City of Bristol Virginia
Office of City Engineer
300 Lee Street
276-645-7363

Permit for Private Entrance

Date: _____________

Permission is hereby given * __________________________ ♠ Owner ♠ Contractor
to * ____________________________________________________________________________

Location:* ________________________________________________________________________

Contractor: * __________________________ Telephone No. * __________________
Contact Person: * __________________________ Telephone No. * __________________
Pager No. * __________________________ Mobile No. * __________________

Conditions of Permit
All Private Entrances shall be in strict compliance with the current editions of the Virginia
Department of Transportation Minimum Standards of Entrances to State Highways. Where an
entrance is to cross a sidewalk, curb or curb and gutter, these structures shall be sawcut at the
nearest full joint, removed and replaced in accordance with details specified for entrances in the
current editions of the Virginia Department of Transportation Road and Bridge Standards. The
pavement width at the right-of-way line shall be a minimum of 12 feet for a single bay parking
structure to a maximum of 24 feet for multiple bay parking structures as approved by the City
Engineer. The minimum width of the entrance at the connection to the existing roadway shall
include a 5’x 5’ taper. The entrance and driveway shall be constructed of an impervious surface, e.g.,
asphalt concrete, hydraulic cement, prime and seal, etc., in its entirety. When curb or curb and
gutter exists, the new surface shall not extend beyond the face of the curb except in cases of extreme
grade transitions and only then by written permission from the City Engineer or agent. Where an
entrance crosses a roadside ditch, a pipe underdrain (minimum 15” diameter) may be required. The
actual pipe size required shall be determined by the City Engineer or his designee. The City
Engineer shall be notified upon completion of all work at which time final inspection and acceptance
will be considered. Traffic safety requirements shall be in strict compliance with the current editions
and the Conditions of the Permit.

The person(s) and/or firm(s) to whom this permit is issued shall be responsible for any failure in
construction for a period of one (1) calendar year following the acceptance of the work.

Applicant: * __________________________ Approved by: __________________________
Completion Date: __________________ Expiration Date: __________________

Remarks: ________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Rev. 08/02/16
PAVED DRIVEWAY MUST EXTEND A MINIMUM OF 25' FROM EDGE OF EXISTING STREET PAVEMENT

RIGHT-OF-WAY

CORRUGATED DUAL WALL HP STORM OR (EQUIVALENT) OR REINFORCED CONCRETE PIPE ONLY

5'X5' TAPER

EXISTING STREET PAVEMENT

NOT TO SCALE

TYPICAL PRIVATE ENTRANCE DETAIL
(PUBLIC STREET WITHOUT CURB AND GUTTER)

NOTE: ANY VARIATIONS FROM THE DETAILS AS SHOWN MUST BE APPROVED BY THE CITY ENGINEER.

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REVISED 08-02-16