposed drainage patterns and facilities on public roadway(s)
9. Indication of drainage patterns and facilities on public roadway(s)
10. Cross section and profiles of grades at driveway to include Public right of way **(Required)**
11. Location(s) of existing and proposed underground facilities at driveway(s)
12. Complete designs and specifications for construction of retaining wall(s) adjacent to Public right of way **(Required)**
13. Compliance of parking requirements and construction set backs
14. Compliance of requirements for attachments A, B, & C
15. Contact person and telephone number on application and/or contact the Engineer Division Ext. 241 to inquire the status of the permit(s) **APPLICATIONS WILL BE DISPOSED 10 BUSINESS DAYS AFTER NOTIFICATION TO PICK UP FOR CORRECTIONS OR APPROVAL.**

SAMPLE DRAWING FOR DRIVEWAY



REQUIREMENTS:

- (1) SHOW TYPE OF PROPOSED DRAINAGE
- (2) LOCATION & PARCELS MAP
- (3) PLOT PLAN
- (4) GRADE & PROFILE OF PROPOSED DRIVEWAY (S=15% MAX)
- (5) 20' RADIIUS
- (6) 10'X20' PARKING (200 SF MIN.)
- (7) LOW GROUND COVER
- (8) DRAINAGE PATERN
- (9) TURN AROUND (INSIDE PROPERTY)
- (10) RETAINING WALL
- (11) CONCRETE SWALE



4 PROFILE OF PUBLIC ROAD AND DRIVEWAY