



DRIVEWAY PERMIT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Project Information

INDUSTRIAL

COMMERCIAL

RESIDENTIAL

Project Title

Property Address/Location

Project Description

Driveway Width		Driveway Radius		Driveway Slope		Driveway Cost	
Distance to Intersection or Property Line at ROW				Distance to Property Line at ROW			
Property Owner			Address			City, State, Zip	
Telephone			Fax			Email	
Contractor's Name				Design Professional of Record's Name			
Contractor's Business Name				Design Professional's Business Name			
Mailing Address				Mailing Address			
City, State, Zip				City, State, Zip			
Telephone		Email/Fax		Telephone		Email/Fax	

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS DRIVEWAY PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

 Owner/Agent Signature

 Date

 Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App # _____

ALT2012- _____

CITY OF CAPE GIRARDEAU DRIVEWAY PERMIT APPLICATION INFORMATION SHEET

Please read this information sheet in its entirety.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to eplans@cityofcape.org. You will receive email notification to upload the supporting documentation. No paper submittal is required, and only one set of plans will need to be printed after approval for the jobsite. For more information, visit www.cityofcape.org/eplans. No additional fee is required for digital plan review.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

1. A completed permit application form.
2. Two site plans meeting Driveway Standard (City of Cape Girardeau 25-912 and Engineering Standard Specifications and Drawings).

The site plan should include, but is not limited to, the following list of items:

1. The site plan shall be drawn in accordance with an accurate boundary line survey.
2. Drawn to scale with the scale indicated on the plans.
3. A North arrow.
4. Show the building setbacks and locations of all easements.
5. The location of all existing structures on the lot.
6. The location and size of existing and proposed public utilities and private services including electric, gas, sanitary and storm sewer, and water.
7. The street name(s) and location(s).
8. Driveways and ADA required driveway dimensions.
9. Parking layout.

All driveway and excavation permits for State Highways, i.e. Routes K and W, Highways 61, 177 and 74, shall be obtained from the Missouri Department of Transportation: (573) 472-5389.

Submittals are subject to a minimum five (5) business days review process. Plan Review will not begin before the completed permit application form is submitted.