

Driveway Regulations

A driveway is defined, for the purposes of these regulations, as a paved roadway, constructed within the limits of the public right-of-way or street, connecting the paved or unpaved public roadway with private property for the purpose of providing access for motor vehicles to the private property.

A Driveway Permit Application shall be submitted with a Plat of Survey, two photos (front and side) of the existing right-of-way and a sketch showing the following features: driveway location, dimensions of the curb cut at the property line and curb line, proposed driveway and sidewalk slopes in a cross section with slopes on either side of sidewalk, sidewalk profile, materials, cut and fill limits, tree locations, street lights, utilities, signs, fire hydrants, water shut-off valve locations ("B" box), distance from property line and intersections, and proposed impacts to sidewalks and/or parkways.

The Driveway Permit is valid for a period of six months unless otherwise authorized by the Director of Public Works or designee. If the driveway is not constructed within six months, the applicant must reapply to renew the permit. Construction is restricted to March 15th through November 15th.

72 hours prior to starting any work for the permitted driveway, the applicant shall inform the City by calling the Permits Engineer at 311 (847-448-4311 outside Evanston) and submit a driveway construction schedule to allow for required City inspections. Driveway construction must be completed within 15 days of the start of excavation unless otherwise authorized by the Director of Public Works or designee.

Any necessary modification or relocation of existing facilities, such as catch basins, fire hydrants, street light poles, parking meters, parkway restoration, etc., will be completed with the approval of the City by the applicant at the applicant's expense unless otherwise noted on the permit. Safe pedestrian access must be maintained across the driveway at all times during construction.

Pertinent City Ordinances:

"TITLE 7-3-8: CONSTRUCTION OF DRIVEWAYS: The regulations of this Section shall apply to all driveways leading from a public street or public thoroughfare into public or private property and to curb cuts on improved public streets for any purpose, public or private." Consideration of a request for a driveway or curb cut permit shall be pursuant to the following requirements:

(A) Basic Requirements: The following requirements shall be the minimum standards considered when an application for a driveway or curb cut permit is received by the City:

1. Permits for driveway and/or curb cuts shall be considered as follows:

Residential Districts: All driveway plans and/or designs shall be approved by the Director of Public Works with the advice of the Traffic Engineer and the Transportation Director/City Engineer.

University Districts, Business Districts, Commercial Districts, Manufacturing Districts: All driveway and curb cut plans and/or designs shall be approved by the City Manager, Director of Public Works and Director of Planning, with the advice of the Traffic Engineer and the Transportation Director/City Engineer.

2. No driveway or curb cut plans and/or designs shall be approved by the City which may result in the standing of vehicles on any public street, public sidewalk, alley or other public property.

3. No driveway or curb cut across public property (as distinguished from a public alley) shall have a width exceeding the following:

Residential Districts: No driveway shall have a width less than eight feet (8') nor greater than twenty five feet (25') at the property line or greater than thirty five feet (35') in width at the curb, except as approved pursuant to Section 7-3-8(B).

4. All Other Districts: No driveway shall have a width less than eight feet (8') nor greater than twenty five (25') at the property line nor more than thirty five feet (35') in width at the curb, except as approved pursuant to Section 7-3-8(B).

5. No entrance nor exit driveway or curb cut for any property shall be allowed within twenty feet (20') from the intersecting property line at a street intersection, measured along and parallel with the curb of such street.

6. No more than one entrance or exit driveway or curb cut for any property shall be allowed on each street where the property is situated at the corner or intersection of any two (2) streets or public thoroughfare.

7. No more than two (2) driveways or curb cuts shall be permitted for entrance or exit purposes for any property on an interior (non-corner) lot, and a safety curb shall be maintained between such driveways.

Notwithstanding the foregoing standards, no permit for a driveway shall be issued unless the Director of Public Works or designee finds that: (1)

the proposed driveway does not create undue safety hazards in the use of the street, parkway or sidewalk by vehicular or pedestrian traffic; (2) the proposed driveway does not impede the safe and efficient flow "of traffic on the streets and sidewalks adjoining the property for which the driveway is proposed; and (3) the existing and proposed use of the property to be connected by said driveway is in all respects in conformity with the existing traffic, zoning and building ordinances and with the relevant goals of the City as set forth in the Comprehensive General Plan.

(B) Exceptions: Exceptions from regulations of this Chapter may be granted as set forth in subsection (B) 1 and (B) 2 below upon written application by the property owner or designee, and a showing of: (1) a clear need for the proposed location; (2) the need for the additional width or curb cut; and (3) evidence that the proposal will minimize or not substantially increase interference with pedestrian or vehicular traffic beyond that which would result from compliance with the basic requirements:

1. By approval of the City Council driveway widths can be greater than twenty five feet (25') at the property line in residential and university districts and greater than thirty feet (30') at the property line in business, commercial and manufacturing districts;
2. By concurrence of the City Manager, Director of Public Works and Planning Director with the advice of the Traffic Engineer and the Transportation Director/City Engineer for all other driveway widths, locations and/or additional curb cuts are allowed pursuant to Section 7-3-8(a) above.

Applications shall contain information sufficient to determine whether there is compliance with the standards set forth herein and shall be in the form required. A proposed exception may be denied, modified or granted in whole or in part and conditions may be improved in accordance with the applicable professional and engineering standards.

The findings and decision on all applications for exception shall be in writing and maintained in the applicable property file.

(C) Construction of Driveways: No person shall build, construct, maintain or use any driveway leading from a public street into private property until the approval per Section 7-3-8(A) is requested and obtained. All construction shall be in conformity with the regulations of the Department of Public Works. In addition, for all nonresidential construction, the applicant will provide either (1) a bond in the penal sum of ten thousand dollars (\$10,000.00) with good and sufficient surety and shall be conditioned upon the applicant constructing said driveway in accordance with this Code, indemnifying and holding the City harmless from all liability for damages or

expenses resulting from or by reason of the granting of such permission, or by reason of any act or thing done by the applicant by virtue of the permission provided for in this Section; or (2) proof of applicant's liability insurance in the amount of three hundred thousand dollars (\$300,000.00) accompanied by an agreement executed by the applicant indemnifying and holding the City harmless from all liability for damages or expenses resulting from or by reason of the granting of such permission, or by reason of any act or thing done by the applicant by virtue of the permission provided for in this Section. Further, it shall be applicant's responsibility to give written notice to the City at least thirty days prior to transfer of the property upon which the permitted driveway is located. (Ord. 62-0-89)

Regulations and Construction Details:

Minimum distance between driveways shall be ten feet (10') measured at the property line.

When any driveway is no longer used for access to abutting property, the sidewalk and curb shall be restored to their normal condition at the expense of the owner of the abutting property.

Radii or flare of all driveways shall depend upon the intended usage, the distance from the property line to the curb, the difference in elevations between the gutter and the sidewalk and the distance to adjacent lot line. No driveway flare shall extend across the projection of adjacent property line.

The property owner shall be responsible for maintenance in safe condition of all driveways leading to his property, including the portions of sidewalks used as a part of said driveways and failure to properly maintain said driveways, after notification so to do by the Director of Public Works, may result in revocation of the permit, and closing of said driveways.

Existing sidewalks at the location of proposed driveways shall be removed if defective, or if considered to be of insufficient strength to support vehicle traffic without damage, and be replaced with new concrete walk at least eight inches (8") in thickness at commercial driveways, or at least six inches (6") thick for residential driveways. A 6-inch stone base shall also be provided (see attached driveway detail).

Commercial driveways shall be constructed of one course concrete at least eight inches (8") in thickness. Residential driveways shall be constructed of one course concrete, at least six inches (6") in thickness. Concrete driveways shall have a 4-inch aggregate base (CA-6) on compacted sub grade. Asphalt driveways shall have a 6-inch aggregate base (CA-6) on compacted sub grade.

All concrete used for driveways shall have minimum compressive strength of 3,500 psi and shall be air entrained between 5% and 8%.

Existing curb shall be completely removed and replaced with a depressed curb constructed independent of the approach apron. The street shall be restored to its original condition.

The elevation of the new driveway shall match the elevation of the existing sidewalk. In every case the sidewalk will meet current ADA requirements.

The existing street light cables shall be placed in conduit or fiber duct at all commercial driveway locations at the applicant's expense.

Single Family Residential Driveway Slope Requirements:

Maximum Slope of Driveway outside of sidewalk area12%

Slope of Driveway in sidewalk area.....2%

Multi-Family Residential and Commercial Driveway Requirements:

For driveway and access requirements of parking lots and multi-space garages, please refer to the City's "Additional Design Guidelines for Parking Lots and Garages."

Additional Design Guidelines for Parking Lots and Garages

These guidelines supplement the requirements found in the Evanston City Code and must be followed unless exceptions are approved by the Director of Public Works and Community Development. These do not apply to single family houses.

Ramp Slopes

If there are adjacent parking stalls the slope will be 6% maximum

If there are no adjacent parking stalls:

The slope will be 6% maximum if the ramp has no snow melting

The slope will be 12% maximum if it has snow melting

The slope will be 15% maximum if it is inside a building

Parking Adjacent to Walls

Walls and other impediments provide additional restrictions for opening doors. Spaces adjacent to walls or other impediments shall be at least 9.5 feet wide.

Column Encroachment and Placement

Column encroachment into spaces is allowed only at the front corner of the parking stall to a maximum of one foot in width and two feet in length. Column placement adjacent to parking spaces shall be allowed only three feet from each end of the stall to allow room to enter and exit the vehicles.

Ramp Turning Radii

The minimum inside radius shall be at least 15 feet. All turns must be made in one movement - no backing or three point turns are allowed.

Ramp Width

On ramps that serve as parking aisles, the aisle widths in the Zoning Code must be followed. On ramps that are for travel only, the minimum width is 20 feet for two way traffic on straight segments and 26 feet for two way concentric turns. The minimum width for one way traffic is 10 feet.

Vertical Clearance

The vertical clearance for spaces and aisles serving van-accessible spaces is 8 feet 2 inches.

Sight Distance at Exits

Where the exit from a garage is adjacent to a walkway, adequate sight distance should be provided so that exiting drivers can see pedestrians on the walkway and pedestrians can see exiting vehicles. The use of strobes and other warning devices should be a last resort.

Access to Lots and Garages

Vehicles shall enter lots and garages head-in and shall exit head-out. Backing into and out of lots and garages is not permitted. Exception: when spaces are adjacent to an alley which comprises a portion of the aisle, backing is allowed from these spaces only with City approval.