

ENGINEERING DEPARTMENT  
CITY OF ALBANY  
240 PINE AVENUE, SUITE 200  
TELEPHONE: (229) 883 6955  
FAX: (229) 431 2875

**APPLICATION AND PERMIT FOR A RESIDENTIAL DRIVEWAY ENCROACHMENT  
WITHIN THE RIGHTS-OF-WAYS OWNED BY CITY OF ALBANY.**  
(Pursuant to Code of Ordinances, Chapter 56, Article V, Driveways and Curbs.)

1. Application is hereby made by \_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Agent Title  
\_\_\_\_\_  
City State Zip Telephone

For permission to have the following described driveway installed within the Right-of-Way  
Located at \_\_\_\_\_  
Number Street Name  
(Submit a plat, or sketch depicting the specific location and width of the proposed curb cut  
or driveway and also location of curb cuts on adjoining lots. Sec. 56-192)

24 hour Contact Person \_\_\_\_\_  
Name Telephone E-mail

2. Is the proposed driveway on a curb and guttered street? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If you select YES, go to line 7.

3. Non curb and guttered streets will require a reinforced concrete side drain pipe.  
The Engineering Department will size the required pipe and notify Applicant of proper size.  
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Engineering Department use only  
4. Has driveway been staked for pipe laying? \_\_\_\_\_ YES \_\_\_\_\_ NO

5. Has work order been placed at Public Works Department? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Who placed the work order? \_\_\_\_\_  
Name

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7. The Owner/Agent must pay fee at the Public Works Department, 1900 North Monroe Street prior to any installation  
of concrete driveway apron or driveway pipe. The Public Works Department may be contacted at (229) 883 6950.  
Sec. 56-198.

The driveway covered hereby shall be installed in accordance with the direction of the Engineering Department, and subject  
to the rules and regulations contained herein, plus any special provision specified by the Director of Engineering City of  
Albany. The Maintenance and repair of residential and commercial driveways on city property shall be the responsibility of  
the owner whose private property is served by the driveway, Sec. 56-199.

Permit requested this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
The signing of this permit application will commit the applicant to the stipulations outlined in the permit.

By: \_\_\_\_\_  
Applicant Title

This permit is to be strictly followed and no work other than that specifically described above is hereby authorized.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Director of Engineering

## INSTRUCTIONS AND SPECIFICATIONS FOR APPLICATIONS

1. **APPLICANT:**

Name and mailing address of Applicant: State and describe the type of work intended, street address of location, 24 hour contact, and submit 3 copies of the application.

The Engineering Department of the City of Albany shall be notified 24 hours prior to beginning construction on the project site. Failure to submit notification of construction will be justification for the permit to be revoked.

2. If you have selected curb and guttered street, you will be required to place a stake or surveyor's flag at the requested location. The Traffic Division of the Engineering Department will review the location and notify the Public Works Department. The Driveway will be installed once the required fee has been paid.
3. Non curb and guttered streets will require a driveway pipe, you will be required to place a stake or surveyor's flag at the requested location. Reinforced concrete pipe is required on City of Albany Streets. Once the pipe has been sized, the Owner/Agent will be notified to purchase the required length of driveway pipe. The minimum length is 24 LF (3-8 foot joints).
4. Upon notifying the Engineering Department at (229) 883 6955 that the pipe has been delivered to the site, a survey crew will stake the location for installation. **DO NOT PLACE THE PIPE IN THE DRIVEWAY LOCATION, THIS COULD CAUSE A DELAY.**
5. The Engineering Department Survey Crew will place the work order.
6. Staff assigned by the Engineering Department.
7. If driveway requires a concrete apron pay required fee. If pipe required, once the Owner/Agent notifies the Engineering Department that the pipe has been delivered, the required fee must then be paid for the pipe installation.

All fees are paid to the Public Works Department.