



CITY OF TULLAHOMA

PUBLIC WORKS DEPARTMENT

PO Box 807, 942 Maplewood Avenue, Tullahoma, TN 37388

P: 931-454-1768 F: 931-455-5156 www.tullahomatan.gov

STORMWATER CULVERT PERMIT / DRIVEWAY PERMIT APPLICATION

Project Address		
Subdivision	Lot #	Permit Class <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
PROPERTY OWNER Name		
Address		City/ST/Zip
Phone		Email
CONTRACTOR or AUTHORIZED AGENT Name		
Address		City/ST/Zip
Phone		Email

PROCEDURE & INSTALLATION REQUIREMENTS

A driveway permit is required before connecting any type or size of driveway to a public street or public right-of-way. The permit is required to install driveway tile or perform a curb cut on an existing street curb. The following procedure is to be followed for permitting and installation.

1. Submit completed application to the Planning and Codes Office, 321 N. Collins Street. Permit fee is required at time of application.
2. The owner must mark the location of the proposed driveway or curb cut at his/her property. The center line of the driveway and the exact width should be clearly marked with stakes, flags or marking paint. For a curb cut, the exact length of curb proposed to be removed should be marked. All driveways shall be located two (2) feet off the adjacent property line. All driveway radii at the point of intersection with the public street shall be set back from the side property line a minimum of one (1) foot.
3. A Public Works representative will visit the site and determine the required tile size (length and diameter) and tile type (reinforced, concrete pipe is required for driveways at public right-of-way). You can order pipe at this time.
4. The owner's contractor should erect proper temporary safety barricades or markings for safe conditions during driveway installation.
5. The contractor should install the tile to maintain positive slope on all pipe sections. The existing ditch line shall be graded upstream and downstream of pipe to maintain positive slope of the entire drainage system.
6. **For curb or sidewalk cuts, the curb/sidewalk can be saw-cut and removed, and gravel base can be placed. Minimum 4" gravel base (bedding) is required for all culvert pipes and 4" minimum gravel base under sidewalks and driveway entrances within the Right-of-Way.**
7. Prior to covering (backfilling) any part of the tile, the owner shall contact the Public Works Department at (931) 454-1768 for inspection of the partial installation.
8. Public Works will notify you if backfilling can be done. If advised to proceed, the backfill material can be placed and compacted.
9. **Headwalls can be constructed. Headwalls are required on both ends of all new culverts.**
10. **Expansion joint material (1/2" minimum thickness) is required at each curb or sidewalk cut prior to any new adjacent concrete pour. Failure to install expansion joint will result in failure of final Stormwater inspection.**
11. Any drainage pipe which is not in good alignment or which shows any undue settlement or damage shall be removed and relayed at the property owner's expense.
12. The ditch and road shoulder shall be stabilized with seed, straw (or matting), or stone at shoulder and left in neat condition and free of large rock and other materials.
13. **For all driveways, the portion of the driveway from the edge of pavement at the public street to extending to the public right-of-way (property) line shall be paved (asphalt or concrete) with no exposed gravel.**
14. **NOTE: THE CITY OF TULLAHOMA DOES NOT PICK UP, TRANSPORT OR UNLOAD TILE**

***** OFFICE USE ONLY *****

PERMIT INFORMATION		FEES	PARCEL INFORMATION	
Stormwater Culvert/ Driveway / Curb Cut	#	\$25.00	PW #	Zoning District
DEPARTMENT REVIEW			County	
Status	Department Signature	Date	Tax Map/Group/Parcel	
<input type="checkbox"/> Approved			In/Near Flood Zone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Denied			Occupancy/Use Group UTILITY & MISC GROUP U	
Comments / Conditions				
CULVERT INFORMATION	SIZE/DIAMETER: (12" Diameter Minimum)	Class III	TYPE	LENGTH Minimum of 16 feet Maximum Residential 26 Feet
<input type="checkbox"/> CURB CUT	Notes:			
<input type="checkbox"/> EXPANSION JOINT	Notes:			

I understand and shall comply with all the above installation requirements.

Applicant Signature

Date

Applicant Printed Name